



DEPARTMENT OF THE NAVY

COMMANDER FLEET LOGISTICS SUPPORT WING
NAVAL AIR STATION JOINT RESERVE BASE
1445 BURKE AVE
FORT WORTH TX 76127-1445

IN REPLY REFER TO:

COMFLELOGSUPPWINGINST 3740.1K
N5

5 Mar 13

COMFLELOGSUPPWING INSTRUCTION 3740.1K

Subj: PILOT SELECTION PROCEDURES AND POLICIES

Ref: (a) COMNAVAIRFORESINST 3710.4G
(b) COMNAVRESFORINST 1001.5F
(c) SECNAVINST 1000.7F
(d) OPNAVINST 3710.7U

Encl: (1) Sample Pilot Applicant Profile
(2) Sample Squadron Seniority List
(3) Sample Pilot Selection Board Summary Matrix
(4) Sample Pilot Selection Board Minutes
(5) COMFLELOGSUPPWING 3740/5

1. Purpose. To standardize procedures and policies for the selection of Selected Reserve Aviators to Fleet Logistics Support Wing (FLSW) squadrons.

2. Cancellation. COMFLELOGSUPPWINGINST 3740.1J

3. Background. FLSW squadrons periodically need to fill vacated Selected Reserve (SELRES) pilot billets in order to maintain readiness. FLSW will convene Pilot Selection Boards (PSB) at least quarterly, to consider available candidates, per reference (a). Additional PSB opportunities may, upon request, become available. When considering pilot applicants to fill vacant billets, Commanding Officers (COs) of each squadron will carefully consider training and operational requirements, attrition rate, overgrade pilot requirements and the overall health of their wardrooms.

4. Discussion

a. Directives. Reference (a) provides procedures and policies for selection of SELRES pilots for Navy Reserve Component Squadrons. Reference (b) dictates Drilling Reserve Officer affiliation and accession procedures. Reference (c) provides guidance for inter-service transfers. Reference (d) dictates pilot flight, aero-medical and survival training requirements.

b. This instruction delineates application requirements, establishes a qualification metric for each applicant and provides additional program and policy amplification to ensure that only the most capable and qualified Naval Aviators are selected to fulfill the unique requirements of FLSW.

c. Program Overview. The FLSW Naval Air Training and Operating Procedures Standardization (NATOPS) Department will manage the PSB program. Applications shall be submitted to FLSW NATOPS. Applications are For Official Use Only (FOUO) and shall be maintained at FLSW. Due to their sensitive nature, they will only be distributed to board members and squadron COs and Executive Officers (XOs) as required. FLSW NATOPS shall ensure assembled applications are complete and correct in accordance with this instruction and confirm eligibility of the applicants. FLSW NATOPS will schedule and facilitate PSBs in accordance with reference (a).

d. Where FLSW squadrons are geographically co-located, all co-located squadron COs shall coordinate their intentions regarding the selection of applicants to their respective billets. Applicants shall be encouraged to apply to all co-located squadrons and must clearly state their squadron preferences. At bases with co-located squadrons, each squadron should be represented at the PSB for that location. The Board Chairman will recommend placement of an applicant selected by multiple squadrons based upon the needs of the Navy and applicants preference. Commander, Fleet Logistics Support Wing (CFLSW) will have final approval on squadron placement of applicant. Should the applicant decline squadron assignment, future FLSW consideration is possible following a one year period.

e. Eligibility

(1) Full Time Support (FTS) and Active Component applicants will only be considered if they have official documentation (e.g., BUPERS resignation approval message) stating their date released from active duty. Active Component Officers cannot commence Navy Reserve duties until they are gained in the Navy Reserves. Exceptions (i.e., on Temporary Duty Assignment from an Active Component Unit to allow for training) will be brought to the attention of CFLSW for consideration and approval.

(2) Inter-service transfer is typically a lengthy process and should only be considered when a candidate is extremely well-qualified, the command can afford to gap the respective billet for up to a year and is cognizant of the additional Navy-unique requirements delineated in references (c) and (d) (e.g., an Army Warrant Officer with 150 hours may not have the equivalent instrument training of a winged Navy or Air Force pilot). Squadrons should interface with the local Navy Operational Support Center (NOSC) Reserve Officer Recruiter regarding the inter-service transfer process.

(3) SELRES pilots may be transferred between same type model aircraft FLSW squadrons without going through the PSB process again. This requires agreement of both Commanding Officers and concurrence of CFLSW and by completing CNAVRES 1301/5 FORM.

(4) Applicants from the Inactive Ready Reserve (IRR), and those who are no longer commissioned, but were previously commissioned officers, may be considered in accordance with reference (b). Due to the many disqualifying circumstances, local NOSC Officer Recruiter affiliation confirmation is required prior to FLSW consideration.

5. Action. Prospective pilots should submit their applications electronically to FLSW NATOPS as indicated on the FLSW website. Prospective pilots shall also interview with prospective squadron COs/XOs and provide their flight logbook and NATOPS jacket for review. After verification of the application and eligibility, FLSW NATOPS will notify COs of applications received and forward an electronic copy of the application. FLSW NATOPS will coordinate, schedule and facilitate the PSB and generate PSB minutes.

a. FLSW will conduct PSBs at least quarterly and provide squadron specific board dates. COs should notify FLSW NATOPS which PSB they would like to participate in and may request additional boards if required. Maximum number of squadrons (usually four) and deadlines for applications will be set by FLSW NATOPS and are predicated on the number of applicants and time required for board members to prepare for briefings. FLSW NATOPS will coordinate the board convening date with FLSW and all board members.

b. Prior to the board, COs will interview the candidates

and review the applications. Using the matrix (completed by the CO) and interview process, COs will assign a letter grade to each applicant (A, B, C, etc.). COs are reminded that applications are For Official Use Only (FOUO) and should not be made available for general wardroom review or discussion. Squadrons will return the completed matrix with letter grade to FLSW NATOPS.

c. Solicitation of qualified SELRES pilot applicants will be made, at a minimum, via the FLSW website. Navy message traffic may also be used but should be sent with sufficient time for applicants to respond.

d. FLSW NATOPS will collect and review application packages for each applicant. The following information will be included in each applicant's file and organized in tabs as follows:

- (a) Cover letter to the Board.
- (b) Civilian resume.
- (c) Letters of recommendation.
- (d) Color officer photo.
- (e) Officer Summary Record (OSR) or service equivalent.
- (f) Performance Summary Record (PSR) or service equivalent.
- (g) 10 most recent Fitness Reports or service equivalent.
- (h) NATOPS Jacket Section IIA - Designations (including Designations cover sheet).
- (i) Last completed page of most recent military logbook and aircraft mishaps and flight violations.
- (j) Last five NATOPS checks (OPNAV 3710/7) or service equivalent.
- (k) NATOPS Jacket Section IV B (OPNAV 3760/32H) - Aircraft Mishaps and Flight Violations.
- (l) Military awards.

(m) Recent (within 60 days of PSB) flight Clearance Notice (NAVMED 6150/2, 6410/2), or service equivalent.

(n) A list of other reserve squadrons applied to (squadron preferences should be included in the cover letter to the board).

(o) Officer Qualification Questionnaire, (CFLSW 3740/5) Enclosure (5), may be obtained by visiting <http://www.public.navy.mil/navres/cflsw/Pages/PilotSelectionBoard.aspx>

e. FLSW NATOPS will make each application package available to the voting members.

f. Specific application packages will be assigned to each voting member, less the chairman, to be reviewed, marked up, and briefed at the PSB. After reviewing the application package, each voting member will assign a grade (A, B, C, etc.) to the application package.

g. For each applicant, the brief will include a color photograph, Pilot Applicant Profile, enclosure (1), Officer Summary Record and Performance Summary Record. Following the individual applicant's brief will be the Squadron Seniority List, enclosure (2) and the Summary Matrix, enclosure (3).

h. FLSW NATOPS will forward the completed Summary Matrix and the PSB Selectee Letter to CFLSW within three days following the PSB. FLSW NATOPS shall retain and safeguard applicant binders/files for 30 days following the PSB and then return or destroy each application. They shall retain PSB minutes for three years.

i. FLSW NATOPS will provide the Commodore with PSB Minutes, enclosure (4), summarizing pilot selection data and pertinent PSB information.

j. Upon endorsing PSB recommendations, CFLSW will forward Selectee information to Commander, Navy Reserve Forces Command (CNRFC) N3A, via chain of command, for endorsement. CNRFC N12 will provide final administrative action required for member affiliation.

6. Membership and Conduct of the Pilot Selection Board

a. Composition of the Board:

(1) Chairman. Shall be a Captain or Captain Sel (O-6) from within FLSW.

(2) Command Representative. Shall be the CO or XO. Only one command member will vote. When multiple squadrons have been geographically grouped on a panel, each command will have one vote.

(3) Additional members. Board should consist of at least five members. An FLSW Officer who has attained the rank of O-5 or higher may be used as an additional member.

b. Pilot Selection Board Procedure:

(1) The Chairman shall ensure applicant eligibility prior to convening the PSB. Before convening the PSB, the Chairman will brief the voting members on PSB precepts and expectations.

(2) Each command representative will brief the board members regarding squadron manning and accession desires. The designated voting member will brief the applicants using the completed FLSW PSB power point template.

