COMNAVRESFOR NOTICE 5400

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2021 NATIONAL COMMAND AND SENIOR OFFICER COMMANDER OR CAPTAIN NON-COMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39F
(b) RESPERSMAN M-1001.5
(c) JAGINST 1301.2C
(d) SECNAVINST 1401.3A
(e) OPNAVINST 5354.1G
(f) DoD Directive 1350.2 of 18 August 1995
(g) SECNAVINST 5211.5E
(h) OPNAVINST 1000.16K
(i) OPNAVINST 6110.1J
(j) 10 U.S.C. §806
(k) OPNAVINST 3440.16E
(l) JAGINST 1001
(m) OPNAVINST 1534.1D
(n) NAVSUPINST 1412.1A
(o) COMNAVRESFORINST 1412.2
(p) DOD DTM 17-005 of 24 March 2017
(q) DOD Instruction 1300.19 of 4 March 2014
(r) DOD 5500.07 R CH-7 Joint Ethics Regulation of 17 November 2011
(s) COMNAVAIRFORESINST 5400.1B
(t) NAVFACINST 1412.1G

Encl: (1) Fiscal Year 2021 National Command and Senior Officer Commander or Captain Non-Command Billet Screening and Assignment Procedures

1. Purpose. To establish standardized policy and procedures, per references (a) through (t), 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 (FY) 2021 APPLY Board will convene 19 October through 30 October 2020, 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, Manpower Claimants, Supported Commands, and our Selected Reserve communities. In order to provide consistent vetting of applicant qualifications and eligibility, all Reserve Component (RC) communities will participate in the APPLY Board. Note: Commander, Naval Air Force Reserve (COMNAVAIRES) and Chief of Naval Air Training (CNATRA) will adhere to the current directives to fill their squadron and squadron augment unit billets.

3. **Scope**

   a. This notice supplements officer assignment policies issued by references (a) and (b), and contains additional policies and procedures for officer application, billet advertisement, and board conduct pertinent to the screening and assignment of drilling Navy Reserve Officers to Commanding Officer (CO)/Officer-in-Charge (OIC) billets, Post Command, Executive Officer (XO) 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.

4. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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 **Cancellation Contingency.** This notice remains in effect until superseded by another COMNAVRESFORNOTE 5400 on the same subject.

   J. A. SCHOMMER  
   Deputy Commander

**Releasability and distribution:**
This notice is cleared for public release and is available electronically only via COMNAVRESFOR Web site https://www.mynrh.navy.mil
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section Number/ Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Action Items</td>
<td>1-1</td>
</tr>
<tr>
<td>2.  APPLY Application and Assignment Policies</td>
<td>2-1</td>
</tr>
<tr>
<td>3.  Community Specific Information</td>
<td>3-1</td>
</tr>
<tr>
<td>4.  Post-Board Assignment Procedures</td>
<td>4-1</td>
</tr>
</tbody>
</table>

**APPENDIX A**

**List of Exhibits**

<table>
<thead>
<tr>
<th>Exhibit Number/Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Timeline (Plan of Action and Milestones)</td>
<td>A-1</td>
</tr>
<tr>
<td>2.  Operational (Commissioned) Unit List</td>
<td>A-3</td>
</tr>
</tbody>
</table>
SECTION 1

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 FY21 APPLY board and execute it per the schedule in appendix A.
      
      (2) Appoint Navy Reserve Flag Officers to serve as President and Vice President of the FY21 APPLY board.
      
      (3) Appoint panel members and board support personnel.
      
      (4) Notify personnel chosen to serve as panel members or board support and provide COMNAVRESFORNOTE 5400.
      
      (5) Release a Navy Administrative Message announcing FY21 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 Selected Reserve (SELRES) and Full Time Support (FTS) personnel desiring appointment to the APPLY board, including voting members (panel members), recorders, and assistant recorders (board support), per references (c) through (f) by 22 May 2020.
      
      (3) Nominate RC officers to serve as panel members and board support. Officers with approved retirement or who are within one year of statutory retirement shall not be nominated for board duty and will not serve as panel members.
(4) Review the APPLY Board slate and approve the release of results via Reserve Forces Manpower Tools (RFMT).

c. COMNAVRESFORCOM (N00L) will work through Reserve Component Commands to ensure due process and will advise COMNAVRESFORCOM (N12) if APPLY applicants will be removed from slated billets for pending or adjudicated legal action.

d. COMNAVRESFORCOM (N12) will:

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

   (2) Ensure the RFMT Web site is available on the private side of the Navy Reserve Homeport under the “Applications” link.

   (3) Remove from advertisement all billets with end dates in Total Force Manpower Management System (TFMMS) of 30 September 2021 or earlier.

   (4) Adjudicate Projected Rotation Date (PRD) extensions by 7 July 2020.

   (5) Remove from consideration officers ineligible for assignment per references (a) through (j).

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

   (7) Assist officers who are mobilized, on Active Duty orders or otherwise unable to access the RFMT Web site as specified in section 2.

e. Supported Commands/OSO will:

   (1) Submit electronically via the “Role Request” link on the RFMT menu for OSO access.

   (2) Submit PRD extension requests via the Senior Officer OSO Tool located on the N12 Sharepoint page no later than 7 July 2020.
(3) Verify billet requirements including designator, rank, Additional Qualification Designator (AQD)/Sub-specialty Code (SSP), security clearance, Reserve Functional Area and Sex (RFAS) Code, Leadership Drill Code (LDC), Suppression Drill Code (SDC) and Primary Functional Area Code (FAC).

(a) For permanent changes to designator, rank, AQD/SSP or security clearance, submit BCR through the active command’s Budget Submitting Office (BSO). BCRs may take several months to process and properly reflect in the TFMMS database.

(b) For modifications to the RFAS code, LDC or SDC, submit BCR to COMNAVRESFORCOM (N13) by 7 July 2020. BCRs submitted after 7 July 2020 will not be processed until FY21 Apply board results have been released.

(4) Update billet CO and supported command comments, including those not scheduled to be advertised during FY21 APPLY via the RFMT website between 2 December 2019 and 7 July 2020. Comments with a date stamp prior to 2 December 2019 will be deleted on 7 July 2020 and will not be available during the APPLY board.

(a) Comments should state general guidelines, specific professional skills or qualifications desired and any unique drilling requirements.

(b) Comments may also be used to inform applicants of any pending structural changes to billets.

(c) The billet requirements listed in RFMT on the billet as delineated in paragraph 1.d.(3) are the governing factors in determining whether an applicant meets the requirements to apply for that billet.

(5) Ensure unit CO/(OIC)/Post Command/Executive Officer (XO) billets for commissioned/operational and augment units are correctly identified with their corresponding LDC by 7 July 2020. Each Reserve Unit Identification Code (RUIC) will only have one CO or OIC coded billet.

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

(7) Coordinate with other supported command OSOs to notify all mobilized SELRES officers of the APPLY process. Ensure the APPLY policies, procedures, and dated milestones
are widely advertised and disseminated to ensure every officer is aware of current policy requirements.

f. Echelon 4 Reserve Component Command (RCC) 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 5 and 6 commands. Review will include validating current status of all O6, O5, and CO/OIC assignments to include verification of existing orders, billets and PRDs in all applicable databases including Navy Standard Integrated Personnel System (NSIPS), CMS-ID RUAD, and RFMT.

(3) Route any O6, O5 or unit CO/OIC assignment discrepancy corrections found at the Echelon 5-6 levels to COMNAVRESFORCOM (N12) for adjudication via cnrfc_apply_mailbox@navy.mil by 7 July 2020. Failure to address assignment discrepancies prior to 7 July 2020 can result in erroneous billet advertisements.

g. Echelon 5 (Navy Reserve Activity (NRA)/Navy Operational Support Center (NAVOPSPTCEN) COs will:

(1) Promulgate COMNAVRESFORNOTE 5400 to all officers.

(2) Execute all APPLY orders post board within five working days.

(3) Report unresolved discrepancies to the RCC.

h. Echelon 6 (Navy Reserve Unit) COs/OICs will:

(1) Review unit RUAD from CMS-ID to ensure proper billet advertisement. Report unresolved discrepancies to the NRA.

(2) Mentor officers about the APPLY process, application procedures, milestones, and the importance of personal record maintenance.
(3) Encourage eligible officers to apply for board membership or board support positions via the RFMT website if they are not applying for billets.

(4) Update billet CO comments, including those billets not scheduled to be advertised during FY21 APPLY, via the RFMT Web site between 1 December 2019 and 7 July 2020. Comments with a date stamp prior to 1 December 2019 will be deleted on 7 July 2020 and will not be available during the APPLY board.

   (a) Keep comments concise and limited to information not covered by the OSO in “Supported Command” comments.

   (b) Comments should include a unit point of contact (POC) for applicants who desire more information on the unit/billet.

   (c) Members assigned to CO/OIC billets automatically have access to edit billet CO comments via the RFMT website. This responsibility can not be delegated. Unit COs/OICs experiencing difficulty logging onto the RFMT website shall request login assistance via email at cnrfc_apply_mailbox@navy.mil.

(5) Provide a Letter of Recommendation for all Exceptions to Policy. Requests that do not contain Unit CO/OIC recommendations will not be considered by COMNAVRESFORCOM (N12).

   i. Reserve officers will:

      (1) Update self-reported billet history utilizing order history located in RFMT.

      (2) Ensure NSIPS “Contact Information” to include email address is accurate, as email will be the primary method used to communicate with applicants.

      (3) Check their official record for accuracy. Any discrepancies should be addressed through a letter to the board. Areas of interest include:

         (a) Fitness reports for continuity.

         (b) Currency of professional license or credentials (i.e. medical license, merchant mariner credential, acquisition certification).
(4) Regularly check the RFMT website for the most current information. Changes in billet information during the advertisement phase will be kept to a minimum but may occur.

(5) Officers not under consideration for billet assignment are encouraged to apply for board membership or support (recorder) position. The nomination process for the FY21 APPLY Board participation is online and may be accessed via the RFMT homepage by clicking on the “APPLY” tab. Submissions must be received by 22 May 2020.

(6) Officers desiring a billet assignment must fully participate in the APPLY process. Participation is defined as completing/verifying all applicable sections of the APPLY application including current assignment, billet history, personal data, qualifications and indicating whether the officer wants to be considered for billet(s) not listed on their dreamsheet. To remain eligible for Post board assignment members must list at least ONE billet on their dreamsheet.

(a) Officers are highly encouraged to state their willingness to travel for billets not on their dreamsheet, which will enable the board to select the best qualified applicants to vacancies and other assignment opportunities. This is accomplished by checking the box which reads, “I want to be considered for billets not on my dreamsheet”. Note that stating a willingness to travel will allow the board to see all available billets up to 10,000 miles and overseas the member is qualified for. Suggest billets can be declined within the 7 day declination period at no penalty to the member.

(b) APPLY selected officers are responsible for Inactive Duty Training (IDT) transportation expenses to their assigned Drill Site. APPLY selected officers will not be cross assigned unless permitted by community specific information per section 3. Therefore, officers should only list on their dreamsheet those billets to which they are willing and able to personally pay travel expenses related to required drills.

(c) Officers may submit a letter to the APPLY Board via Commander, Navy Personnel Command (PERS), highlighting any amplifying information to include any missing information from their official record. COMNAVRESFORCOM can not accept letters to the APPLY board.

(d) Officers are highly encouraged to submit “remarks to the board” within their dreamsheet in RFMT to enhance opportunity for assignment during slating. The “remarks to the board” section of the dreamsheet is the only way for the applicant to communicate to the APPLY panel members during the actual billet slating process. This section is to address the officer’s experience or qualifications required for specific billets as listed in the supported command/CO
remarks section of those billets. Applicants are encouraged to seek out an experienced mentor to review effective use of the “remarks” feature.

(e) Finalize and submit a dreamsheet between 0800 EDT 13 July 2020 and 2359 EDT 24 August 2020.

(f) Dreamsheets will not be accepted after 2359 EDT on 24 August 2020. It is the applicant’s responsibility to ensure their dreamsheet is properly submitted in RFMT. COMNAVRESFORCOM will not accept email, faxed or delivered by hand dreamsheets after the closing date.
SECTION 2

APPLY APPLICATION AND ASSIGNMENT POLICIES

1. Careful review of the following information enables all stakeholders to gain the maximum benefit from the APPLY board process.

   a. Officer Eligibility

      (1) Officers who are not affiliated with the RC in a drilling status (e.g. Individual Ready Reserve - Active Status Pool) must contact COMNAVRESFORCOM (N12) at cnrfc_apply_mailbox@navy.mil for assistance. All officers with a Navy issued CAC should be able to access RFMT and submit a dreamsheet.

      (2) Officers who are mobilized, recalled, or otherwise unable to participate in APPLY should seek assistance by contacting COMNAVRESFORCOM (N12) for assistance at cnrfc_apply_mailbox@navy.mil no later than 24 August 2020. Failure to do so will result in transfer to the VTU post board.

      (3) Officers must be qualified and available, per references (a) and (b), to be considered for an assignment. Officers will only be able to add billets they are qualified for to their dreamsheet. Officers who are in a voluntary or involuntary active duty status are eligible for assignment.

      (4) All 13XX officers currently assigned to COMNAVAIRFORES squadrons, wings, squadron augment units (SAUs) to include CNATRA are eligible to submit a dreamsheet unless they have an approved OGW.

         (a) Officers who have applied for and are selected to a billet at the FY21 APPLY board will be assigned to that billet. Declination of the billet will result in transfer to the VTU.

         (b) Officers who have been granted a COMNAVAIRFORES RESFORON OGW or SAU assignment per reference (d) are ineligible to submit an FY21 APPLY dreamsheet as they have tenure in their current billet remaining.

         (c) Officers who are removed from their approved OGW prior to 1 May 2021 are required to submit for a Post board assignment or may be transferred to the VTU.
(d) Officers who are removed from their approved OGW after 1 May 2021 will remain IAP and are required to participate in FY22 APPLY. Failure to participate in FY22 APPLY will result in transfer to the VTU.

(e) Officers assigned to a COMNAVAIRFORES or CNATRA billet with a PRD expiring on or before 30 November 2020, who do not have an approved OGW and did not participate during the FY21 APPLY board will be transferred to the VTU on 1 December 2020 and are not eligible for post board assignment.

(f) Officers that have been selected to commissioned unit RESFORON command via the Aviation Commander Command Screen Board (ACSB) that have a PRD from 1 May 2020 to 30 November 2020 must submit an FY21 APPLY dreamsheet. These officers will be placed IAP until the results of the APPLY board are released. If not selected to an APPLY billet, they must request a Post board assignment, formerly known as an Interim fill assignment by 15 January 2021 or they will be transferred to the VTU on 1 February 2021.

(g) Officers that have been selected to commissioned unit RESFORON command via the ACSB that have a PRD from 1 December 2020 to 30 April 2021 are Post board assignment eligible. Failure to request a Post board assignment by 1 May 2021 may result in transfer to the VTU. Post board assignment non-command billets will have a PRD of 30 November 2021.

(h) For additional information please contact Commander, Navy Air Force Reserve Manpower department via CNAFR_MANPOWER@NAVY.MIL.

(5) Officer Mandatory Retirements. The following does not pertain to medical officers (2105, 2205, 2305, and 2905):

(a) Officers within 12 months of mandatory retirement and not deemed eligible for continuation or retention, (retirement date of 30 November 2021 or earlier, or reaching mandatory retirement age without an approved age waiver), are not eligible to participate at the FY21 APPLY board. These officers are not required to submit a dreamsheet to be eligible for a Post board assignment. Verification of statutory attrition date is conducted by PERS prior to the convening of the board. If eligible, it is the officer’s responsibility to request continuation past their mandatory retirement age or retention beyond their mandatory service obligation. Requests are submitted through PERS-911. Those officers who submit a dreamsheet and are within 12 months of mandatory retirement will have their dreamsheet removed from consideration at the board.
(6) Officers Selected for promotion to O5 for FY21.

   (a) Commander Selects (CDR-S1) will have their current orders modified with a PRD of 30 November 2021 by COMNAVRESFORCOM (N12) and will receive notification in their RFMT message center.

   Note: CDR-S1, subject to any community specific guidance in Section 3, may apply for billets, in their next higher paygrade, at the FY21 APPLY board. If not selected, they are eligible to submit for a post board assignment in either their current or selected paygrade. For officers mobilized during their command tour, section 2 subparagraph 1c(5) applies.

(7) Officers selected for promotion to O6 for FY21. Officers selected for promotion to O6 in FY21 will not have their PRDs adjusted and may not vacate Command billets for non-command billets.

(8) Senior officers (O5/O6) with a manpower availability status (MAS) code of MPQ (currently undergoing a physical evaluation board) and a PRD of 30 November 2020 or earlier are required to participate in the APPLY board. However, final physical evaluation board determination must be made prior to any orders being released by COMNAVRESFORCOM (N12).

b. Assignment Eligibility

(1) Officers currently serving in non-command or post command billets may apply for CO/OIC billets (max of two CO/OIC tours per paygrade (O5 and O6) still applies, verified through self reported billet history) unless prohibited due to community specific constraints in Section 3.

   (a) Officers assigned to JDAL billets must complete at least 2 years in their JDAL billet, per references (p) and (q). As such, officers currently serving in JDAL billets must have served at least 2 years in that billet by 30 November 2021 to be eligible to apply or receive assignments to any other billets.

   (b) If an officer has tenure remaining (e.g., junior or senior officer applying for post command/CO/OIC) and indicated willingness to accept a billet not on their dreamsheet, the board may offer a “suggested” leadership billet.
(c) Their vacated position will not be filled by the APPLY board in the event the individual later chooses not to accept the “suggested” billet, which can be done without penalty.

Note: Individuals must decline the suggested billet within 7 days from release of APPLY results. This is done by logging into RFMT and selecting “decline”.

(2) Officers with tenure remaining are not eligible to apply for non-command billets, but are permitted to apply for post command or CO/OIC billets unless otherwise specified in Section 3, community guidance. Officers with tenure remaining in their current assignment, who are selected for promotion, are eligible to apply for billets in the next higher paygrade. Officers currently serving in a CO/OIC billet or an XO billet in one of the following communities: Information Warfare Community (IWC), Medical or Judge Advocate General Corps (JAGC) are not eligible.

(3) Officers are not eligible to apply for non-command billets in units that they have previously commanded (excluding post board assignment CO/OIC assignment), unless permitted by community specific guidance per Section 3.

(4) Officers may apply for their current non-command billet, unless prohibited per Section 3.

(5) Selection to JDAL billets does not require completion of Joint Professional Military Education (JPME). However, due to the limited number of JDAL billets, individuals that have completed JPME-I shall receive preference when assigning JDAL billets. Billet tenure is for 3 years for all JDAL billets.

(6) Commanding Officer Assignments

  (a) Senior Officers (O5 and O6) may not exceed two CO/OIC positions per paygrade (defined as the paygrade of the billet) unless otherwise stated in community specific information per Section 3 or approved by COMNAVRESFORCOM.

  (b) Officers who serve in two command positions, but were not afforded the opportunity to reach a total of 36 months in command in that paygrade, will be afforded the opportunity to apply for an additional command billet.
(c) Senior officers (O5 and O6) may not apply for their current or previously held CO/OIC position. Officers in the paygrade of O4 and below may apply for their current or previously held CO/OIC position unless prohibited by community guidance in section 3.

(d) Officers selected to Operational (Commissioned) unit CO positions require command screening (2D AQD series) and must complete the Command Leadership Course in Newport, RI prior to assuming command.

Note: Exhibit 2, lists all operational/commissioned units.

(e) Reference (o) establishes a qualification process for the 2N1 AQD mandatory for CO and OIC billets. Officers holding the 2D1, 2D2, or 2D3 AQD are deemed N2N1 qualified. The 2N1/2D1 AQD must reflect in the members RFMT profile in order to add billets requiring the AQD to their dreamsheet.

Note: COMNAVRESFORCOM does not possess the capability to update the 2N1/2D1 AQD in the member’s record. Officers are highly encouraged to obtain and ensure the AQDs are properly reflected in RFMT prior to application phase.

(7) Post command assignments must be filled by officers who have previous command experience within their current paygrade, unless permitted by community specific information in Section 3. This is verified through self-reported billet history on APPLY Application.

c. Assignment Expectations

(1) In all panels, priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD) match. Officers will be assigned based on those who are best and fully qualified. In situations where a qualified officer in exact grade and skill is not equally or substantially qualified for assignment, the panel may consider RFAS substitution criteria for billet placement.

(2) Officers may only apply for billets for which they are fully qualified (i.e. designator and paygrade or RFAS match). Officers selected to billets which they cannot fulfill may forfeit the assignment. Specifically:

(a) Conflict of interest. In accordance with reference (r), subsection 5-408, 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 or supported active duty command.

(b) Supported command expectations. Officers applying for billets must read the supported command comments in their entirety. OSOs must use the supported command comments to outline additional information pertinent to the assignment in order to fulfill the supported command’s reasonable assignment expectations. Specific unit or billet administrative requirements, such as classified system access (e.g., SIPR token) or need for an official government passport, should be included in these comments, so applicants can adequately prepare for these assignments.

(3) Officers may apply for, and be assigned to, billets for which they do not currently hold the required security clearance unless otherwise stated in community specific information per Section 3. Preference may be given to those officers who already hold the clearance required for the billet. Upon notification of assignment, the officer must immediately begin the process to obtain the required security clearance of the assigned billet. Failure to obtain the required security clearance may result in forfeiture of billet and reassignment by COMNAVRESFORCOM (N12) per RESPERSMAN 1300-010.

(4) New units will have their CO/OIC selected via APPLY ESC procedures. If the timing of unit standup precludes advertisement in RFMT, the PRD of the CO/OIC billet will be 30 November of the following year.

(5) Mobilization/Recall/ADSW

(a) Individuals must participate in the APPLY board prior to their release from active duty to be eligible for post APPLY board assignments following the board in which they participated. ***Officers with orders ending 30 November 2020 or earlier must apply in the FY21 APPLY board to obtain a billet in pay.***

(b) Mobilized officers will not be displaced from their APPLY selected billet. If their PRD expires prior to release from mobilization, members will be placed IAP and are required to participate in APPLY during the year they will be released. Member will remain post board assignment eligible. During the mobilization of a CO/OIC, the XO will initially serve as the Acting CO. If requested by the supported command, lengthier fills (six months or greater) will be determined by the APPLY ESC using post-board assignment procedures, unless prohibited due to community specific constraints per Section 3.
(c) Recalled officers will be removed from their APPLY awarded billet. If their PRD expires prior to release from recall, members will be place IAP where they are currently attached and are required to participate in APPLY during the year they will be released. Member will remain post board assignment eligible. If OSO desires for member to remain in billet an exception to policy must be submitted.

(h) Officers on Active Duty for Special Work (ADSW) orders can be displaced from their APPLY selected billet at the request of the OSO. Member will be placed IAP and are required to participate in APPLY during the year they will be released. Member will remain post board assignment eligible.

(e) Officers mobilized or who accept voluntary Active Duty orders from a non-pay status shall return to a non-pay status upon return to a reserve status, unless they participate and receive a FY21 APPLY billet.

(f) If orders are truncated due to no fault of the officer, member will be placed IAP until 30 November of the year they are released from active duty. The officer will then be post board assignment eligible.

(6) PRD Extension Requests

(a) PRD extension requests are generally discouraged. However, these requests must be submitted per the Senior Officer OSO Tool and received by 1 May 2020.

(b) COMNAVRESFORCOM (N12) will notify the supported command by 1 June 2020 of all approved PRD extension requests by generating orders via RFMT.

(c) Officers serving in post board assignments are not eligible for a PRD extension.

(7) PRDs and Billet Maintenance:

(a) PRD adjustments shall be reported to COMNAVRESFORCOM (N12) no later than 1 May 2020, via the Senior Officer OSO Tool.

(b) Officers with an approved retirement date before the end of their tenure may have their PRD modified by COMNAVRESFORCOM (N12), via the NRA and RCC, to correspond with their scheduled retirement date to ensure the billet advertises. Submit requests via the Senior Officer OSO Tool. Prior to RCCs generating the PRD modification orders in RFMT,
NRAs shall update member’s Manpower Availability Status (MAS) code to “ARR.” Billets will advertise automatically once the loss transaction is completed upon member’s retirement.

(c) Officers filling billets with an end date after 31 March 2020 will remain in their assigned billet until the billet’s deletion date. Upon billet deletion, the member is assigned IAP until 30 November of the current year and is required to participate in the next APPLY cycle.

(8) Accept/Decline of APPLY Awarded Assignment:

(a) APPLY awarded assignments are assumed to have been accepted by selected officers, meaning no further action is required. Officers who desire to decline APPLY awarded billets must do so via RFMT within 7 days following posting of official APPLY board results i.e. the “declination phase.” Officers who decline a billet specifically requested on their dreamsheet forfeit eligibility and will be transferred to the VTU effective 1 December 2020. Officers who decline a billet not specifically requested on their dream sheet are eligible for post-board assignment. The declination phase is the only time period in which an officer may decline an APPLY awarded assignment. Refusal of orders outside of the declination phase will result in transfer to (VTU).

(b) Junior officers (JOs) who decline a billet specifically requested on their dreamsheet within 7 days of posting of results will not return to their previous JO assignment and will be transferred to the VTU.

(c) JOs who decline a billet not on their dreamsheet within 7 days will remain in their previous JO assignment.

(9) JDAL/Individual Mobilization Augment (IMA) assignments:

(a) All JDAL/IMA billets are assigned for a tour of 3 years (command and non-command).

(b) Officers in JDAL/IMA billets shall remain in the assignment for 2 years before applying for CO/OIC billets.

(c) Vacating a JDAL billet early may preclude maximum joint qualification credit.

(d) Annual participation (days per year) while serving in a Reserve JDAL billet is not automatically awarded/certified. Therefore, members who are serving in a JDAL billet must
submit documentation that supports annual levels of participation to the appropriate Combatant Command certifying official.

(e) A full joint equivalent tour (and subsequent joint qualifications, including Joint Qualified Officer (JQO) nomination) is obtained by meeting the time requirements in a Standard Joint Duty Assignment (S-JDA) billet, submitting for experience based points (E-JDA), or a combination of S-JDA and E-JDA credit. Members may log into the Joint Manpower Information System (JMIS) (CAC enabled) to view/access their joint credit/education/experience captures at https://www.dmdc.osd.mil.

