



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

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COMNAVRESFORNOTE 5400

N1

01 APR 2013

COMNAVRESFOR NOTICE 5400

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2014 NATIONAL COMMAND AND SENIOR OFFICER
(O5/O6) NON-COMMAND BILLET SCREENING AND ASSIGNMENT
PROCEDURES

Ref: (a) BUPERSINST 1001.39F
(b) RESPERSMAN M-1001.5
(c) COMNAVRESFORNOTE 1001 of 29 Aug 12
(d) JAGINST 1301.2C
(e) SECNAVINST 1401.3A
(f) OPNAVINST 5354.1F CH-1
(g) DoD Directive 1350.2 of 18 Aug 95
(h) SECNAVINST 5211.5E
(i) OPNAVINST 1000.16K CH-1
(j) OPNAVINST 6110.1J
(k) 10 U.S.C.
(l) OPNAVINST 3440.16D
(m) JAGINST 5817.1E

Encl: (1) Fiscal Year 2014 APPLY Board Execution Guidance

1. Purpose. To establish standardized policy and procedures for the National Command and Senior Officer (O5/O6) Non-Command Billet Screening and Assignment Board, henceforth referred to as the "APPLY Board." The Fiscal Year 2014 (FY14) APPLY Board will be held 13 August to 30 August 2013, at Navy Personnel Command, Millington, Tennessee.

2. Background. Assigning the best qualified officers to senior leadership and management positions is vital to the continued successful support provided to Active Component (AC) supported commands. This is achieved through a consistent screening and assignment process which promotes credibility with Resource Sponsors, Major Claimants, Supported Commands and the Selected Reserve Community. In order to provide consistent vetting of applicant qualifications and eligibility, all Reserve Component (RC) communities will participate in the APPLY Board.

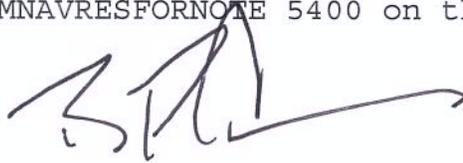
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3. Scope

a. This notice supplements officer assignment policies issued by references (a) through (m), and contains additional policies and procedures for officer application, billet advertisement and Board conduct pertinent to the screening and assignment of drilling Navy Reservists to national Commanding Officer/Officer in Charge (CO/OIC) billets and Senior Officer (O5/O6) Non-Command billets.

b. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) before the Board's convening date. Modifications will be published on the APPLY web site or via change notice.

4. Cancellation Contingency. This notice remains in effect until superseded by another COMNAVRESFORNOTE 5400 on the same subject.



B. P. CUTCHEN
Deputy

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

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FISCAL YEAR 2014 NATIONAL COMMAND AND SENIOR OFFICER (O5/O6)
NON-COMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

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Action Items

1. The success of the APPLY Board depends on accurate billet requirements and relies heavily on input from Supported Commands via their respective Operational Support Officers (OSO). As such, the following specific action items must be carried out:

a. Commander, Navy Personnel Command (COMNAVPERSCOM) has agreed to:

(1) Act as the convening authority for the APPLY Board and execute it per the schedule in APPENDIX (a).

(2) Appoint Navy Reserve Flag Officers to serve as President and Vice Presidents of the FY14 APPLY Board.

(3) Appoint board members and support personnel.

(4) Notify applicants chosen to serve as board members or board support.

(5) Release Naval Administrative (NAVADMIN) Message announcing APPLY Board dates and detailing procedures for submitting correspondence to the board.

b. COMNAVRESFORCOM (N00) will:

(1) Appoint an Executive Steering Committee (ESC) composed of Navy Reserve Flag Officers from a variety of designators and communities to guide the future growth and development of the APPLY Board process.

(2) Collect membership applications for the Selected Reserve personnel desiring appointment to the APPLY Board, including voting members (board members), Recorders and Assistant Recorders (board support), per references (d) through (g), by 22 March 2013. Note: Reference (d) guides the Judge Advocate General (JAG) panel, which acts as a Professional Qualifications Screening Board, to select JAG Officers for billets under the authority in reference (k) Section 806.

(3) Nominate RC Officers to serve as board members and board support. Officers with approved retirement or who are within 1 year of statutory retirement shall not be nominated for board duty.

c. COMNAVRESFORCOM (N12) will:

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(1) Liaise with COMNAVPERSCOM (PERS-9) in the scheduling, coordination and execution of the APPLY Board.

(2) Ensure the APPLY web site is available on the private side of the Navy Reserve Homeport under the "applications" link.

(3) Update the billet database to reflect Total Force Manpower Management System (TFMMS) changes. Remove all billets with end dates in TFMMS/Reserve Headquarters System (RHS) of 31 December 2013 or earlier from advertisement.

(4) Adjudicate Projected Rotation Date (PRD) extensions by 31 May 2013. The APPLY Board will not consider officers approved for PRD extensions and these billets will be removed from the advertised billet list.

(5) Post anticipated billet vacancies for preview on the APPLY web site by 29 April 2013. Provide final advertised billet list during the application window of 4 June to 16 July 2013.

(6) Remove from consideration officers ineligible for assignment per references (a) through (k).

(7) Ensure the contents of APPLY applications are released only to board support staff and membership. Observe strict compliance with the Privacy Act requirements of reference (h).

(8) Conduct other actions per references (a) and (b).

d. Supported Commands/OSO will:

(1) Obtain an OSO login for the APPLY web site. OSOs experiencing difficulty logging into APPLY should request login assistance via [CNRFC APPLY@navy.mil](mailto:CNRFC_APPLY@navy.mil).

(2) Submit PRD extensions to COMNAVRESFORCOM (N12) by 10 May 2013.

(3) Verify billet requirements including designator, rank, Navy Officer Billet Code (NOBC)/Additional Qualification Designator (AQD), security clearance requirements, Reserve Functional Area and Sex (RFAS) code and number drills code (NDC). For permanent changes to designator or rank, submit

Billet Change Requests (BCR) through the Active Command's Budget Submitting Office (BSO). BCRs may take 60 days or more to process and properly reflect in the TFMMS database. For modifications to the RFAS code or NDC, submit Billet Action Requests (BAR) to COMNAVRESFORCOM (N123) by 24 May 2013. Any changes not submitted with sufficient processing time, per the above guidance, may not reflect correctly during the advertisement phase or during the Board.

(4) Update Supported Command comments, including those not scheduled to be advertised during FY14 APPLY, via the APPLY web site between 1 December 2012 and 24 May 2013. Comments with a date stamp prior to 1 December 2012 will be deleted at 2359 Eastern Standard Time (EST), 24 May 2013 and will not be available during the APPLY Board. Comments should state general guidelines, specific professional skills or qualifications required or desired, and any unique drilling requirements. Comments may also be used to inform applicants of any pending structural changes to billets. Comments may not be used to add or modify NOBC requirements, or supersede the billet requirements for grade, designator, or RFAS code.

(5) Ensure the unit CO/OIC billet is correctly identified with a "K" or "O" as the NDC by 24 May 2013. Each Reserve Unit Identification Code (RUIC) will only have one "K" or "O" coded billet.

(6) Review Unit CO/OIC comments for accuracy and applicability via the APPLY website. Coordinate comments with respective unit COs/OICs.

(7) Coordinate with other supported command OSOs to notify all mobilized Reserve Officers of the APPLY process. Ensure the APPLY process policies, procedures and dated milestones are widely advertised and disseminated to ensure every officer is aware of their obligation to register on the APPLY web site and validate their current assignment.

e. Reserve Echelon IV Commanders will:

(1) Provide widest possible distribution of this notice and information pertaining to the APPLY Board.

(2) Coordinate a thorough billet assignment and PRD review with subordinate Echelon V and VI commands and report completion by 10 May 2013 via centralized APPLY e-mail (CNRFC_APPLY@navy.mil). Review will include validating current

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status of all O6, O5 and CO/OIC assignments from FY11, FY12 and FY13 APPLY Boards and verification of existing orders, billet and PRD in all applicable databases including Navy Standard Integrated Personnel System (NSIPS), RHS, APPLY and the Inactive Duty Training Order Writing (IDT-OW) system.

(3) Designate a representative to serve as the APPLY liaison between field activities, individual applicants, and COMNAVRESFORCOM (N12).

(4) Route any O6, O5, or unit CO/OIC assignment discrepancy corrections found at the Echelon IV-VI levels to COMNAVRESFORCOM (N12) for adjudication.

f. Reserve Echelon V COs will:

(1) Review assignments for all O6, O5 and unit CO/OICs. Validate billet assignments and PRDs against official orders. Report unresolved discrepancies to Echelon IV.

(2) Ensure APPLY policies, procedures and dated milestones are widely advertised and disseminated to all Selected Reserve (SELRES) officers. Ensure every officer, regardless of their intention to submit an APPLY billet preference sheet, also known as a "dreamsheet", validates their current assignment on the APPLY web site.

g. Reserve Echelon VI (Navy Reserve Unit) COs/OICs will:

(1) Review assignments for all O6, O5 and unit CO/OICs. Validate billet assignments and PRDs against official orders. Report unresolved discrepancies to the Navy Reserve Activity (NRA).

(2) Ensure APPLY policies, procedures and dated milestones are disseminated to all SELRES officers.

(3) Mentor officers about the APPLY process, application procedures and the importance of personal record maintenance. Ensure every officer, regardless of their intention to submit an APPLY dreamsheet, validates their current assignment on the APPLY web site.

(4) Encourage eligible officers to apply for board membership or board support positions via the APPLY web site no later than 22 March 2013 if they are not applying for billets.

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(5) Review and update specific billet CO comments, including those not scheduled to be advertised during FY14 APPLY, by 24 May 2013 using the APPLY website. Keep comments concise and limit to information not covered by the OSO in "Supported Command" comments. Members assigned to CO/OIC billets automatically have access to edit CO comments via the APPLY website. Unit COs/OICs experiencing difficulty logging onto the APPLY website can request login assistance via e-mail at CNRFC_APPLY@navy.mil.

h. Reserve Officers will:

(1) Register by validating current assignment and personal data on the APPLY web site between 1 February and 10 May 2013 regardless of current assignment status. Report any discrepancies to the NRA through the unit chain of command. PRDs must be accurate to ensure proper billet advertisement. PRD extension requests must be submitted via the Supported Command OSO and received by COMNAVRESFORCOM (N12) no later than 10 May 2013.

(2) Regularly check the APPLY web site for the most current information. Changes in billet information during the advertisement phase will be kept to a minimum but may still occur.

(3) Officers not being considered for billet assignment are encouraged to apply for a board membership or support position. Submit board membership or support applications to the APPLY inbox at CNRFC_APPLY@navy.mil by 22 March 2013.

(4) Officers desiring a billet assignment are required to complete all applicable sections of the APPLY application (e.g., verify billet information, indicate willingness to accept a billet not listed on dreamsheet, complete any required resumes) and apply for at least one billet. Officers are strongly encouraged to state their willingness to travel for billets not on their dreamsheet to enable the board to select them to unadvertised vacancies. Ensure the data in the "History of Assignments" (AC and RC) and "resume" fields are up-to-date and accurate before finalizing the application, as history of assignments and civilian work history will not be retrieved from the member's official record during slating.

(5) Officers should only apply for billets they are willing to travel to with their own funds. APPLY selected officers will be responsible for IDT transportation expenses to

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their assigned drill site. APPLY selected officers will not be cross assigned, unless permitted by community specific information per Section 3.

(6) Officers are highly encouraged to submit application "remarks" to enhance opportunity for assignment during slating. Comments should be used to address experience or qualifications for specific billets or update any information not included in their official record.

(7) Officers should include billet preferences within their designator to meet community fill requirements. Only in situations where a qualified officer in exact designator and grade is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(8) If an officer has tenure remaining (e.g. Junior Officer (JO) or Senior Officer applying for CO/National Emergency Preparedness Liaison Officer (NEPLO)/Post Command billet) and indicated willingness to accept a billet not on their dreamsheet, the board may offer a "suggest" billet within their indicated range of travel as an alternate billet assignment. Their vacated position will not be filled by the APPLY Board should they choose not to accept the "suggested" billet (must be declined within 14 days from release of results).

(9) Finalize application and dreamsheet between 4 June and 16 July 2013, 2359 (EST).

(10) APPLY awarded assignments are assumed to have been accepted by selected officers. The requirement to "accept" assignments following the publishing of board results is no longer required. Officers who desire to decline awarded billets must do so within 14 days following posting of official results on the APPLY web site. Officers who decline a billet which was specifically requested on the officer's dreamsheet are ineligible for any post-board assignment (interim fill or Overgrade Waiver (OGW)) and are subject to transfer to non-pay. Officers who decline a billet not specifically requested on the officer's dreamsheet are eligible for post-board assignment.

(11) JOs who decline billets on their dreamsheet within 14 days of posting of results will not return to their previous JO assignment but will be subject to re-assignment per COMNAVRESFORCOM (N12). JOs who decline billets on their

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dreamsheet after the 14 day window will be subject to RESPERSMAN 1300-010 Refusal of Orders.

(12) JOs who decline a billet that was not on their dreamsheet (a "suggest billet") within 14 days will go back to their JO assignment. JOs who decline a billet that was not on their dreamsheet after 14 days, will be subject to re-assignment per COMNAVRESFORCOM (N12).

(13) Ensure the e-mail address in the officer's "Personal Data and Contact Information" page in APPLY is accurate, as e-mail will be used to communicate with applicants.

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Section 2

APPLY Application and Assignment Policies

1. To provide guidance for maximum effectiveness of the APPLY Board the following areas are addressed:

a. Officer Eligibility

(1) All Navy Reserve officers are eligible to register in APPLY. Officers who are not affiliated with the RC in a drilling status (e.g., AC, Active Status Pool (ASP)/Voluntary Participation Unit (VPU), etc.) must contact COMNAVRESFORCOM (N12) at CNRFC_APPLY@navy.mil to request an account. Officers who are mobilized and unable to register in APPLY due to limited internet connectivity should seek assistance through their supported command or contact COMNAVRESFORCOM (N12) for assistance at CNRFC_APPLY@navy.mil or (757) 322-2259.

(2) Officers must be qualified and available, per references (a) through (c), to be considered for an assignment. Officers on voluntary or involuntary active duty are eligible provided they qualify to affiliate with the RC in a drilling status and assume their assigned billet by 31 March 2014. Officers who know they will not be able to affiliate with their APPLY assignment by 31 March 2014, due to pending mobilization (R## Individual Mobilization Status (IMS) code), will be eligible for interim fill should their mobilization get canceled per post-board assignment procedures in Section 4.

(3) All Commander, Naval Air Force Reserve (COMNAVAIRFORES) Squadron 13XX officers are eligible to apply for billets at the FY14 APPLY Board. Officers selected for an APPLY billet which was specifically requested on their dreamsheets will be assigned to that billet and are not eligible for a COMNAVAIRFORES Reserve Force Squadron (RESFORON) Over-grade Waiver (OGW) assignment. Officers are not required to submit an APPLY dreamsheet to be eligible for a COMNAVAIRFORES RESFORON OGW. Procedures to apply for COMNAVAIRFORES RESFORON OGW assignments will be promulgated by CNAFR.

(4) Selection to Joint Duty Assignment List (JDAL) billets does not require completion of Joint Professional Military Education (JPME). However, JPME completion is highly desirable and will be considered when assigning JDAL billets.

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(5) Officers within 12 months of mandatory retirement, (retirement date of 30 November 2014 or earlier) as defined in reference (k), Chapter 1407, Section 14507, are not eligible for assignment, but are eligible for interim fill per post-board assignment procedures, Section 4.

(6) Officers within 24 months of mandatory retirement, (retirement date of 30 November 2015 or earlier), are only eligible to compete for non-command assignments, subject to community restrictions, as they will be unable to complete a full 2 year tour. Officers must have at least 12 months remaining before mandatory retirement (retirement date of 1 December 2014 or later) to apply for Reserve Component Command (RCC) Deputy Commander billets. Refer to post-board Assignment, Section 4, for interim fill eligibility.

b. Officers Selected for Promotion

(1) Officers without tenure remaining (PRD of 30 November 2013 or earlier) in their current assignment that are selected for promotion in FY14 shall apply for billets in their new paygrade or they will be subject to transfer to the Voluntary Training Unit (VTU).

(2) FY14 Commander selects currently assigned to a non-command, non-interim fill billet will receive an order modification to adjust PRD to 30 November 2014.

(3) FY14 Captain selects with tenure later than 30 November 2014 will receive an order modification to adjust PRD to 30 November 2014.

(4) Officers selected for promotion with tenure remaining in their current assignment after all adjustments above are made (PRD after 1 December 2013), have two options:

(a) Opt not to apply for billets in the new paygrade and retain current assignment until 30 November 2014.

(b) Apply for command and non-command billets in new paygrade. Officers not selected for billets on their dreamsheets will retain their original billet assignment through 30 November 2014. Officers selected for billets in their new paygrade will vacate their originally assigned billets.

c. Multiple Failed of Selection (Multi-FOS'd). Multi-FOS'd officers are not specifically excluded from eligibility for

selection to billets. The board will consider the skills and performance of FOS'd officers when establishing confidence factors and similarly consider the best qualified officer for billet selection regardless of status. Multi-FOS'd officers selected to billets will be given full-tour PRDs. Full-tour PRDs will not supersede statutory age or years of service limitations.

d. Assignment Eligibility

(1) Officers currently serving in Non-Command billets may apply for NEPLO and Command CO/OIC billets before the end of their current assignment unless prohibited due to community specific constraints per Section 3.

(2) Officers with tenure remaining (PRD 1 December 2013 or later) are not eligible to apply for a non-command billet, unless permitted by community specific information per Section 3.

(3) Officers are not eligible to apply for Non-Command billets in units that they have previously commanded (excluding service solely as an interim fill CO/OIC), unless permitted by community specific information per Section 3.

(4) Officers may apply for their current Non-Command billet, unless prohibited due to community specific constraints per Section 3.

