COMNAVRESFOR INSTRUCTION 5351.1

From: Commander, Navy Reserve Force

Subj: SENIOR EXECUTIVE LEADERSHIP TRAINING PROGRAM

1. **Purpose.** To establish and implement policy, assign responsibility, and identify requirements for selection and resourcing of Navy Reserve Force senior military officers and civilian personnel to attend senior executive leadership training programs at specified institutions.

2. **Background.** Commander, Navy Reserve Force (COMNAVRESFOR) Senior Executive Leadership Training Program (SELTP) demonstrates a commitment to developing and retaining military and civilian leaders with demonstrated leadership ability and higher leadership potential. The program is designed to provide Navy Reserve senior military and civilian leaders with the opportunity to refine leadership and managerial abilities, share experiences, build a lasting network, and ultimately gain the skills for impactful, effective leadership in further service with the Navy Reserve.

3. **Applicability.** This instruction applies to senior military officers and civilian government service (GS) employees of COMNAVRESFOR and subordinate echelons. Military and civilian employees are eligible for SELTP regardless of their participation in any other funded education or development programs. Military officers applying must have a minimum of 1 year of service remaining at the completion of requested training prior to statutory retirement. Officers and civilians are also ineligible if they have submitted an official retirement request.

4. **Program Specifics.** Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N7) will promulgate information on participant paygrades, selection board dates, program application procedures, and which institutions and programs will be considered for SELTP funding via electronic methods (e-mail, GovDelivery) and posting to the SELTP tab on the COMNAVRESFORCOM (N7) SharePoint page: https://private.navvreserve.navy.mil/cnrfciN-Codes/N7/Promiled/APMEJ/default.aspx. COMNAVRESFORCOM (N7) will determine the number of potential participants based on funding availability and attendance costs for designated programs.

5. **Board Responsibilities.** Selection boards will convene on a quarterly basis to review and recommend selection of application packages submitted for advertised SELTP opportunities. It is the duty of the board to ensure the selection of the best qualified candidates who display the greatest potential for return on investment. At a minimum, all selection boards shall be comprised of a board president, a voting member, and a recorder. Additionally, the SELTP Program Manager or their representative shall be present for all selection board proceedings.

6. **Responsibilities**

   a. COMNAVRESFORCOM (N7)

      (1) Assign a SELTP program manager.

      (2) Manage SELTP opportunities, selection, and resourcing for the Reserve Force.
(3) Nominate a board president to the COMNAVRESFORCOM Executive Director.

(4) Produce a board precept slide for each selection board.

(5) Ensure selection board voting membership is split as equally as possible between military officers and civilian employees.

(6) Recommend final selection(s) from the board-recommended candidate selections to the COMNAVRESFORCOM Executive Director.

(7) Approve and release the GovDelivery posting announcing the approved selectees and instructions.

(8) Coordinate resourcing of selectee attendance with COMNAVRESFORCOM (N7) operating target funds.

b. COMNAVRESFORCOM (N00CP)

(1) Advise COMNAVRESFORCOM (N7) and the COMNAVRESFORCOM Executive Director on SELTP-specific civilian training matters, eligibility, and performance record assessment.

(2) Ensure electronic program advertisements and selection announcements are distributed electronically to civilian employees.

c. COMNAVRESFORCOM Executive Director. Approve final selection(s) from the board-recommended candidates.

d. SELTP Manager

(1) Receive applicant packages from the recorder/assistant recorder. The program manager shall review all packages for required content and board eligibility and then disseminate the eligible candidates' packages to voting members.

(2) Ensure the board president is designated in writing.

(3) Present a SELTP brief to all board members prior to the presentation of records for consideration. The brief shall include a COMNAVRESFORCOM (N7) approved precept slide.

(4) Present the recommended selections of the board to COMNAVRESFORCOM Executive Director for final approval.

e. Selection Board President

(1) Will be an officer in the pay grade of O-6 or a civilian employee in the grade of GS-15 assigned to COMNAVRESFOR or Commander, Naval Air Force Reserve (COMNAVAIRFores).

(2) Will be designated in writing by COMNAVRESFORCOM (N7).
f. **Voting Members.** Will be selected from officers in the pay grade of O-6 or civilian employees in the grade of GS-15 assigned to COMNAVRESFOR or COMNAVAIRFORS.

g. **Recorder/Assistant Recorder**

(1) Prepare and compile all SELTP application packages for consideration and forward to the SELTP Program Manager for dissemination to voting members.

(2) Present all records to the board during selection process.

(3) Record and tabulate all votes and present the ranked order results to the board for consideration.

(4) Reserve an appropriate conference room within COMNAVRESFORCOM spaces for board proceedings.

(5) Ensure all required materials and the reserved conference room are appropriately prepared prior to the convening of the selection board.

7. **Board Proceedings.** All board members and administrative personnel are tasked with maintaining integrity of the board selection process by remaining unbiased and safeguarding the confidentiality of discussions and deliberations during the board. Board members shall refer any questions regarding selection or rejection criteria to the SELTP Program Manager.

a. **Record Presentation.** The recorder will arrange records in random order for presentation to the board. Each application will be briefed and voted on by the board.

b. **Voting.** The voting will be by “confidence factor” between 0 and 100 in quarter increments of 0, 25, 50, 75, and 100. The presenting board member will cast their vote prior to briefing the record. The votes will be tallied upon receipt of the final voting member’s ballot. A ranked, anonymous chart will be presented to the board president and the voting members. The board president will determine if there is a need to conduct subsequent briefings and voting in order to obtain the best qualified applicants for the available number of quotas. The board president may also determine if records below a certain “confidence factor” should be tentatively removed from further consideration during the re-voting or approval process. If necessary, the board president’s vote will break any ties in situations where board votes are equally split among multiple candidates. The board president will forward a list of board selections via the SELTP Program Manager and COMNAVRESFORCOM (N7) to the COMNAVRESFORCOM Executive Director for final approval.

c. **Selections.** The board may select the number of candidates required to fill the allocated number of quotas available for each program. Additionally, the board may select two applicants to serve as qualified alternates.

d. **Final Approval.** Board selections will be presented by the SELTP Program Manager to the COMNAVRESFORCOM Executive Director via COMNAVRESFORCOM (N7) for final approval. COMNAVRESFORCOM (N7) has the authority to approve selections for a program opportunity without a board in cases where there are limited numbers of qualified applicants.
8. **Notification of Selection**

   a. **Selection.** A selection message will be routed through COMNAVRESFORCOM Executive Director for approval and release via GovDelivery posting. COMNAVRESFORCOM (N7) and COMNAVRESFORCOM (N00CP) will ensure selected candidates are also notified via e-mail.

   b. **Unavailability of Participants or Funds.** COMNAVRESFORCOM Executive Director reserves the right to remove any participant from the selection list if handling or eligibility status changes.

9. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. **Review and Effective Date.** Per OPNAVINST 5215.17A, Commander, Navy Reserve Force will review this instruction annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DoD, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or canceled prior to the 5 year anniversary date or an extension has been granted.

    T. W. LUSCHER  
    Deputy

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Navy Reserve Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx