From: Commander, Navy Reserve Force

Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER AND OFFICER-IN-CHARGE QUALIFICATION PROGRAM

Ref: (a) SECNAVINST 1412.14
     (b) COMNAVRESFORNOTE 5400
     (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
     (d) NAVEDTRA 43035-A (February 2018), Navy Reserve Augment Unit Commanding Officer and Officer-In-Charge Personnel Qualification Standards

Encl: (1) Sample Navy Reserve Augment Unit Commanding Officer/Officer-In-Charge Qualification Oral Board Nomination Letter
     (2) Sample Navy Reserve Augment Unit Commanding Officer/Officer-in-Charge Qualification Oral Board Recommendation
     (3) Sample Application for Assignment of Additional Qualification Designator (AQD) Navy Reserve Augment Unit Commanding Officer/Officer-In-Charge Qualified (2N1)

1. **Purpose.** To issue policy and procedures for qualification of Selected Reserve (SELRES) Officers for APPLY Board-selected Navy Reserve Augment Unit (NRAU) commanding officer (CO) and officer in charge (OIC) billets coded as “K” and “N”. NRAU CO and OIC billets selected via a separate formal selection board process are exempt from this instruction. Operational (commissioned) Reserve Unit billets are subject to the procedures outlined in reference (a).

2. **Cancellation.** COMNAVRESFORINST 1412.2.

3. **Discussion.** Command, regardless of its scope or nature, is challenging and places an extraordinary demand on the professional skills of selected individuals. The Navy Reserve’s ultimate measure of success is the enduring ability to provide strategic depth and operational capabilities. The Navy Reserve can only accomplish its mission when those assigned to leadership positions consistently demonstrate the highest levels of ethical behavior, resource management, judgment, and leadership. Reference (a) directs the command qualification program. This instruction promulgates the requirement for SELRES officers seeking assignment to NRAU CO/OIC billets to meet comparable guidelines set forth for officer communities in reference (a). NRAU CO/OIC positions are administrative in nature. The supported command CO retains all command authority delineated in law, Department of Defense, and Navy directives. Qualification for NRAU CO/OIC does not presuppose screening and slating to
NRAU CO/OIC billets, which is determined by the APPLY Board in accordance with reference (b). Officers must register, apply, meet all requirements, and be selected for NRAU CO/OIC billets per reference (b), as well as qualify for NRAU CO/OIC as outlined by this instruction. SELRES officers seeking qualification for Operational Reserve Unit CO/OIC positions must be qualified by the community to which the billet is assigned in accordance with that community's applicable command qualification process. Officers seeking assignment to NRAU CO/OIC positions be NRAU CO/OIC qualified. See reference (b) for specific fiscal year APPLY Board guidance.

4. **Policy.** This instruction establishes the process to formally evaluate SELRES officers and determine eligibility for NRAU positions for all communities. Additionally community specific technical requirements may be addressed in reference (b).

5. **Applicability.** For the purpose of this instruction, the term "echelon 4 commands" refers to Navy Region Reserve Component Command (RCC) and Commander, Naval Information Force Reserve. The Navy Reserve Professional Development Center and all echelon 4 commands under Commander, Naval Air Force Reserve is not included. Successful completion of the NRAU CO/OIC qualification process qualifies SELRES Officers for assignment of the 2N1 AQD. Officers holding a 2D1, 2D2, or 2D3 AQD are deemed 2N1 qualified and no further action is required. The 2N1 AQD will be retained for the duration of an officer's career unless removed per reference (c). Following a "not-qualified" determination, a minimum of 6 months is required between subsequent NRAU command qualification oral boards (CQOB).

6. **NRAU CO/OIC Qualification.** To meet the minimum eligibility requirements, officers shall:

   a. Complete reference (d)

   b. Provide proof of currency in officer leadership training per ALNAVRESFOR 005/11.

   c. Submit draft CQOB nomination letter with nominee's official biography to CQOB chairperson

   d. Obtain current reporting senior's recommendation using enclosure (1), or via the automated NRAU command qualification correspondence tool on the Commander, Navy Reserve Force Command (COMNAVRESFORCOM) N7 SharePoint.

   e. Successfully complete a CO/OIC CQOB and be designated in writing as "NRAU CO/OIC qualified" by the chairman of the CQOB.