(5) Officers Detached for Cause (DFC) under MILPERSMAN 1611-120 shall not be eligible for CO/OIC assignment.

e. Billet Tenure. All Joint Duty Assignment List (JDAL) coded billets will be assigned for a tour of 3 years (Command and Non-Command). Officers in Joint coded billets are highly recommended to complete 2 years before applying for CO/OIC billets. All other tour lengths are specified in Section 3.

f. Maximum Command Tenure. Officers may not serve in more than two CO/OIC positions in any one paygrade unless otherwise stated in community specific information per Section 3 or approved by COMNAVRESFORCOM. Officers who serve in two Command positions, but are not afforded the opportunity to reach a cumulative 36 months in Command, will be afforded the opportunity to apply for an additional command billet. Time

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served by an officer in an interim assignment or Command of non-pay units does not count towards total command tenure.

g. Mobilization. Officers without tenure remaining while on mobilization refer to the RESPERSMAN 1300-010 for their authorized pay status. Officers with tenure remaining who are mobilized following assignment to an APPLY billet will normally return to the billet, with the following exceptions:

(1) Officers who are mobilized before assuming their APPLY selected billet, with official notification of mobilization (RC1 IMS code after 29 July 2013), will be placed into the billet by COMNAVRESFORCOM (N12) on 1 December 2013 until PRD expiration.

(2) OSOs may request an interim fill assignment for FY14 APPLY selected officers on mobilization (RC1 date prior to 29 July 2013) provided the officer cannot affiliate with the unit by 31 March 2014. Officers with pending mobilizations are strongly encouraged to communicate with OSOs should they desire to return to their billet.

(a) Mobilized officers displaced due to interim fill assignment will be placed in an In-assignment processing (IAP) status initially and must apply for billets at the next APPLY Board following demobilization for assignment consideration. Guidance regarding demobilization pay status is in the RESPERSMAN 1300-010.

(3) PRDs will generally not be extended due to mobilization; however, officers selected to CO/OIC billets will generally have an opportunity to complete at least 12 months (not necessarily consecutive) in command. Requests for PRD extensions as CO/OIC may be submitted per Section 2, paragraph 1i. During the mobilization of a CO/OIC, the Executive Officer (XO) will initially serve as the Acting CO. If requested by the Supported Command, more lengthy fills (6 months or more) will be determined by the APPLY ESC using post-board assignment procedures for command positions, unless prohibited due to community specific constraints per Section 3.

h. Annual Training/Active Duty Training/Active Duty for Special Work (AT/ADT/ADSW)/Recall to Active Duty. Officers in APPLY billets performing voluntary Active Duty (AT/ADT/ADSW/etc.) outside the parameters of the Supported Command's mission may be subject to forfeiture of their APPLY

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awarded billet and transfer to non-pay if requested by the OSO via an interim fill request.

(1) Officers on ADSW who are selected for an FY14 APPLY assignment will be placed in their FY14 APPLY billet on 1 December 2013 by COMNAVRESFORCOM (N12).

(2) OSOs may request an interim fill assignment for FY14 APPLY selected officers on ADSW provided the officer cannot affiliate with the unit by 31 March 2014.

(a) Officers on ADSW displaced due to interim fill assignment will be transferred to the VTU and must apply for billets at the next APPLY Board for assignment consideration.

i. Billet/PRD Extension Requests. Billet assignment extension requests will generally not be approved. These requests must be submitted per Exhibit 2 and received by 13 May 2013. Extension requests for JAG Officers are subject to final approval by the Deputy JAG Reserve Affairs and Operations (RA&O), acting for the JAG, pursuant to the authority in Section 806 of reference (k). COMNAVRESFORCOM (N12) will notify the Supported Command by 3 June 2013 of all approved extension requests by generating orders via IDT-OW. Officers serving in interim fill assignments are not eligible for a PRD extension.

j. PRDs and Billet File Maintenance. PRD corrections shall be reported to COMNAVRESFORCOM (N12) by 31 May 2013.

(1) Officers with an approved retirement date before the end of their tenure must have their PRD modified by COMNAVRESFORCOM (N12), via the NRA and RCC, to correspond with their scheduled retirement date to ensure the billet is advertised. Prior to RCCs generating the PRD modification orders in IDT-OW, NRAs are required to update member's Manpower Availability Status (MAS) code to "ARR".

(2) Officers filling billets with an end date after 31 March 2014 will remain in their assigned billet until the billet's deletion date. Following that, they will be reassigned in pay through coordination with their NRA/Echelon IV for the remainder of FY14.

k. Assignment Qualifications/Expectations. Officers may only apply for billets for which they are fully qualified. Officers selected to billets which they cannot fulfill may forfeit the assignment. Specifically:

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(1) Conflict of Interest. Officers shall not apply for billets that will create a conflict of interest through either a past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with personnel assigned to the unit.

(2) Supported Command Requirements. Officers should meet billet requirements and fulfill the Supported Command's reasonable assignment expectations.

1. Effective Date of Orders. The effective date of APPLY Board billet assignments and VTU orders is 1 December 2013. CAPTs and CDRs will be transferred to non-pay upon expiration of PRD unless otherwise directed by COMNAVRESFORCOM (N12) per the RESPERSMAN 1301-010. APPLY board orders may not be executed earlier than 1 December 2013 unless approved by COMNAVRESFORCOM (N12). Officers desiring to assume APPLY billets before or after 1 December 2013 must communicate their request to COMNAVRESFORCOM (N12) via the Supported Command OSO by 15 October 2013.

Section 3

Community Specific Information

1. Specific community requirements follow:

a. Navy Emergency Preparedness Liaison Officer (NEPLO) Panel (1999). The NEPLO APPLY Panel has been incorporated into the O6 and O5 Unrestricted Line Panels. Refer to Section 3 paragraph 1h for further guidance.

b. NAVAIR Panel. The panel to consider officers for NAVAIR billets will convene 15-16 August 2013. Officers applying for Aviation Engineering Duty billets may apply for other billets, with the following stipulations:

(1) Officers with the 1505, 1515, or 1525 designator selected by the NAVAIR Panel will be assigned to the NAVAIR billet.

(2) Priority will be given to assigning officers in designators 1505/1515/1525 to 1500/1510/1520 billets. Additionally, priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(3) 13XX, 63XX and 73XX officers may apply for 15XX billets if the billets are structured with an appropriate substitution code ("HB" or "AL" RFAS code). 13XX, 63XX and 73XX officers applying for billets on the NAVAIR Panel who are not selected by the NAVAIR Panel will subsequently be considered by the appropriate URL Panel for billets remaining on their dreamsheets.

(4) Non-15X5 officers selected for a NAVAIR billet with a higher preference command billet(s) on their dreamsheet will be considered by the appropriate Community Panel for the command billet(s).

(5) Non-15X5 officers selected to a higher preference command billet will be awarded the command billet vice the NAVAIR billet.

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(6) All officers applying for NAVAIR billets must complete the on-line resume in the APPLY online application or they will not be considered for the billet.

(7) Billet tenure for NAVAIR Panel assignments is as follows:

(a) Command: A tour of 2 years.

(b) Non-Command: A tour of 3 years for O5 assignments. A tour of 2 years for O6 assignments.

c. Information Dominance Corps (IDC) Panel (Intelligence/Information Professional/Information Warfare/Meteorology and Physical Oceanography (Intel/IP/IW/METOC)). The panel to consider officers for IDC billets will convene 13-17 August 2013. Space Cadre 1000/1050 billets will be slated in their respective URL Panel. Officers applying for IDC billets may apply for other billets, with the following stipulations:

(1) O6 18XX officers may apply for billets on both the IDC Panel and the O6 URL Panel (including NEPLO billets). O6 18XX officers selected for an IDC billet with a higher preference URL command billet(s) on their dreamsheets will subsequently be considered by the O6 URL Panel for the command billet(s).

(2) O5 18XX officers may only apply for billets on the IDC panel, with the exception of 18XX Space Cadre officers. 18XX Space Cadre officers (those holding one of the following AQDs: VS3, VS4, VS7, VS8, VR2, or VR3) may apply for 18XX billets on the IDC panel and 1000/1050 Space Cadre billets on the O5 URL panel. 18XX Space Cadre officers selected for an IDC billet with a higher preference URL command billet(s) on their dreamsheets will be considered by the O5 URL Panel for the Command billet(s).

(3) 18XX officers selected to a higher preference URL command billet will be awarded the command billet vice the IDC billet.

(4) 642X/644X/645X LDO officers may apply for 18XX billets if the billets are structured with an appropriate substitution code ("AL" RFAS code).

(5) Officers applying for O4 CO and XO positions must be in grade (not O4 select), by 1 October 2013.

(6) Applicants for IDCRC Chief of Staff, Deputy Chief of Staff, O6 Navy Information Operations Command (NIOC) CO, IDC Regional Commander, and IDC Community Lead ("P" NDC) billets must be in grade (not O6 select) by 1 October 2013 and must have completed a minimum of one 2 year CO tour. IDC Regional Commander billets, although coded 1830, have RFAS codes to permit any qualified 18XX or Space Cadre officer to compete for the billet. Officers who have completed two O6 command tours are eligible for assignment to IDC Regional Commander billets.

(7) 18XX/642X/644X/645X Officers who have tenure remaining in non-command billets may apply for IDC Community Lead and XO billets.

(8) Although IDC Community Lead billets are considered non-command, incumbents having tenure remaining are not eligible to apply for command billets.

(9) Regional Commander, Regional Chief Staff Officer (CSO), and Regional Training Officer billets are open to any 18XX officer or qualified Space Cadre Officer (holding a VS3, VS4, VS7, VS8, VR2, or VR3 AQD and an Information Dominance Warfare Officer (IDWO) qualification). In the case of all other billets, priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(10) IW officer billets which directly support AC commands will be assigned via the interim fill process if an exact match is not available for assignment.

(11) Billet tenure for IDC Panel assignments is as follows:

(a) Command, XO, and Community Lead: A tour of 2 years.

(b) Non-Command (excluding XO and Community Lead): A tour of 3 years.

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d. Medical Panels (2105/2205/2305/2905). The panel to consider officers for 2100/2200/2300/2900 billets will convene 27-30 August 2013.

(1) Officers with 2105/2205/2305/2905 designators are not authorized to apply for billets in other designators, including NEPLO billets.

(2) Officers selected for billets in the All Medical Panel will be assigned to the All Medical Panel billet and will not be considered for other billets on their dreamsheet.

(3) Priority will be given to assigning officers in high-demand, low-density specialties to billets that match their specific skill (NOBC/ Subspecialty (SSP)). Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(4) An individual officer may only complete one tour in a command position per pay grade. An officer who completed a command tour may not be assigned to a billet within the same command for at least 2 years from the date of command tour completion.

(5) An officer who has completed a command tour as an O6 is not eligible for Senior (Dental Corps (DC), Nurse Corps (NC), Medical Corps (MC), Medical Service Corps (MSC)) Executive positions.

(6) Members applying for designated Post Command (PC) ("P" number drill code) billets must have completed a Commanding Officer tour. Officers may only complete one PC tour. If an officer has completed a tour in a billet that is later designated as post command it will not count as a PC tour for the officer.

(7) Operational Health Support Unit (OHSU) Detachment OIC positions are not assigned via the APPLY Board. This is a collateral duty determined by a selection process conducted by the CO of the OHSU Headquarters Detachment.

(8) Cross assignments are authorized for officers assigned to billets at Bureau of Medicine and Surgery commands only, subject to their business rules.

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(9) Billet tenure for Medical Panel billet assignments is as follows:

(a) Command, Post Command, Senior Executive, XO (Program 9 and Program 32): A tour of 2 years.

(b) Non-Command (excluding Senior Executive, XO, and Post Command): A tour of 3 years.

(10) Officers in Non-Command (excluding post command) billets may break their PRD to apply for command, executive officer or senior executive positions. Lateral transfer to a position of similar authority (e.g., XO to XO, SNE to SNE) is discouraged.

e. Judge Advocate General (JAG) Panel (2505). The panel to consider officers for 2505 billets will convene 26-27 August 2013.

(1) Officers with the 2505 designator are not authorized to apply for billets in other designators, including NEPLO billets.

(2) Officers are strongly encouraged to apply for billets within their assigned pillar. Priority will be given to assigning officers to billets in exact paygrade and pillar designation. In situations where a qualified officer in exact grade and pillar designation is not available for assignment, the panel may authorize an assignment subject to the final approval of the Deputy JAG Reserve Affairs and Operations (RA&O) and in accordance with references (d) and (k). Interim fill or overgrade waiver assignment requests must be approved by the Force JAG.

