COMNAVRESFORCOM INSTRUCTION 1412.1D

From: Commander, Navy Reserve Forces Command

Subj: NAVY RESERVE ECHELON 4/5 SHORE COMMAND QUALIFICATION PROGRAM

Ref: (a) OPNAVINST 1412.14
(b) NAVEDTRA 43075
(c) MILPERSMAN 1301-812
(d) USFF AT OPORD 3300-15
(e) CNP memo of 4 Sep 12

Encl: (1) Sample Nomination Letter
(2) Sample Command Qualification Oral Board Recommendation

1. Purpose. To define and promulgate command qualification standards, requirements, and procedures for officers commanding Navy Reserve echelon 4/5 shore commands as required by reference (a).

2. Cancellation. COMNAVRESFORCOMINST 1412.1C.

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 deliver operational capabilities across the spectrum from peace to war. The Navy Reserve can only accomplish its mission with commanding officers (CO) who consistently demonstrate the highest levels of ethical compliance, resource management, judgment, and leadership.

4. Applicability. The Navy Reserve echelon 4/5 Shore Command Qualification Program applies to officers seeking command of Navy Reserve echelon 4/5 shore commands under the administrative control of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). Officers successfully screened for major command or command with another community are qualified to command Navy Reserve echelon 4/5 shore commands and do not need to complete command qualification as outlined in this instruction.

5. Requirements Prior to Command Administrative Screening. Preparation for command is an iterative process that builds upon experience, qualifications, judgment, and knowledge acquired during multiple tours. Reference (b), while not required, may be utilized by command candidates in preparation for the command qualification process as outlined in this instruction and prior to the assumption of a Navy Reserve echelon 4/5 shore command.
a. The following requirements are prescribed for all Navy Reserve command candidates pursuing command selection:

(1) Meet pay grade and designator criteria.

(2) Per reference (c), cannot have:
   
   (a) An approved resignation
   
   (b) An approved retirement
   
   (c) A pending inter-service transfer
   
   (d) Declined command
   
   (e) Be a one-time failure of selection to O-4 or O-6

(3) Successfully complete a Command Qualification Oral Board (CQOB) and be designated in writing as "Qualified for Command" by the Chairman of the CQOB as specified in paragraph 6 below. Officers who successfully complete a CQOB through another community’s process are not required to complete a separate CQOB, but must send documentation of the CQOB to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-46).

(4) Be selected for command by the Command Administrative Screening Board.

b. Navy Reserve echelon 4/5 O-5 and below command candidates pursuing command selection shall be Full Time Support (FTS), Active Component (AC) or Selected Reserve (SELRES) officers in the Unrestricted Line (URL), Human Resources (HR) or Supply Corps communities.

c. Navy Reserve echelon 4/5 O-6 command candidates pursuing command selection must be an AC, FTS, or SELRES officer in the URL or HR community. For echelon 4 command only, officers must be selected for retention beyond their first gate.

6. Command Qualification Oral Board. The CQOB is a prerequisite for Command Administrative Screening Board consideration. Of normal course, Navy Region Reserve Component Command (RCC) commanders will be responsible for coordinating the CQOB process for their area of responsibility. However, due to the concentration of post-command experience at the echelon 2/3 level, COMNAVRESFORCOM chief of staff (COS) shall have authority to coordinate a CQOB in-house for those officers on Commander, Navy Reserve Force, COMNAVRESFORCOM, and Commander, Naval Air Force Reserve staffs who desire command qualification.
a. Requests for a CQOB through the RCC shall be made through the officer’s reporting senior. The reporting senior will verify established requirements for command have been met and send a nomination letter to the RCC commander requesting a CQOB using enclosure (1). Upon receipt of a nomination package, the RCC commander will designate a CQOB Chairperson to convene the board at a time and place convenient for the board members and the candidate. Echelon 2/3 board requests will be made to the COMNAVRESFORCOM COS via the candidate’s deputy chief of staff.

b. No members of the board shall be the candidate’s immediate supervisor, reporting senior, or CO.

c. Any FTS officers in the pay grade O-6 and in command or post-command can be designated Chairpersons and may establish and convene CQOBs as directed by the RCC commander or COMNAVRESFORCOM COS for officers desiring command screening. All CQOBs will be composed of two or more officers in command or post-command who are senior to the officer being considered. The chairperson shall be the senior board member.

d. The board should focus on mission execution including resource and personnel management and mission prioritization. Additionally, the board should include scenario-based vignettes which foster discussion and demonstrate competency in sound decision making, ethics, and adherence to Navy Core Values. RCC commanders should standardize the board process for their respective regions and avoid utilizing the board as a measure of candidates’ reserve management technical proficiency. A thorough evaluation of the officer’s character is critical to the Command Qualification Program and should yield an assessment of a candidate’s overall potential for future success as a CO.

e. Upon completion of deliberations, the CQOB chairman shall report the board’s proceedings through a CQOB recommendation letter. Enclosure (2) is a sample CQOB recommendation letter.