(3) Following applicant briefings and discussion, each member of the board will cast their vote in secret on the Confidence Card, assigning a confidence level of 0, 25, 50, 75 or 100 percent for each applicant. After all applicants for a squadron have been briefed and voted on, confidence votes will be collected and displayed on the Scattergram graph, omitting applicant names.

(4) A motion will be made to select applicants above a stated confidence level. Once seconded, this will determine the successful pilot applicants.

(5) If two tied applicants are "crunched," Confidence Cards will again be completed by each voting member and the result displayed on the Scattergram graph.

(6) Alternates, if chosen, shall be accessed to the squadron prior to the squadron's subsequent PSB or shall be re-boarded.

(7) The Chairman will adjourn the PSB and debrief the results to the Commodore.

(8) Upon the Commodore's endorsement of PSB results, squadron COs may notify their applicants of tentative selection pending final administrative approval from CNRFC.

7. Forms

a. The following forms may be obtained using requisitioning procedures contained in Naval Forms Online at:

<https://navalforms.documentservices.dla.mil/web/public/home>

(1) CNAVRES 1301/5 FORM

(2) OPNAV 3710/7, NATOPS Evaluation Report

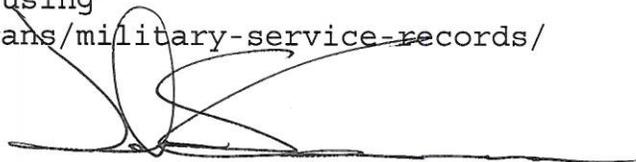
(3) OPNAV 3760/32H, NATOPS Flight Personnel Training/Qualification Jacket - Mishap/Flight Violation Record.

(4) NAVMED 6150/2, Special Duty Medical Abstract

(5) NAVMED 6410/2, Clearance Notice (Aeromedical)

b. DD-214 FORM, Certificate of Release or Discharge from Active Duty, may be obtained using

<http://www.archives.gov/veterans/military-service-records/>



J. S. GORMAN

Distribution: Electronic copy via
<https://private.navyreserve.navy.mil/CNAFR/COMFLELOGSUPPWING>



LT Jones, John



- RANK:** LT, USN
- DOR:** 060601
- FLIGHT TIME TOTAL:** 3,056 Total Hrs (2,456 Military, 1,145 Military PIC)
- AIRCRAFT FLOWN:**
EP-3E, T-34C, Lear 24/25, AT-6G, P-51D, TF-51, T-28, B-17G, B-25J, L-39C, L-29A, Fi-156, Pitts S-2C, Yak-52TW, Yak-50, DCH-2 Seaplane
- CURRENT EMPLOYER:**
 - **Civilian:**
Active Duty - COMPATRECONGRU
 - **Navy Reserves:**
N/A
- EDUCATION:**
United States Naval Academy
B.S. Political Science 2002
Embry-Riddle University
MS Aerospace Engineering 2011

- HOME ADDRESS:**
Melrose, FL
- PHONE:** (555) 987-6543
- EMAIL:** JJones@yahoo.com
- FITNESS REPORT SUMMARY:**
 - See PSR
- AWARDS:**
Air Medal S/F
Navy Achievement Medal (2)
- DESIGNATIONS:**
T-34 Instructor Pilot
(Aerobatics, Instrument, Contact, Low Level)
T-34 Formation Leader
EP-3E EWMC & EWAC
Aviation Safety Officer (ASO)
ATP & B737 Type Rating
- CURRENT DRILL STATUS:**
 - Available March 2013

VR-58 Sunseekers



VR-58 Seniority List

COMFLELOGSUPPWINGINST 3740.1K



<u>NAME</u>	<u>GRADE</u>	<u>DOR</u>
ANDERSEN	CDR	080901
ROBERTSON	CDR	070601
MITCHELL	CDR	091101
WILD	CDR	100201
SANDERSON	CDR (SELECT)	051201
ALEXANDER	CDR (SELECT)	060801
FITZPATRICK	CDR (SELECT)	060801
WILLIAMS	LCDR	061001
DANIELS	LCDR	061001
HOPE	LCDR	061201
ADAMS	LCDR	070101
BROZ	LCDR	070901
STIMAC	LCDR	091101
CABALLERO	LCDR	101001
MICHAELS	LCDR	101001
DEAL	LT	040617
ROONEY	LT	050601
JONES	LT	050901
BAIL	LT	060101
HOWARD	LT	071001