(3) JAG Officer APPLY Board billet selection is governed by a Professional Qualification Screening Board, convened per reference (d). JAG Corps candidates should use the application procedures outlined herein and adhere to additional instructions per reference (d), as required.

(4) JAG Officers applying for a billet in the Trial Judiciary or in the Appellate Judiciary must have been professionally recommended by the Judicial Screening Board and approved by the Judge Advocate General of the Navy in accordance with reference (m). Officers must have also successfully completed the military judge's course at the Army JAG School, unless waived by the Chief Judge of the Navy.

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(5) JAG Officers who have tenure remaining in non-command billets may apply for JAG XO billets.

(6) Initial non-command tours in the Trial Judiciary or in the Appellate Judiciary will be for 4 years.

(7) Any follow on tours in the Trial Judiciary or in the Appellate Judiciary will be 2 years.

(8) Commanding Officer tours in the Trial Judiciary or in the Appellate Judiciary will be for 2 years.

(9) JAG Commanding Officers mobilized for a period over 6 months will have an interim fill replacement assigned by the Reserve Law Program Manager, with approval of the Deputy JAG (RA&O).

(10) JAG Captains may serve in Non-Command billets in units in which they previously served as Commanding Officer, provided there is a gap of at least 2 years between assignments.

(11) JAG Officers may only complete one RCC Staff Judge Advocate tour.

(12) Billet tenure for JAG Officer assignments is 2 years unless otherwise specified.

f. Supply Panel (3105). The panel to consider officers for 3105 billets will convene 19-21 August 2013.

(1) O5 Supply Officers are not authorized to apply for billets in other designators. O6 Supply Officers are not authorized to apply for billets in other designators with the exception of NEPLO Billets.

(2) Officers selected for billets in the Supply Panel will be assigned to the Supply Panel billet and will not be considered for other billets on their dreamsheets.

(3) Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

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(4) Billet tenure for Supply Panel assignments is as follows:

(a) Command: A tour of 2 years.

(b) Non-Command: A tour of 3 years.

g. Chaplain Panel (4105). The panel to consider officers for 4105 billets will convene 13-14 August 2013.

(1) Officers with the 4105 designator are not authorized to apply for billets in other designators, including NEPLO billets.

(2) Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(3) Billet tenure for Chaplain Panel assignments is 2 years.

h. Unrestricted Line (URL) Panels (all URL designators). URL panels are composed of the O4, O5, and O6 panels. The panels will consider all URL Officer assignments. Additionally, the O5 and O6 URL panels will consider all NEPLO assignments. The O6 URL Panel will convene 19-24 August 2013. The O5 URL Panel will convene 19-28 August 2013. The O4 URL Panel will convene 26-28 August 2013.

(1) Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(2) Coastal Riverine Squadron CO and XO positions will be awarded at the FY14 Apply Board. Officers within sanctuary ("SAD" MAS code) are ineligible for these positions due to mobilization requirements. Commander/Deputy Commander Navy Expeditionary Combat Command (NECC) will retain final approval authority for specific unit assignments.

(3) 1135 O5 Officers may only apply for 1130 billets due to current officer manning level.

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(4) 6XXX Limited Duty Officers (LDOs) may apply for corresponding 1110 and 1120 billets if the billets are structured with an appropriate substitution code ("AL" RFAS code).

(5) Officers not selected to billets during the NAVAIR, Supply, Human Resource (HR), Engineering Duty Officer (EDO), or IDC Panels subsequently will be considered by the appropriate URL panel for billets remaining on their dreamsheets.

(6) Selection of Officers for NEPLO billets requires careful consideration and some of the restrictions associated with RFAS codes, NOBC, etc are not compatible with the NEPLO Program billets. As a result the following amplifying guidance is provided:

(a) Applicants for NEPLO assignments must submit a resume via the APPLY web site or they will not be considered for the billet.

(b) All NEPLO billets have geographic restrictions requiring the officer to either live in that particular state or live within a certain distance from the drill location.

(c) For Federal Emergency Management Agency (FEMA) region billets, mileage restrictions will be available in the billet OSO comments.

(d) Per reference (1), applicants must have 3 years of service available for first term NEPLO assignments and 2 years of service available for Lead NEPLO assignments.

(7) Billet tenure for Unrestricted Line Panel assignments are as follows:

(a) Command and Post Command: A tour of 2 years.

(b) Non-Command: A tour of 3 years.

i. Civil Engineer Corps (CEC) (5105/6535). The panel to consider officers for 5105/6535 billets will convene 21-23 August 2013.

(1) Officers with designators 5105/6535 must apply for billets within the CEC community and are not authorized to apply for billets in other designators, including NEPLO billets.

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Officers with designator 6535 may apply for 5105 billets and vice versa.

(2) Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(3) Identified FY15 Naval Construction Regiment and Naval Mobile Construction Battalion command billets will be awarded at the FY14 APPLY Board with an effective date of 1 December 2014 (FY15) to support advanced training requirements. These billets will be clearly identified in the CO/Supported Command comments. Officers selected for FY15 CEC Command billets will be extended, as needed and where possible, in their current assigned billets through 30 November 2014 to allow completion of the advanced training pipeline. Officers with 5105 designators will be selected for Naval Construction Forces (NCF) Command and tentatively assigned to a specific unit by the APPLY Board. Commander/Deputy Commander NECC will retain final approval authority for specific unit assignments. To be considered for NCF command billets, applicants must:

(a) Have a Seabee Combat Warfare qualification.

(b) Have a Professional Engineer or Registered Architect License.

(c) Have 3 years or more remaining before reaching age 62, or before reaching 28 years of commissioned service for Commanders, or before reaching 30 years of commissioned service for Captains.

(d) Be willing to sign a Volunteer Waiver Acknowledgement Form to mobilize within dwell, if necessary, by unit operational requirements.

(e) Have competed and been successfully screened for NCF command.

(4) All other Command billets outside the Naval Construction Force (e.g. COMNAVRESFOR KOREA, NR CONT ENG MGMT EUCOM, etc.) will be awarded at the FY14 APPLY Board with an effective date of 1 December 2013.

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(5) CEC Captains are authorized up to 3 O6 command tours.

(6) Unless otherwise required to meet operational demands, all CEC O5 and O6 billets will be 2 year tours with the exception of JDAL and Combatant Command (COCOM) billets which will be 3 years.

j. Human Resource (HR) Officers (1205). The panel to consider officers for 1205 billets will convene 15-16 August 2013. HR Officers must apply for billets within the HR community, but may also apply for CO/OIC 1000 coded billets and NEPLO billets in the URL panel:

(1) HR Officers who are selected for an HR billet with higher preference command billet(s) on their dreamsheets will subsequently be considered by the appropriate URL panel for the command billet.

(2) Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD, NOBC) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(3) Billet tenure for HR Panel assignments is as follows:

(a) Command: A tour of 2 years.

(b) Non-command: A tour of 3 years.

k. Public Affairs Officers (PAO)/1655. The panel to consider officers for 1655 billets will convene 19-20 August 2013.

(1) PAO officers are only eligible to apply for 1650 coded billets.

(2) Officers applying for O4 OIC positions must be in grade, by 1 October 2013 (not O4 select).

(3) Applicants for Chief of Information (CHINFO) Reserve Chief of Staff (COS) must have completed a minimum of one 2 year CO/Director tour.

(4) Priority will be given to assigning officers to billets in exact paygrade and skill (designator and AQD) match. Only in situations where an exact match officer is not available for assignment will the panel consider RFAS substitution criteria for billet placement.

(5) Billet tenure for PAO Panel assignments is as follows:

(a) Command: A tour of 2 years.

(b) Non-command: A tour of 3 years.

1. Engineering Duty Officers (EDO)/14X5. The panel to consider Officers for 14X5 billets will convene 13-15 August 2013.

(1) Applicants are required to complete the EDO online resume in their APPLY application to support "best qualified" slating. Candidates who fail to submit the EDO online resume will not be considered and their applications will be removed from APPLY.

(2) Captains and Commanders may apply for designated non-EDO Command billets. Designated billets, approved by the EDO Community (IDC and URL O6/O5 Command billets), will be made available in APPLY for applicant's dreamsheets selection.

(3) Captains and Commanders selected for a Non-Command billet on the EDO Panel with a higher preference command billet(s) on their dreamsheets will be considered by the appropriate Community Panel for the Command billet(s). Officers selected for the higher preference command billet will be awarded the Command billet and the EDO Non-Command billet will be vacated.

(4) Billet tenure for EDO Panel assignments is as follows:

(a) Command: A tour of 2 years.

(b) Non-Command: A tour of 3 years.

Section 4

Post-Board Assignment Procedures

1. Upon completion of the APPLY Board, COMNAVRESFORCOM (N12) will use the Interim Fill process to fill vacancies and new billets. Post-board Interim Fill non-command assignments are for 1 year or less. The Unfilled Billet List contains non-command billets unfilled or declined by board selected officers. The list will be posted to the APPLY web site no earlier than 1 November 2013 and no later than 1 December 2013. Interim Fills of JAG officer billets will be subject to final approval by the Deputy JAG (RA&O) acting for the JAG, under the authority in Section 806 of reference (k). Interim fill assignment of non-1135 officers into 1135 billets are subject to approval by the senior 1135 flag officer. Specific procedures for post-board Interim Fills are as follows:

a. Eligibility. Officers must have registered for FY14 APPLY and submitted a dreamsheet requesting at least one billet. Officers within 2 years of mandatory retirement only need to have registered during the FY14 cycle. Officers assigned to a valid APPLY billet with tenure remaining in FY14 are not eligible for re-assignment to a non-command Interim Fill assignment. Officers unable to affiliate with the unit by 31 March 2013 due to mobilization (R## IMS code) will be eligible for post board assignment if the mobilization is canceled.

b. Vacant and New Command Positions. Post-board assignment of command positions does not require an Interim Fill request by the Supported Command OSO. Post-board assignment will be determined by the APPLY ESC based on a review of available officers not awarded command billets who received high confidence factors during APPLY. APPLY ESC approved command assignments will normally be for a full length tour as defined in Section 2, 1e and Section 3.

c. Other Vacancy Requests. Officers interested in filling post-board non-command vacancies, including NEPLO vacancies, are to contact the Supported Command OSO for consideration. Supported Command OSOs will be responsible for submitting Interim Fill requests on behalf of qualified, eligible officers. Supported Command OSOs shall use the sample in Exhibit 3 to request Interim Fills for post-board vacancies of non-CO/OIC billets. Requests must be forwarded to COMNAVRESFORCOM (N12). Scanned correspondence, not including Personally Identifiable Information (PII), emailed to [CNRFC APPLY@navy.mil](mailto:CNRFC_APPLY@navy.mil) is highly

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recommended. COMNAVRESFORCOM (N12) will notify OSOs of final adjudication via email within 30 days of receipt of request but no earlier than 30 November 2013.

d. Overgrade Waiver (OGW) Requests. Overgrade waivers require endorsement of a Flag Officer or Senior Executive Service civilian in the chain-of-command. Force-wide availability of proper grade officers will be considered before approving OGWs. O5/O6 selects are eligible to fill either current or selected pay grade without an OGW request. COMNAVRESFORCOM (N12) will notify OSOs of final adjudication via email within 30 days of receipt of request but no earlier than 30 November 2013.

e. "Double Slated" Billets. Billets which are "Double Slated" due to erroneous billet advertisement will be awarded to the FY14 selected officer. The displaced officer will be eligible for a 1 year alternate assignment using the Interim Fill process.

f. Post-Board Assignment Billet Deletion/Roll-Down. In the event an officer occupies an assigned billet that is subsequently rolled down in pay grade, the officer may stay in the assignment until their PRD or until 30 November 2014, whichever is earlier. The officer must apply for a new billet during the next APPLY cycle. In the event an officer occupies an assigned billet that is subsequently deleted, the officer should work through their OSO to coordinate an assignment in pay with COMNAVRESFORCOM N122. If newly assigned PRD is 30 November 2014, the officer must apply for a new billet during the next APPLY cycle.

g. Interim Fill and Overgrade Waiver. Interim Fill or Overgrade Assignments will be assigned a PRD of 30 November 2014.