(10) Effective Date of Orders:

(a) The effective date of APPLY board awarded billet assignments is 1 January 2021. VTU assignments for non-participants will have an effective date of 1 December 2020. VTU assignments for participants who do not have an APPLY Billet or Post board assignment by 15 January 2021 will have an effective date of 1 February 2021. Captains and Commanders will be transferred to non-pay on this date unless otherwise directed with a new set of orders from the APPLY process (i.e. Board selected, post board assignment or OGW).

(b) Officers desiring an effective date other than 1 January 2021 must communicate their request to COMNAVRESFORCOM (N12) for approval via the supported command OSO by 1 December 2020.

(c) Officers in the Inactive Ready Reserve-Active Status Pool awarded an assignment at the FY21 APPLY board must be gained into a pay status by the NRA of the unit to which they have been assigned. Once gained, these officers are assigned to their prospective units in an IAP status from 15 November 2020 through 31 December 2020 and will commence their APPLY board awarded assignment effective 1 January 2021. Officers involuntarily transferred to the IRR who are awarded billets at the APPLY board, will have their assignment eligibility reviewed for final approval by COMNAVRESFORCOM prior to re-affiliation with SELRES.

(d) Junior officers coming off an APPLY awarded assignment must compete in JOAPPLY Quarter 1 for a new billet assignment. Assignment effective date will be 1 January 2021.
SECTION 3

COMMUNITY SPECIFIC INFORMATION

1. Specific Community requirements are as follows:

   a. Information Warfare (IWC) Panel (18X5). The panel to consider officers for IWC billets, including Space Cadre “OS” and “OR” RFAS 1000/1050 billets, will convene 26 through 29 October 2020.

      (1) Applicant Guidelines

        (a) 18X5 (O1-O6) officers may only apply for billets on the IWC panel.

        (b) All 18X5 and Space Cadre officers must have the GC0 AQD (IWO qualified) in order to apply for IWC billets.

        (c) Unrestricted Line (URL) Space Cadre officers selected for an IWC command or post command billet will not be considered for billets on the URL panel.

        (d) 18X5 Captains who have tenure remaining in non-command billets (billets specifically marked as ‘NON’ for Command Type in RFMT) may apply for Naval Information Force Reserve (NAVIFORES) HQ community lead and post command (POST) billets (if a previous command billet was held in current rank).

        (e) Officers in NAVIFORES HQ community lead billets with tenure remaining are ineligible to apply for command or other post command billets.

        (f) APPLY-selected NAVIFORES Region Commanders who have completed at least 12 months (not necessarily consecutively) of a NAVIFORES region command tour are not eligible to apply for another Navy Reserve Augmentation Unit (NRAU) commanding officer (CO), executive officer (XO), or Deputy Region Commander (DCOM) tour, and are strongly encouraged to continue service at NAVIFORES HQ.

        (g) NAVIFORES Region Commands are open to any O6 18X5 or Space Cadre officer who has completed an IWC O6 command tour.

        (h) IWC officers assigned to XO billets, who have tenure remaining, may not apply for CO/OIC billets.

        (i) With the exception of 18X5 officers in JDAL billets, IWC officers in non-command billets, who have tenure remaining, may apply for XO billets.
(j) O5 and O6 ‘Selects’ are allowed to apply for IWC command billets in the paygrade for which they have been selected.

(2) Panel Considerations/Requirements

(a) Applicants for the following IWC Reserve billets must be in grade by 30 September 2020 and must have successfully completed one CO tour as an O5 or O6: NAVIFORES HQ senior assessor and O6 Navy Information Operations Command (NIOC) COs.

(b) Applicants for NAVIFORES Regional Command, NAVIFORES HQ community lead billets, and NAVIFORES HQ (N5) must have successfully completed one O6 command tour. Officers applying for any of these billets will not be considered without an accurately updated billet history in RFMT.

(c) Applicants for NAVIFORES Chief of Staff (COS) and NAVIFORES N9 must have successfully completed a NAVIFORES Region Command tour.

(d) Space Cadre O5 Unit CO and XO positions. Only those officers with Space Cadre Operations AQD VS6 through VS8 will be eligible for final assignment to space cadre unit O5 CO and XO positions.

(3) Billet Tenure

(a) Tour lengths for NAVIFORES Region Commander, IWC Commanding Officer (CO), IWC Executive Officer (XO), and all O6 NAVIFORES HQ billets are 2 years.

(b) Tour lengths for Non-command (NON) are 3 years.

b. Chaplain (4105) Panel. The panel to consider officers for 4100 billets will convene 21 October 2020.

(1) Applicant Guidelines. Officers with the 4105 designator are not authorized to apply for billets in other designators, including 1000 coded Navy emergency preparedness liaison officer (NEPLO) billets.

(2) Panel Considerations/Requirements. While not a community requirement, due consideration will be given in the screening process to service specific experience and AQDs (e.g. USMC, USCG, FMF qualification etc.).

(3) Eligibility

(a) O5 and O5(Sel) Officers with tenure remaining in their O4 billets may apply for O5 non-milestone billets.
(b) Milestone Billets. O5 Officers who are not O5(Sel) and have tenure remaining in their O4 billets may apply for milestone billets. Chaplain milestone billets are identified with an LDC of “P” for post command. Officers in milestone billets with tenure remaining in those billets may not apply for new billets. Officers whose tenure in a milestone billet is expiring are eligible to apply for another milestone. Normally, there should not be an expectation of back to back milestone billet tours. Newly selected O5/O6 officers will normally not be assigned to milestone billets for first assignment in new rank.

(4) Billet Tenure

(a) O6 milestone billets: 2 years

(b) All other billets: 3 years

c. Engineering Duty Officers (EDO) Panel(14X5). The panel to consider officers for 14X0 billets will convene 19 and 20 October 2020.

(1) Applicant Guidelines

(a) 14X5 officers must apply for billets within the EDO community and are not authorized to apply for non-14X0 billets with the exception of billets approved by the Program 29 Naval Sea Systems Command (NAVSEA) Military Program Office, in coordination with COMNAVRESFORCOM, based on needs of the EDO community. This requirement extends to the post board assignment process.

(b) 14X5 Captains and Commanders who have selected any available and approved non-14X0 billet(s) on their dreamsheet will be considered by the appropriate community panel for those billet(s). Since the EDO panel will precede other panels, EDO officers slated to a billet in the EDO panel will be assigned the EDO billet. The officers will not be further considered on other panels.

(2) Billet Tenure

(a) Command: 2 years

(b) Non-command: 3 years

d. Human Resources (HR)(1205) Panel. The panel to consider officers for 1200 billets will convene 22 and 23 October 2020.

(1) Applicant Guidelines
(a) O5 and O6 HR officers may only apply for 1200 billets. However, due to limited opportunity for HR command at the O3/O4 level, command (CO/OIC) 1000-coded billets in the URL panel are open to paygrades O4 and below. Junior officers are highly encouraged to apply for CO/OIC billets to enhance their leadership experience.

(b) Designator match is a priority in the HR community. HR officers slated to a billet in the HR panel will be assigned the HR billet, even if they have higher preference non-HR command billet(s) listed on their dreamsheet.

(2) Panel Considerations/Requirements. Community milestone screening is conducted by virtue of assigning a confidence factor to applicant records during the HR APPLY panel. The list of HR milestone billets can be found at on the HR community webpage located on the Navy Personnel Command web site.

(3) Billet Tenure

(a) Command: 2 years

(b) Non-command: 3 years

e. Aerospace Engineering Duty/Aerospace Maintenance Duty Officer (AEDO/AMDO) (15X5) Panel. The panel to consider officers for AED/AMD billets will convene 22-23 October 2020.

(1) Applicant Guidelines

(a) O6 AED/AMD officers are not authorized to apply for billets in other designators.

(b) Due to limited opportunity for command at the O3/O4/O5 level, (CO/OIC) 1XX5-coded billets in the URL panel are open to paygrades O5 and below. O3/O4/O5s are highly encouraged to apply for CO/OIC billets to enhance their leadership experience.

(c) 13X5 may apply for 15X5 billets, provided the billets are structured with an appropriate substitution (RFAS) code of "HB".

(d) Applicants applying for acquisition coded O5 and O6 command billets that do not meet the DAWIA certification requirements for the billet must send their DAWIA transcript to the APPLY Board to document DAWIA training requirements have been met for the certification.

(2) Panel Considerations/Requirements
(a) Priority will be given to assigning officers in designators 1505/1515/1525/63X5 to AED/AMD billets.

(b) Applicants for acquisition coded O5 command billets must have DAWIA Level I certification or have completed the required DAWIA Level I training for certification for one of the following AQD categories: AA1, AG1, AL1, AS1 or AT1.