(1) For officers found “Qualified for Command”, the board chairman will sign a letter setting forth the findings of the board and send to the candidate via the candidate’s reporting senior, with copies to the command’s immediate superior in command (ISIC), RCC (if applicable), COMNAVRESFORCOM (N7), all board members and COMNAVPERSCOM (PERS-46).

(2) For officers found “Not Qualified for Command”, the board chairman will sign a letter detailing the board’s findings. The letter will be addressed to the candidate via the nominating command, with copies to the command’s ISIC.

(3) Officers found “Not Qualified for Command” may request another CQOB after 12 months.
f. Officers unable to coordinate a CQOB directly with a RCC due to extenuating circumstances may contact COMNAVRESFORCOM directly for further guidance. Due consideration for other accommodations will be given to those members OCONUS, deployed or geographically isolated, where coordination with a RCC is not possible, and a local board may be required.

7. Command Administrative Screening Board. The Command Administrative Screening Board will select those eligible personnel who are deemed fully qualified for command.

   a. All previously screened officers will be bank reviewed until they have been assigned Navy Operational Support Center (NAVOPSPTCEN) command or a community equivalent tour. The board will be provided a certified list of officers who will remain in the bank. In addition to being fully qualified, officers on the certified list will have no Physical Fitness Assessment failures nor any documented misconduct or adverse performance since the last RCC/NAVOPSPTCEN command screening board. The list will be certified as accurate and will be provided for review and final approval by the board. The board may review any record from the certified list provided a majority of the board members vote to do so; otherwise, the board will not review the records on the certified list.

   b. Officers who fail to screen or were previously banked and de-screened are required to requalify through the Navy Reserve shore command process to become eligible for any future command administrative screening board.

   c. Those AC or SELRES officers in the URL, HR or Supply Corps community who wish to be considered by the board must complete their oral board and submit a request to be considered to COMNAVPERSCOM (PERS-46) with ISIC endorsement (applies to both AC and Reserve Component) and detailer endorsement (applies to AC only).

8. Requirements for Officers Slated for Command. Following successful selection by the Command Administrative Screening Board, COMNAVPERSCOM (PERS-46) will detail officers slated for command to satisfy requirements listed below.

   a. The following requirements are prescribed for all officers selected and slated for command:

      (1) Attend Command Leadership Course (CLC) (CIN: P-1B-0004) or Major Command Leadership Course (MCLC) (CIN: P-1B-0060), as appropriate, prior to assuming command as required by reference (a).

      (2) Attend NAVOPSPTCEN CO School (CIN: R-7A-0010) prior to assuming command.

      (3) Attend NAVOPSPTCEN CO Anti-terrorism Course (CIN: A-1B-0800) prior to assuming command as required by reference (d).
b. Officers in the pay grades O-5 and below who are selected and slated for Navy Reserve command shall attend Naval Security Manager Course (CIN: S-3C-0001) prior to assuming command.

c. Officers in the pay grade O-6 who are selected and slated for Navy Reserve command shall attend Military Justice Senior Officer Course (CIN: S-5F-0011) prior to assuming command as required by reference (e).

9. **Exceptions.** Command qualification and screening are mandatory, except when a waiver is recommended by COMNAVRESFORCOM and approved by the Chief of Navy Personnel. Documentation detailing why the procedures cannot be met must be provided in waiver requests submitted to COMNAVRESFORCOM.

10. **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.

11. **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 canceled prior to the 5-year anniversary date, or an extension has been granted.

T. W. LUSCHER

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, https://private.navvreserve.navy.mil
Sample Nomination Letter

From: Reporting Senior
To: RCC Commander

Subj: NOMINATION FOR COMMAND ORAL BOARD IN CASE OF (NAME)

Ref: (a) COMNAVRESFORCOMINST 1412.1D

1. Per reference (a), (Name) is nominated for designation as “Qualified for Command.” I request a Command Qualification Oral Board be designated to conduct the formal interview. (Name) is available for interview (Date).

2. (Name) has demonstrated the maturity, judgment, and professionalism required to succeed as a commanding officer ashore.

3. (Additional Comments)

4. Point of contact information for Command Qualification Board coordination:

/s/
Reporting Senior

Copy to:
Nominated Officer

Enclosure (1)
Sample Command Qualification Oral Board Recommendation Letter

From: CQOB Chairman
To: Nominee
Via: Nominee’s Reporting Senior

Subj: COMMAND QUALIFICATION ORAL BOARD ICO (NAME)

Ref: (a) COMNAVRESFORCOMINST 1412.1D

Encl: (1) (Nominating Officer’s Letter)

1. Per reference (a), I served as board chairman on your Command Qualification Oral Board to determine your fitness for command. The board members included ____________, ____________, and ____________.

2. The board found you “Qualified for Command/Not Qualified for Command.”

3. Comments (mandatory for “Not Qualified” determination).

/s/
Board Chairman

Copy to:
ISIC
Board Members
RCC Commander
* If “Qualified” include:
COMNAVPERSCOM (PERS-46)
COMNAVRESFORCOM N7

Enclosure (2)