7. **CQOB.** It is the responsibility of the CQOB to evaluate the officer’s leadership ability, maturity, judgment, motivation, command presence, self-confidence, and understanding of Commander, Navy Reserve Force policy and guidance. The board should strive to ascertain the
nominee’s leadership philosophy and ethical decision making capability. The following guidelines are established for the CQOB:

a. CQOB chairperson shall be a former or current NRAU, Operational Reserve Unit CO/OIC, Navy Operational Support Center CO, or Reserve Squadron CO, and be senior in rank to the nominee or senior by time in grade in case the officer being boarded is an O-6.

b. Board membership shall:

   (1) Chaired by the echelon 4 appointed CQOB chairperson.

   (2) Be comprised of a minimum of 3 officers (including chairman) who are current or former NRAU, echelon 4 or echelon 5 Operational Reserve Unit CO/OIC, and who are of equal or senior in rank to the nominee.

   (3) Not be in the same unit as the member being evaluated, or report to the same reporting senior.

8. Responsibilities and Actions

a. Echelon 4 shall:

   (1) Be responsible for administering the NRAU CO/OIC qualification board.

   (2) Provide CQOB precept.

   (3) Ensure CQOB is held within 60 days of receiving request per enclosure (1)

   (4) Provide example CQOB questions and vignettes.

   (5) Assign the CQOB chairperson and members and provide assistance with board qualification letter per enclosure (2) or board proceedings as necessary.

   (6) Approve all board results prior to the candidate receiving a CQOB recommendation letter.

   (7) Maintain oversight of remediation for non-qualified recommendations.

   (8) Navy Region Southeast RCC Jacksonville shall coordinate CQOBs for officers stationed outside the continental United States in the United States Naval Forces Southern Command, United States Naval Forces Europe, United State Naval Forces Africa, and United States Naval Forces Central Command areas of responsibility (AOR).
(9) Provide a quarterly report to COMNAVRESFORCOM N7 on board qualification rate and statistics.

(10) Navy Region Southwest RCC San Diego shall coordinate CQOBs for officers stationed in the United States Pacific Command AOR.

b. Echelon 5 shall:

(1) Maintain a list of officers eligible to serve as CQOB Chairperson and board members.

(2) Provide assistance with board proceedings as necessary.

c. CQOB Chairperson shall:

(1) Be responsible for establishing, coordinating, executing, and chairing the CQOB.

(2) Upon completion of deliberations, report board findings to echelon 4 for approval.

(3) Per enclosure (2), submit endorsed CQOB recommendation letter to member upon approval of board finding by echelon 4. Letter must be copied to reporting senior, echelon 5 command and echelon 4 command. The CQOB Chairperson should use the COMNAVRESFORCOM N7 SharePoint NRAU CQOB correspondence tool to electronically sign and transmit board results to the reporting senior, echelon 4, and echelon 5 efficiently. In cases where the CQOB is unable to use the NRAU CQOB correspondence tool, the CQOB will request military personnel file, per enclosure (3), and include the board qualification letter, per enclosure (2), as supporting documentation.

d. Reporting Senior shall:

(1) Verify nominee has met requirements for NRAU CO/OIC as set forth in this instruction.

(2) Per enclosure (1), submit NRAU CQOB nomination letter with the nominee's official biography to the respective echelon 4 via the echelon 5 CO.

(3) Coordinate remediation for non-qualified recommendations.

e. SELRES officers seeking NRAU CO/OIC qualification shall:

(1) Comply with NRAU CO/OIC qualification requirements as set forth in paragraph 5 of this instruction.

(2) Request NRAU CQOB via reporting senior navy reporting activity.
(3) Provide an updated official biography in flag officer format to reporting senior.

(4) Once found qualified in CQOB, submit request if necessary for 2N1 AQD to PERS-911 per enclosure (3) and provide qualification letter from CQOB chairperson as supporting documentation. No additional endorsement is required.