(c) Applicants for acquisition coded O6 command billets must have Program Management DAWIA Level I certification (AQD AA1) or have completed the required Program Management DAWIA Level I training for certification. Additionally, applicants for acquisition coded O6 command billets must have DAWIA Level II certification or have completed the required DAWIA Level II training for certification for one of the following AQD categories: AA2, AG2, AL2, AS2 or AT2.

(3) Billet Tenure

(a) Command: 2 years

(b) Non-command: 3 years (O5)/2 years (O6)

f. URL Panel (11X5/13X5). The O6 URL panel will convene 26 through 29 October 2020. The O5 URL panel will convene 26 through 30 October 2020. The O4 URL panel will convene 29 and 30 October 2020.

(1) Applicant Guidelines

(a) Non-URL officers may be considered for certain URL billets as specified in their community specific sections of this guidance.

(b) Two O-6 command tours must be complete in order to compete for post-command billets. The command tour requirement may be met by:

1. Two (2), two year, APPLY selected, K coded billets or

2. One (1), two year, APPLY selected, K coded billet plus a 1 year major command screen billet.

(c) 1135 Naval Special Warfare Officer (SEAL). In order to fill critical Special Warfare Officer billets, 1135 Officers must adhere to the following.

1. 1135 O5 Officers may only apply for 1135 billets due to current officer manning levels.
2. 1135 O6 Officers are encouraged to apply for the NSWG-11 Deputy Commander billet following the successful completion of the NR NSWG-11 HQ commander tour
   
a. Panel Considerations/Requirements.

   (1) Applicants for NR SEAL Unit or NR Special Boat Unit CO billets must have successfully completed at least twelve months of a NR NAVSOF O5 command tour (NR LSU 17/18, NR UAS 17/18, or NR TSOC-Theater Special Operations Command).

   (2) Applicants for NSWG-11 Deputy Commander must have successfully completed one O6 command tour with NR NSW Task Force (17 or 18) and completed at least 12 months of a O6 command tour with NR NSWG-11 HQ or USSOCOM HQ.

   (d) 6XXX limited duty officers (LDO) may apply for corresponding 1110 and 1120 billets structured with the appropriate RFAS substitution code.

   (e) 1665 Strategic Sealift Officers (SSO).

   1. Required to maintain an active unlimited tonnage and or horsepower deck and or engineering US Coast Guard Merchant Mariner Credential (MMC) per reference (m). MMCs are identified with TDX, TEX, TFX, or TGX AQDs. Officers who do not have and active license and the appropriate AQD are ineligible for assignment.

   2. All paygrade-eligible 1665 billets shall be listed on the dream sheet.

   3. The first three billets listed on the dream sheet shall be 1665 billets, except as indicated below:

      a. An SSO serving in a 1665 billet at current rank may list 1000, 1050, or RFAS eligible billets on their dream sheet in any order of preference.

      b. An SSO serving in two consecutive non-1665 billets shall list all rank-appropriate 1665 billets prior to listing 1000, 1050, or RFAS eligible billets.

   4. Any billet preferences remaining may be 1000, 1050, or RFAS eligible billets and listed in any order.

   5. An SSO will not be assigned to a third (or more) consecutive non-1665 billet unless all 1665 billets have been filled.

   6. Senior Officers from the SSO IRR are eligible to participate in the APPLY Board and Post board assignment process for 1665 billets only.
(g) In order to fill critical diving and EOD 1140 billets, 1145's must adhere to the following:

1. The top two billets listed on their dreamsheet should be 1140. If not, the two highest EOD billets on the dreamsheet will be moved by COMNAVRESFORCOM (N12) to the top two choices prior to the APPLY Board convening. Failure to add 1140 billets to the dreamsheet could result in the application being cancelled.

2. Only 1145 officers who have completed two CO tours in their present rank will be exempted from this requirement and have the opportunity for a career expanding tour.

3. 1145 officers with the appropriate qualifications may also apply for non-1140 billets.

4. The following caveat applies: upon conclusion of the slating process, if any 1140 billets remain unfilled, 1145 officers that have applied for but were not slated to another billet, will be slated to one of the community’s unfilled billets, unless found to be unqualified for the billet by the board.

(h) Foreign area officers (FAO) (1715). Due to the specialized nature of FAO support, COMNAVRESFOR (N12) will ensure that 1710 billets are filled with qualified FAOs. The following restrictions help ensure this happens:

1. FAOs shall list all paygrade-eligible FAO billets prior to listing any non-FAO billets.

2. FAOs will not be considered for a non-FAO billet if an open FAO billet is available.

(2) Panel Considerations/Requirements

(a) Coastal Riverine Squadron (CRS) CO billets

1. Only those officers who have completed the command screening process will be eligible for assignment to CRS CO positions.

2. Identified FY21 CRS command billets will be awarded at the FY20 APPLY Board with an effective date of 1 December 2020 to support advanced training requirements.

(b) NEPLO billets

1. NEPLO billets have an RFAS code of “SU” or “SV”.
2. Previous NEPLO experience is required for those billets that have the “JN1” AQD. Officers are required to earn the JN1 AQD within 12 months of being assigned to a NEPLO billet.

3. For all NEPLO billets, the applicant’s HOR must be within 400 miles of the drill location as notated within the billet details.

4. Officers must have a mandatory retirement date sufficient to serve a 24-month tour or will not be eligible to apply for NEPLO billets.

(c) FAO (1715) billets

1. 1710 billets will not be awarded to a non-1715 officer as long as there is a qualified, but unassigned 1715 with that billet on their dreamsheet.

(3) Billet Tenure

(a) Command and post command: 2 years

(b) Non-command: 3 years

g. Supply (3105) Panel. The panel to consider officers for 3100 billets will convene 21 through 23 October 2020.

(1) Applicant Guidelines

(a) O5 Supply Corps officers are not authorized to apply for billets in other designators. O6 Supply Corps officers are not authorized to apply for billets in other designators with the exception of NEPLO billets.

(b) Supply Corps officers slated to a billet in the Supply Corps panel are assigned to that billet and are not considered for billets in other communities regardless of dreamsheet preference.

(2) Panel Considerations/Requirements

(a) Certain billets may require additional certifications, Navy Officer Billet Codes (NOBC), or Additional Qualification Designator (AQD) Codes prior to assignment. The billet requirements should be clearly identified in the CO/supported command comments.

(b) For contracting billets the preference is to already possess the Defense Acquisition Workforce Improvement Act (DAWIA) certifications, however, this is not a requirement to fill these billets. Contracting billet applicants are highly encouraged to submit comments in the
“remarks section” of their application to provide amplifying information addressing the following:

1. Current certification level and type (achieved or pending review/approval)

2. Status of progress toward the next certification level (required courses completed, experience)

3. Relevant DoD or other Federal contracting experience

(c) Identified FY22 Navy expeditionary logistics regiments and Navy Cargo Handling Battalions command billets awarded at the FY21 APPLY Board will have an effective date of 1 December 2021 to support advanced training requirements. These billets will be clearly identified in the CO/supported command comments. To be considered for Navy Expeditionary Logistics Support Group (NAVELSG) command billets, applicants must:

1. Complete at least two Supply Corps operational tours. Qualifying tours include any NADELSG operational unit (not including Navedelsg staff), any other Navy Expeditionary Combat Command (NECC) operational unit, an individual augmentation/global support assignment overseas with an AQD of 918 or 919, Active Duty ships and other operational assignments, ADSW, or qualifying long-term ADT assignment conducted at an operational (Type I – shipboard duty or Type II – CHB or CB level) command.

2. Earn a subspecialty or NOBC in at least one Supply Corps line of operation/core competency (acquisition, supply chain management, operational logistics). At a minimum, NOBC 1205 or 1215 is required for NADELSG command billets. For the purposes of this instruction, these NOBCs will be considered a core competency and therefore meet this requirement.

3. Receive formal nomination letter from reporting senior and completion of an operational command oral board, resulting in awarding of 2D1 AQD (command screened), as outlined in reference (n).

4. The Navy Expeditionary Supply Corps Officer Warfare qualification is required for NADELSG command billets. Warfare designation demonstrates a level of competency and professionalism expected in command leaders.

5. Applicants must hold the JPME-1 AQD, JS7.

(3) Billet Tenure

(a) Command: 2 years
(b) Non-command: 3 years

h. Public Affairs Officer (PAO) (1655) Panel. The Panel to consider officers for 1650 billets will convene 22 through 23 October 2020.

(1) Applicant Guidelines

(a) O6 may only apply for 1650-coded billets. O4/O5 PAOs may apply for non-PAO CO/OIC billets, with the following caveats:

1. A letter of endorsement from the VCI (or chief of staff) is required

2. Unless selected for a CO or OIC billet in the URL panel, applicant may be slated by the PAO panel to a PAO billet not listed on their dreamsheet.

(2) Panel Considerations/Requirements

(a) Applicants for Chief of Information Reserve COS must have completed one 2-year CO/OIC/director tour. Captains serving in the second year of a 2-year CO/OIC/director tour are eligible to apply.

(b) PAOs who have tenure remaining in non-command billets may apply for PAO CO/OIC/XO billets.

(c) PAOs selected for O-6 who have tenure remaining in command billets may apply for O-6 CO/OIC/XO billets

(d) PAOs selected for promotion are eligible to apply for billets coded for the higher rank. However, PAOs applying for O4 OIC positions in the PAO panel must be in grade by 30 September 2020.

(e) PAOs are authorized up to three O6 command tours.

(3) Billet Tenure

(a) CO/OIC/XO: 2 years

(b) Non-command: 3 years

(c) Chief of Information Reserve COS: 3 years

(4) VCI endorsement is required for PAOs to receive Post board assignment. Route requests through CHINFO-OSO.
i. Civil Engineer Corps (CEC) (5105/6535). The panel to consider officers for 5100/6530 billets will convene 26 and 27 October 2020.

(1) Applicant Guidelines. Officers with designators 5105/6535 must apply for billets within the CEC community and shall not apply for billets in other designators, including 1000 coded NEPLO billets. Qualified officers with designator 6535 may apply for 5105 billets and vice versa.

(2) Panel Considerations/Requirements

   (a) The priority is to assign officers to billets in exact pay grade and skill (designator, AQD) match. Officer assignments are for those who are best and fully qualified. In situations where a qualified officer in exact grade and skill is not equally or substantially qualified for assignment, the panel may consider RFAS substitution criteria for billet placement.

(b) FY22 Naval Construction Force (NCF) command billets for Commander, 1st Naval Construction Regiment (BIN 0164188), and Commanding Officer, Naval Mobile Construction Battalion (NMCB ) 14 (BIN 0164188), NMCB 25 (BIN 0034538), and NMCB 27 (BIN 0034606) will be assigned at the FY21 APPLY Board with an effective date of 1 December 2021. FY21 Executive Officer (XO) billets for NMCB 14 (BIN 0034719), NMCB 25 (BIN 0034539), and NMCB 27 (BIN 0034608) will be assigned at the FY21 APPLY Board with an effective date of 1 December 2020. FY22 XO billets for NMCB 18 (BIN 0034855) and NMCB 22 (BIN 0109278) will be assigned at the FY21 APPLY Board with an effective date of 1 December 2021. Officers selected for FY22 NCF Command and Executive Officer billets will be assigned In-Assignment Processing (IAP) with an NCF unit through 30 November 2021. This permits the selected officer to complete the advanced training pipeline.

(c) Vacated or unfilled billets during the APPLY Board for NAVFAC HQ and CEC supported commands will not be filled via the suggested billet process but via the post-board process. This is amplifying guidance to Section 2, paragraph 1.b.(1)(b), and gives the community the flexibility to fill senior officer positions for 1 year using the post board assignment process.

(d) Officers applying for NAVFAC HQ Deputy COS/OIC (BIN 0002738) and NAVFAC CEU OIC (BIN 0119829) must be in grade by 1 December 2020 (O6 selects are not eligible).

(e) For consideration of NMCB or NCR command billets, applicants must meet these criteria:

1. Successfully screened for CEC O5 command for NMCBs or O6 command for NCRs per reference (t)
2. Three 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.

3. Willingness to sign a Volunteer Waiver Acknowledgement Form to mobilize within dwell, if necessary, to meet unit operational requirements.

(f) All other Navy Reserve CEC command or OIC coded billets will be assigned through the FY21 APPLY Board with an effective date of 1 December 2020.

(g) For post-major command billets, applicants must have held NCF command and preferably O6 NCR command. Officers with tenure remaining in an NCF command billet may not break tenure in their current billet to apply for post-major command billets. Officers may only complete one tour as post-major command. CEC post-major command billets include:

1. Deputy Commander, Naval Construction Group 1 (BIN 3490267)

2. Deputy Commander, Naval Construction Group 2 (BIN 0142707)

(h) CEC captains are authorized up to three O6 command/OIC tours.

(i) Milestone O4 billets are available for CEC officers via the APPLY Board. These billets include NMCB - XO CONST FOR (LCDR), NMCB - OPS CONST FOR (LCDR), NMCB - TRAINING (LCDR), and NAVFAC EXWC PW TRANS/OFFICER IN CHARGE (N95).

1. Eligibility for these milestone billets requires the following criteria:
   
a. Seabee Combat Warfare qualification (AQD 960).

   b. Licensed Professional Engineer (AQD 951) or Registered Architect (AQD 952).

   c. Willingness to sign a Volunteer Waiver Acknowledgement Form to mobilize within dwell, if necessary, to meet unit operational requirements.

   d. In grade by 1 December 2020 (O4 selects are not eligible).

2. Billet assignments are 2 years in length. PRDs will not be adjusted to support early application of another milestone billet.

3. APPLY awarded assignments supersede JOAPPLY assignments.

4. Cross assignments are authorized.
(3) Billet Tenure

(a) NCF command (NMCB CO, NCR CDRE), NCF milestone (NMCB S7/S3/XO, EXWC OIC), ACB-1 and ACB-2 OIC: 2 years

(b) All other assignments: 3 years

j. JAG (2505) Panel. The panel to consider officers for 2500 billets will convene 19 and 20 October 2020

(1) Applicant Guidelines

(a) Officers with the 2505 designator are not authorized to apply for billets in other designators, including 1000 coded NEPLO billets.

(b) Officers selected for promotion to O6 in FY21 are not eligible for command billets (CO) in FY21. However, officers selected for promotion to O6 in FY20 are eligible for CO billets in FY21, even if they have not been promoted to O6 at the time the Panel meets.

(c) Officers selected for promotion to O5 in FY21 are not eligible for executive officer (XO), billets in FY21. However, officers selected for promotion to O5 in FY20 are eligible for XO billets in FY21, even if they have not been promoted to O6 at the time the Panel meets.

(d) Eligible JAGC officers who have tenure remaining in non-command billets may apply for JAGC billets designated as CO and XO billets and, if applicable, post-command (RCC Staff Judge Advocate (SJA and Pillar Leads).

(e) Officers are strongly encouraged to apply for billets within their areas of expertise, as evidenced by applicable NOBC and AQD designations, Pillar designation, history of assignments, civilian work experience, and education.

(f) All JAGC officers who are applying for billets through the APPLY process must list their pillar designation in the comments section.

(g) Members are encouraged to apply for as many billets as possible that they are eligible for and to which they are willing and able to personally pay travel expenses related to required drills; however, JAGC members will be considered to have fully participated, and will be eligible for post board APPLY assignment as long as they have applied for at least one (1) billet.
(h) PRD extension requests for Judge Advocate General (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 (j).

(2) Panel Considerations/Requirements

(a) Priority will be given to assigning officers to billets in exact pay-grade and qualification designation. In situations where a qualified officer in exact grade and qualification designation is not available for assignment, the panel may recommend an assignment, subject to the final approval of the Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG (RA&O)) in accordance with references (c) and (j). Post board and OGW assignment requests must be approved by the Reserve Law Program Manager, with concurrence from DJAG (RA&O).

(b) JAGC COs, XOos, RCC SJA, pillar leads, and any other billet that may be identified by the DJAG (RA&O) will have an post board replacement assigned by the Reserve Law Program Manager, with the approval of the DJAG (RA&O), when the prospective or incumbent officer is mobilized or serves on voluntary Active Duty for a period over 6 months.

(c) JAGC O6s may serve in non-command billets in units in which they previously served as CO, provided there is a gap of at least 2 years between assignments.

(d) JAGC officers may only complete one RCC SJA tour.

(e) JAGC officers may only complete one XO tour subject to paragraph (2)(h) below.

(f) JAGC officers may only apply for a Pillar Lead position if they have been approved for designation in that pillar by the DJAG (RA&O) as required by reference (l) and have completed at least one CO and RCC SJA assignment.

(g) Pursuant to the statutory authority in reference (j), the JAGC leadership panel will convene first to review and vote for full leadership confidence of all eligible O5 applicants for XO positions, and all eligible O6 applicants for CO, and post-command billets (RCC SJA and Pillar Lead). The JAGC Leadership Panel will then separately select applicants for the leadership positions listed above in order of member leadership confidence factor and seniority. Officers selected and assigned to billets in the leadership panel will not be considered in subsequent panels. Officers considered, but not assigned billets in the leadership panel for their respective paygrade, will be considered in the subsequent JAGC non-leadership panel. The JAGC non-leadership panel will then conduct billet slating for all remaining judge advocate billets in order of member confidence factor and seniority.

(h) Pursuant to reference (j), the statutory authority for assignments of judge advocates by the Judge Advocate General of the Navy, the DJAG (RA&O), acting for the Judge
Advocate General of the Navy per reference (e), makes the final determinations as to which JAGC leadership assignments will be slated in APPLY and retains final approval authority over all JAGC APPLY assignments, post-APPLY assignments, and over-grade waivers. Post-board assignments will be submitted by the Reserve Law Program Manager, subject to approval of the DJAG (RA&O).