2. Interim Fill Points of Contact for SELRES. Officers interested in post-board Interim Fill opportunities can find OSO contact information on the private side of the Navy Reserve Homeport on the COMNAVRESFORCOM N31 webpage.

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Appendix A

Exhibit 1. Timeline (Plan of Action and Milestones)

| <u>CY 2013</u> | <u>Description of Action/Tasker</u> |
|-------------------|--|
| 1 February | COMNAVRESFORCOM shall post APPLY program online. Echelons IV, V and VI shall start billet verification. OSOs/Echelon IVs/Reserve COs/OICs shall review/update comments. COMNAVRESFORCOM (N12) posts APPLY program on the web site for officer registration. COMNAVRESFORCOM (N12) begins accepting board membership and board support applications via APPLY inbox (CNRFC_APPLY@NAVY.MIL). |
| 22 March | Deadline for submission of board membership and board support applications. |
| 5 April | Deadline for Echelon IVs/Vs to ensure APPLY orders and PRDs are verified in IDT-OW and NSIPS. |
| 29 April - 3 June | COMNAVRESFORCOM will advertise billet vacancies via APPLY web site for review only. |
| 10 May | Deadline for Supported Commands to submit billet assignment/PRD extension requests to COMNAVRESFORCOM (N12). Deadline for all Echelon IV, V, VI commands to complete assignment/PRD review. |
| 24 May | Deadline for OSOs to submit RFAS changes if required and verify command type "K" or "O" as correct NDC. Deadline for all Supported Command "Comments" input. COMNAVRESFORCOM (N12) will review and remove all inappropriate comments or comments older than 1 December 2012. |
| 31 May | Deadline to submit PRD corrections due to errors to COMNAVRESFORCOM (N12). |

4 June APPLY Website open for dreamsheet update.

1 July Deadline to submit Interim Fill requests for FY14 vacant billets.

16 July Final day for dreamsheet updates. APPLY web site will be closed at 2359 (EST). No further changes to dreamsheets will be allowed.

Delivery deadline for all APPLY Applicant supplemental packages to the President of the APPLY Board. Must be received by NAVPERSCOM Customer Service Center (PERS-00R) by 1900 (CDT), 16 July 2013. O-6 Fitness Reports will be accepted up to the day prior to the convening date of the panel for which the officer is being considered.

13 August FY14 APPLY Board begins. IDC, Chaplain and EDO panels convene.

15 August HR and NAVAIR panels convene.

19 August O6 URL, O5 URL, SUPPLY and PAO panels convene.

21 August CEC panel convenes.

26 August O4 URL and JAG panels convene.

27 August Medical panels convene.

30 August FY14 APPLY Board adjourns.

R-day (TBD) APPLY Board Results will be released upon approval from COMNAVPERSCOM. Government Delivery (GOV-D) e-mail will be sent with notification to all APPLY GOV-D subscribers.

R+14 days Decline deadline. APPLY board selectees automatically "accept" assignments after the 14 day window.

1 November COMNAVRESFORCOM (N12) shall update APPLY orders and billet assignments/PRDs in IDT-OW.

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- 1 November Echelon IVs/Vs shall update NSIPS.
COMNAVRESFORCOM (N12) publishes post-board
Unfilled Billets List via the APPLY web site
(No earlier than 1 November 2013, but no later
than 1 December 2013).
- 1 December Execute FY14 APPLY Board orders.

Exhibit 2. Sample Billet Assignment Extension Request

(Command Letterhead)

5400
Ser
Date

From: Supported Command
To: Commander, Navy Reserve Forces Command (N12)
Subj: ASSIGNMENT EXTENSION REQUEST IN CASE OF CAPT JOHN S.
COURAGEOUS, USN, XXXXXXXXXXXX(Ten Digit DoD ID Number)/XXXX
Ref: (a) COMNAVRESFORNOTE 5400 of (date)
Encl: (1) Current RUAD (NSIPS/NRRM/RHS)

1. Request the Officer listed in (a) below be granted a PRD extension in the billet identified in (b):

a. Member information:

Full Name, Ten Digit DoD ID Number and Designator:
PRD of current assignment:

b. Requested Billet details:

AUIC/AUIC Name:
RUIC/RUIC Name:
RBSC/Billet Title:
Billet Identification Number (BIN):
Navy Reserve Activity (NRA) where unit and billet are assigned:
Billet Designator:
Billet NDC:
Billet RFAS:

2. Supported Command Justification/Operational Support Officer's point of contact information (This is required):

(Justification should include compelling explanation of significant negative impact to Supported Command mission if the requested officer is not extended in the requested billet.)

Authorized Signature

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Exhibit 3. Sample Interim Fill Billet Assignment Request

(Command Letterhead)

1301
Ser
Date

From: Supported Command
 To: Commander, Navy Reserve Forces Command (N12)
 Subj: INTERIM FILL (OVERGRADE WAIVER) ASSIGNMENT REQUEST IN
 CASE OF CAPT JOHN S. COURAGEOUS, USN, XXXXXXXXXXXX (Ten
 Digit DoD ID Number)/XXXX
 Ref: (a) COMNAVRESFORNOTE 5400 of (date)
 Encl: (1) Current RUAD (NSIPS/NRRM/RHS)

1. Request the Officer listed in (a) below be placed as an interim fill to the billet in (b):

- a. Member information:
 - Name, Ten Digit DoD ID Number and designator:
 - FY14 APPLY Board select status:
 - PRD of current assignment:
- b. Requested Billet details:
 - AUIC/AUIC Name:
 - RUIC/RUIC Name:
 - RBSC/Billet Title:
 - Billet Identification Number (BIN) (If known):
 - Navy Reserve Activity (NRA) where unit and billet are assigned:
 - Billet Designator:
 - Billet NDC:
 - Billet RFAS:

2. Supported Command Justification/Operational Support Officer's point of contact information (this is required):

(SAMPLE)

(Justification should include details as to why the Interim Fill is required, compelling explanation of significant negative impact to Supported Command mission if the requested officer is not granted a waiver and specifically cite the qualifications that are necessary to fill the billet.)

Authorized Signature