(5) Upon a non-qualified recommendation, wait a minimum of six months before requesting another NRAU CQOB.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM 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 OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or cancelled prior to the 5-year anniversary date, or an extension has been granted.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1, January 2012.

T. W. LUSCHER
Deputy

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://www.navyreserve.navy.mil
From: Reporting Senior (Rank, Name and Position)  
To: Echelon 4 Command (Title and Location)  
Via: Echelon 5 Command  

Subj: NOMINATION FOR NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD IN CASE OF (RANK AND NAME)  

Ref: (a) COMNAVRESFORINST 1412.2A

1. Under the provisions of reference (a), (Rank and Name) has successfully completed the Naval Education and Training 43035 (September 2016), Navy Reserve Augment Unit (NRAU) Commanding Officer (CO)/officer-in-charge (OIC) Personnel Qualification Standards and is nominated for designation as “NRAU CO/OIC qualified”. I respectfully request a NRAU command qualification oral board be convened. (Rank and Name) is available for interview on (date).

2. I certify (Rank and Name) meets all eligibility and prerequisite requirements set forth in reference (a) and has demonstrated the maturity, judgment, and professionalism required to succeed as a NRAU CO/OIC.

3. (Additional Comments).

4. Point of contact information for NRAU CQOB coordination:

REPORTING SENIOR

Copy to:  
Nominated Officer (rank and name)  
Echelon 5 Command (title and location)
From: Chairman, Navy Reserve Augment Unit Commanding Officer/Officer-in-Charge Qualification Oral Board
To: Commander, Navy Personnel Command (PERS-911)

Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION IN CASE OF (RANK AND NAME)

Ref: (a) COMNAVRESFORINST 1412.2A

1. Per reference (a), a Navy Reserve Augment Unit (NRAU) commanding officer (CO)/officer in charge (OIC) command qualification oral board (CQOB) was convened on (date) in case of (Name). Board members included:

Chairman
Member
Member

2. The board found member name (qualified/not qualified) for NRAU CO/OIC.

3. Comments (mandatory for "not qualified for NRAU CO/OIC" determination). (For "Not Qualified" letters, end with:) Per reference (a), a minimum of six months is required between subsequent NRAU CQOBs.

4. (If Board using electronic submission process): Request entry of the 2N1 additional qualification designator (AQD) into the Official Military Personnel File (OMPF) for (member). (If board not using electronic submission process): Per reference (a), you are directed to submit directly to PERS 911 your request for entry of the 2N1 Additional Qualification Designator (AQD) into your (OMPF). Present this letter as supporting documentation in your request
Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION IN CASE OF (RANK AND NAME)

5. The point contact concerning this matter is LCDR Sample (RCC point of contact), who can be reached at XXX-XXX-XXXX, or via email at xxxxx.xxxx@navy.mil.

CHAIRMAN

Copy to:
Echelon 4 Command
Echelon 5 Command (title and location)
Reporting Senior (rank and name)
Member (for those members found Qualified)
From: Rank, Name, USN, Designator
To: Commander, Navy Personnel Command (PERS-911)

Subj: APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION DESIGNATOR 2N1

Ref: (a) BUPERSINST 1001.39F
(b) NAVPERS 158391, Manual of Navy Officer Manpower and Personnel Classifications
(c) COMNAVRESFORINST 1412.2A

Encl: (1) Navy reserve augment unit (NRAU) commanding officer (CO)/officer in charge (OIC) qualification oral board recommendation letter

1. Per references (a) through (c), request assignment of the additional qualification designator (AQD) Navy Reserve Augment Unit commanding officer/officer-in-charge qualified (2N1), for entry into my official military personnel file (OMPF). Enclosure (1) is a qualification letter provided by the board qualifying officer.

2. For additional information or questions regarding this request, the following contact information is provided:

   Primary e-mail address: 
   Secondary e-mail address: (optional)
   Primary phone number:
   Secondary phone number: (optional)

   (Signature of Member)

Enclosure (3)