(3) Billet Tenure

(a) JAGC CO, XO, RCC SJA, and Pillar Lead tours: 2 years

(b) All other assignments: 3 years

k. Medical (2105/2205/2305/2905) Panel. The panel to consider officers for medical billets will convene 19 through 21 October 2020.

(1) Applicant Guidelines

(a) The following guidelines are specific to Medical Department officers. However, members are responsible to read and understand this document in its entirety to fully understand the billet selection process. If you have questions, please consult your Corps Senior Executive.

(b) Major command billets

1. CO/XO of NR Navy Medicine Readiness and Training Command (NR NMRTC)

2. CO/XO of Expeditionary Medical Facility (EMF)

3. CO/XO of 4th Medical Battalion (4th MedBN)

4. CO/XO of 4th Dental Battalion (4th DenBN)

(c) Minor command billets

1. CO of 4th MedBN companies
   a. Surgical Company Alpha
   b. Surgical Company Bravo

2. CO of 4th DenBN companies
   a. 4th Dental Company
b. 14th Dental Company

c. 24th Dental Company

(2) OIC of NR Navy Medicine Readiness and Training Units (NMRTU).

(a) Post-major command billets

1. Deputy Chief of Staff for Operations and Training, Naval Medical Forces

2. Deputy Chief of Staff for Readiness and Mobilization, Naval Medical Forces

3. Deputy Chief of Staff for Operations and Training, Naval Medical Forces

4. Deputy Chief of Staff for Readiness and Mobilization, Naval Medical Forces

5. Deputy Chief of Staff, Navy Reserve - Navy Forces Support Command

6. Deputy Chief of Staff, Navy Reserve, Navy Expeditionary Medicine

(b) Senior Executive (SE) Program 32 coded billets

1. Senior dental executive (SDE)

2. Senior medical executive (SME)

3. Senior nurse executive (SNE)

4. Director for administration (DFA)

(c) Other priority panel billets

1. Numbered Fleet Deputy Surgeons

2. Component Command Surgeon and Deputy Surgeon

3. 4th Marine Division Surgeon, MARFORRES

4. 4th Marine Logistics Group Surgeon, MARFORRES
5. 4th Marine Air Wing Surgeon, MARFORRES
6. Force Headquarters Group Surgeon, MARFORRES
7. NECC Force Surgeon
8. COMNAVAIRFOR Force Surgeon
9. 14th Marine Regimental Surgeon, MARFORRES
10. 23rd Marine Regimental Surgeon, MARFORRES
11. 25th Marine Regimental Surgeon, MARFORRES
12. Combat Logistics Regiment 4 Surgeon, MARFORRES
13. Combat Logistics Regiment 45 Surgeon, MARFORRES
14. U.S. Naval Forces Central Command medical unit surgeon
15. Marine Air Group 41 Flight Surgeon, MARFORRES
16. Marine Air Group 49 Flight Surgeon, MARFORRES
17. Marine Air Control Group 48 Surgeon, MARFORRES

(d) Officers with tenure remaining in a CO/XO major command, CO or OIC of minor command, senior executive or other priority billets may not break tenure in their current billet (see 1k(1)(b), (c),(e), (f)).

(e) Cross assignments within Program 32 are only authorized and subject to the approval of CNRFC.

(f) Cross assignments within Program 9 and other non-Program 32 operational programs may be more restrictive. For billets identified as strictly headquarters functions, members assigned to these billets must drill at the headquarters location regardless of home of record.

(g) Cross-assignment within Program 9 is subject to MARFORRES approval. Approved cross-assignments will be authorized for Program 9 TRUICs only within the same Major Subordinate Command (MSC). Further, 4th Medical Battalion personnel must drill with one of 4th Medical Battalion detachments. 4th Dental Battalion personnel must drill with one of the 4th Dental Battalion Detachments. Members applying for Program 9 billets and requesting cross-assignment are expected to travel to the location of their billet at least twice per quarter or
more often as directed using either funded or no cost IDTT orders subject to available funding. Applicants are encouraged to seek clarification from the OSO or CO listed in the billet description prior to submission of their billet selections. 4th Medical and 4th Dental Battalion CO’s must be Fleet Marine Force (FMF) Warfare qualified. Major Subordinate Command Surgeons (FHG, MLG, Division and Wing) and Company CO’s are not required to be FMF Warfare qualified but is highly desired.

(3) Panel Considerations/Requirements

(a) The priority panel will convene first to review and select applicants for CO and XO of major and minor commands, SE Program 32 coded billets, post command billets, and other priority panel billets (see 1k(1)(c) - 1k(1)(f)). Officers selected and assigned to billets in the priority panel will not be considered in subsequent corps specific (non-command) panels.

Note: For example, if you select a SE billet or any billet in the priority panel and rank it as #6 on your dreamsheet and clinical billets ranked as #1, #2, #3, #4 and #5 on your dreamsheet, you will be considered for your #6 SE billet choice first. If selected, your record will be removed from consideration for the corps specific panel and you will not compete for your top five clinical billets.

(b) Officers applying for a CO or XO billet of a major command must have completed the medical command screening process by 1 May 2020. A list of officers who successfully screened for CO or XO will be provided by Deputy Chief Bureau of Medicine (BUMED) and Surgery, Reserve Policy and Integration to COMNAVFORSFORCOM (N12), and will be made available to the members of the priority panel. All officers who have successfully screened are responsible to ensure that the “2D1” AQD (command screened) is in their record.

(c) Officers applying for CO of a minor command are not required to complete the command screening process, but must have relevant experience in that community or an equivalent operational setting. See 1k(1)(k) for other restrictions.

(d) Officers may complete only one Program 32 SE coded billet per pay grade. (see 1k(1)(e)).

(e) Officers may complete only one tour in an OHSU, NR NMRTC, EMF or Program 9 major commands as a CO and XO. Officers successfully completing a CO tour of a major command may not be assigned to a billet in the same command for at least 2 years after completion of their command tour.

(f) Officers may complete only one tour in minor commands as a CO (see 1k(1)(c)).

(g) Once an O-6 completes a major command CO or XO tour, he/she is ineligible for any SE coded Program 32 billet or Minor Command CO positions. (see 1k(1)(e)).
(h) Officers applying for billets designated as post major command must have completed a CO tour of a major command. Officers may only complete one tour as post major command. If an officer has completed a tour in a billet later designated as post major command, it will not count as a post major command tour for that officer.

(i) The corps specific panels (MC/DC and NC/MSC) will select officers for all remaining medical department billets.

(j) In the corps specific panels, priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD/SSP) match. Officers will be assigned based on those who are best and fully qualified. In the event that two or more members are qualified for a billet, the board will select the most junior most qualified.

(k) In evaluating applicants, regional OSO/command comments, especially with regard to skill requirements, will be considered by the board as amplification to applicable NOBC, AQD, and SSP codes.

(l) OHSU, NR NMRTU, EMF, and Program 9 detachment OIC positions and other headquarters functions are collateral duties appointed by the respective COs. These duties are not filled in APPLY.

(m) Officers are responsible to ensure that the “Billet History” section of their APPLY record is updated and accurate in order for the panel to verify relevant experience required by a billet or to avoid multiple tours of duty. Any officer who applies for and is awarded a billet who is later found to not meet the requirements of the billet for any reason (for example, multiple tours, experience, credentials, security clearance) will be removed from the billet and eligibility for a pay billet will be subject to the determination of the BUMED Deputy Chief, Reserve Policy and Integration. Members who are awarded billets for which they do not qualify due to failure on the member’s part to update their record may be rendered ineligible for a post board assignment and shall be transferred to the VTU.

(n) Corps-specific criteria

1. Nurse Corps (NC). For non-command billets, assignment priority is based on the recorded primary SSP code contained in the member’s official service record. Members are responsible for ensuring their records are updated to include all current primary and secondary SSP codes on record with Centralized Credentialing Program Department (CCPD). Members who apply for billets for which they are not currently credentialed and are selected by the board may have to forfeit the billet and be transferred to the VTU if no available billet exists in the correct subspecialty.

2. Medical Service Corps (MSC). Director for administration positions are only open to commander and captain MSC community members. In the event that two or more members are equally qualified for a director for administration billet, the board will select the
senior most qualified officer. In the event an O5 is selected for an SE billet and during that term promotes to an O6, they are eligible to apply for another SE billet as an O6 upon competition of the current awarded billet.

3. Medical Corps (MC) All members must possess the necessary credentials to be privileged in the specialty the billet requires at the time of selection. All members will maintain privileges in the specialty required for the billet for the tenure of their assignment.