Legend
SELRES
*****Applicant*****
Other Applicants



M A T R I X



	Pilot's Name Here
MILITARY FLIGHT HOURS 4 = >2000 Fixed Wings Hours, 3 = >1000 Fixed Wings Hours 2 = >500 Fixed Wings Hours, 1 = <500 Fixed Wings Hours	0
CREW RESOURCE MANAGEMENT 3 = Multi-piloted (P-3C/E-6A/Naval Helos) 2 = Multi-crew (EA-6B/FA-18D) 1 = Single piloted (FA-18/A-10/AV-8B)	0
FLEET AIRCRAFT ADVANCED QUALS 3 = Strike lead, Mission Commander, FCF, LSO... 2 = Aircraft Commander > 6 mos 1 = Aircraft Commander < 6 mos	0
INSTRUCTOR EXPERIENCE 2 = Training Command/FRS Instructor Tour 1 = Fleet NATOPS Instructor	0
SAFETY RECORD 4 = No at-fault mishaps 0 = Mishap (at fault) or flight violation	0
RANK/PROMOTION RECORD 3 = LT or junior LCDR (<2 years from DOR to PSB), 2 = senior LCDR, 1 = Interservice transfer, 0 = Passed over	0
SPECIAL QUALS Safety School Grad., CRM Facilitator (1 point for each special qual, 2 points max)	0
CURRENT RESIDENCE 4 = 1-50 miles, 3 = 50-100 miles, 2 = 100-250 miles, 1 = 250-1000, 0 = >>1000 miles	0
AVAILABILITY 4 = >10 days/month availability, 3 = 6-10 days/month availability 2 = Furloughed/unemployed, 1 = Less than 6 days/month	0
TRANSITION POTENTIAL 3 = TAC in model (squadron specific) 2 = T2P in model 1 = CFLSW any aircraft. DOES NOT include civilian type ratings. 0 = Non-CFLSW pilot	0
TOTAL ASSESSMENT POINTS	0

CO's Grade:
A

Briefer's Grade:
B+

Sample Pilot Selection Board Minutes

From: CFLSW NATOPS
To: Commander, Fleet Logistics Support Wing
Subj: VR-XX PILOT SELECTION BOARD MINUTES
Ref: (a) COMNAVAIRFORESINST 3710.4G
(b) COMFLELOGSUPPWINGINST 3740.1K
Encl: (1) Completed Pilot Selection Board Summary Matrix
(2) Completed CNAFR After Action Report

1. A Pilot Selection Board convened at (hour, dd/month/yyyy), at (location) to fill ___ vacant/expected vacant billets in (Command) per references (a) and (b). The following data is provided:

- Number of SELRES pilot billets on RUAD:
- Number of vacant pilot billets:
- Number of Over-grade waivers:
- Number of applicants:
- Number of Selects:
- Number of previous PSBs held in last 12 months:
- Number of previous Selectees over last 12 months:
- Annual Turnover Rate:

2. Board Members:

<u>Name</u>	<u>Rank</u>	<u>Title</u>	<u>Command</u>
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3. The board reviewed the qualifications of the following officers:

<u>Name</u>	<u>Rank</u>	<u>Current Assignment</u>
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4. Board recommendations:

(a) Transfer the following officers to VR-XX pilot billets:

<u>Name</u>	<u>Rank</u>	<u>Transfer Date</u>
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(b) Retain following Officer(s) as an alternate:

5. The board adjourned at (hour).

CFLSW PSB COORDINATOR SIGNATURE

Distribution:
Board Members

OFFICER QUALIFICATION QUESTIONNAIRE
CFLSW 3740/5

(See Privacy Act Statement
reverse before completing.)

CIVILIAN EDUCATION (Above High School)	DATES ATTENDED		DEGREES CONFERRED		MAJOR
	FROM	TO	TITLE	DATE	
SIGNIFICANT FOREIGN TRAVEL, LANGUAGE CAPABILITIES, HOBBIES, ETC					
SIGNIFICANT CIVIC RESPONSIBILITIES AND COMMUNITY ACTIVITIES					
MILITARY DECORATIONS					

NAME AND ADDRESS OF <u>PRESENT</u> EMPLOYER	KIND OF BUSINESS			
	# EMPLOYEES SUPERVISED	TIME IN PRESENT POSITION		
BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES. INDICATE SPECIAL SKILLS AND LICENSES.				
PREVIOUS EMPLOYMENT				
FROM (Mo & Yr)	TO (Mo & Yr)	EMPLOYER	POSITION/TITLE	BRIEF DESCRIPTION OF DUTIES

RESERVE UNIT ASSIGNED	BILLET ASSIGNED/TIME IN BILLET		DATE OF BIRTH
MOBILE PHONE NO.	HOME PHONE NO.	OFFICE PHONE NO.	SECURITY CLEARANCE/BASED ON/DATE
PRESENT HOME ADDRESS			
I certify that the data contained herein is true and correct to the best of my knowledge.	SIGNATURE		DATE
			October 31, 2012
NAME (Last, First, Middle)	RANK	DT PRESENT RANK	DT FIRST COMMISSIONED