4. Dental Corps (DC). All members must possess the necessary credentials to be privileged in the specialty the billet requires at the time of selection. All members will maintain privileges in the specialty required for the billet for the tenure of their assignment. Dental Officers possessing SSP in addition to GP Dentist, must prioritize billet selection for the subspecialty they hold (e.g. OMFS, Endodontics, Periodontics, Prosthoontics). Members may be reassigned during the panel to maintain appropriate fit-to-fill and Force distribution requirements.

(4) Billet Tenure

(a) Major CO and XO, post command, SE coded and equivalent billets, and minor command CO billets are for 2 years (see paragraphs 1k(1)(e) - 1k(1)(f)).

(b) Non-command billets are for 3 years
POST-BOARD ASSIGNMENT PROCEDURES

1. To provide guidance for maximum effectiveness of post-board assignments the following procedure are addressed:

a. Eligibility

   (1) With the exception of Section 2 para 1a(3)(c) and community specific information per Section 3, individuals must apply for at least one billet, to be eligible for post board assignments. This enables each individual record to be screened and assigned a confidence factor in an effort to slate the most qualified candidate into the billet.

   (2) Officers assigned to a valid billet with tenure remaining in FY21 are not eligible for re-assignment to a non-command post board assignment.

b. Post Command/Command/Officer-in-Charge

   (1) Post-board assignment is determined by the APPLY ESC, based on a review of available officers and available command billets. ESC approved assignments will normally be for a full length tour, as defined in Section 3.

   (2) Submissions for ESC billets will be made via the Senior Officer OSO Tool, located on the N12 Sharepoint.

      (a) OSOs must ensure nominees hold required 2N1 or 2D1 AQDs prior to submission.

      (b) Leadership billets are considered priority, OSOs may submit officers with tenure remaining in APPLY non-command billets to vacant APPLY command billets.

c. Non-Command Vacancies

   (1) Post board assignment Requests formerly known as Interim fills.

      (a) The vacant billet list will be posted by COMNAVRESFORCOM (N12) to the RFMT Web site 14 days following the release of the APPLY board results. The list will contain
all non-command billets unfilled or declined by board-selected officers. The vacant billet listing and post board eligible lists will be updated weekly thereafter.

(b) Officers interested in filling post-board non-command vacancies are to contact the supported command OSO for consideration. OSOs will submit for post board assignment on behalf of the member.

1. All non-command post board assignments will be for a full 3 year tour.

Note: All BUMED, JAG, PAO, and IWC officers and BINs require community concurrence for those communities before being submitted to COMNAVRESFORCOM (N12).

2. Unit COs and OICs letter of recommendation on all post board assignment requests are no longer required. It is expected the OSO will get concurrence prior to submission.

3. Requests must be submitted via the Senior Officer OSO Tool located on the N12 Sharepoint.

4. COMNAVRESFORCOM (N12) will notify OSOs of final adjudication via automated email within 30 days of receipt of request.

(c) Post board assignment of JAG officers to billets are subject to final approval by the Deputy JAG (Reserve Affairs and Operations) acting for the JAG, under the authority in section 806 of reference (j).

(d) Post board assignment of non-1135 Officers to 1135 billets are subject to approval by the senior 1135 Flag Officer. An endorsement letter from the Senior 1135 Flag Officer must be submitted as part of the post board assignment package.

(e) Post board assignment request packages for NEPLO billets must be endorsed by Commander, Naval Installations Command (CNIC) OSO or NEPLO Program Manager, prior to submittal to COMNAVRESFORCOM (N12).

(f) JDAL Billets (JD1 AQD). All JDAL post board assignments shall be for at least a two year tour. PRDs will be aligned to 30 November, no exceptions authorized, per reference (p) and reference (q).
(2) OGW Requests are no longer required, submission by the OSO indicates Unit willingness to waive rank requirement.

(3) Exceptions to policy will be submitted via the Senior Officer OSO Tool for any requests outside of policy contain within this notice.

d. Special Cases

(1) “Double-slated” Billets. A billet which becomes “double-slated” due to an erroneous billet advertisement will remain assigned to the individual with tenure remaining in the billet.

(2) Post-Board Assignment Billet Deletion. In the event an officer occupies an assigned billet that is subsequently deleted, the officer should work through their OSO to obtain a post board assignment but will be eligible to remain in a pay status until 30 November 2021.

(3) Post-Board Assignment Billet Restructure.

(a) In the event an officer occupies an assigned billet that is subsequently restructured, the officer’s PRD will be adjusted to 30 November 2021, and the member will remain in the billet until the next APPLY board.

(b) The supported command OSO may request for the affected officer to maintain the original PRD awarded by the APPLY board. Officers whose billets are upgraded to a CO/OIC position are not authorized to remain in their assignment beyond 30 November 2021.

(4) Senior officers who have affiliated with the Navy Reserve on or after 1 June 2021 are eligible for post board assignment and will remain in a pay status until 30 November 2021. The expectation is for the officer to seek out and obtain a post board assignment prior to 1 December 2021.
## Appendix A

**Exhibit 1.** Timeline (Plan of Action and Milestones)

<table>
<thead>
<tr>
<th>CY 2020</th>
<th>Description of Action/Tasker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January</td>
<td>Echelons 4, 5, and 6 shall start billet verification. OSOs/echelon 4s/Reserve COs/OICs shall review/update comments.</td>
</tr>
<tr>
<td>6 April</td>
<td>COMNAVRESFORCOM (N12) begins accepting board membership and board support applications in RFMT.</td>
</tr>
<tr>
<td>22 May</td>
<td>Deadline for submission of board membership and board support applications.</td>
</tr>
<tr>
<td>7 July</td>
<td>Deadline for supported commands to submit post board assignment/PRD extension requests to COMNAVRESFORCOM (N12).</td>
</tr>
<tr>
<td>7 July</td>
<td>Deadline for OSOs to submit Billet Change Requests to change billet requirements, including RFAS codes, and verify correct LDC.</td>
</tr>
<tr>
<td>7 July</td>
<td>Deadline for all supported command and commanding officer “Comments” input. COMNAVRESFORCOM (N12) will review and remove comments older than 1 December 2019.</td>
</tr>
<tr>
<td>13 July</td>
<td>RFMT website open for dreamsheet submission.</td>
</tr>
<tr>
<td>July-August</td>
<td>APPLY Applicant supplemental package submissions refer to FY-21 NAVY RESERVE NATIONAL COMMAND AND SENIOR OFFICER (O5/O6) NON-COMMAND BILLET SCREENING AND ASSIGNMENT BOARD NAVADMIN located on the NPC Website.</td>
</tr>
<tr>
<td>24 August</td>
<td>Final day for dreamsheet modifications. Application phase will close at 2359.</td>
</tr>
<tr>
<td>19-30 October</td>
<td>FY21 APPLY Board.</td>
</tr>
<tr>
<td>R-day</td>
<td>APPLY Board results will be released upon approval from COMNAVPERSCOM and concurrence from COMNAVRESFORCOM to applicants. Results <strong>will not</strong> be released publicly until the declination period has ended.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>R+7 days</strong></td>
<td>Decline deadline. APPLY board selectees automatically “accept” assignments after the 7 day declination period.</td>
</tr>
<tr>
<td><strong>R+8 days</strong></td>
<td>COMNAVRESFORCOM (N12) releases FY21 APPLY results via RFMT Website to “All Hands”.</td>
</tr>
<tr>
<td><strong>R+15 days</strong></td>
<td>COMNAVRESFORCOM (N12) publishes post-board vacant billet list and post board eligible list via the RFMT and will begin accepting post board assignment requests.</td>
</tr>
<tr>
<td>1 December</td>
<td>All O5/O6 Non-participants per criteria in section 2 are transferred to the VTU.</td>
</tr>
<tr>
<td>6 December</td>
<td>COMNAVRESFORCOM (N12) will generate/update FY21 APPLY orders in RFMT.</td>
</tr>
<tr>
<td>6-31 December</td>
<td>NOSC complete Loss/Gain transaction via NSIPs for all FY21 APPLY Orders.</td>
</tr>
<tr>
<td>1 January 2021</td>
<td>Execute FY21 APPLY board orders.</td>
</tr>
<tr>
<td>15 January 2021</td>
<td>Post board assignment must be received to prevent officers from being transferred to the VTU.</td>
</tr>
<tr>
<td>1 February 2021</td>
<td>All O5/O6 participants per criteria in section 2 who did not receive a post board assignment are transferred to the VTU.</td>
</tr>
</tbody>
</table>
Exhibit 2. Navy Reserve Operational/Commissioned Unit List

1. The following list contains Navy Reserve operational/commissioned units that are filled via the APPLY process.

<table>
<thead>
<tr>
<th>UMUC</th>
<th>TITLE</th>
</tr>
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<tbody>
<tr>
<td>81381</td>
<td>1ST NCR</td>
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<td>81387</td>
<td>7TH NCR</td>
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<td>NMCB 18</td>
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<tr>
<td>86270</td>
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<td>NMCB 25</td>
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<tr>
<td>86258</td>
<td>NMCB 27</td>
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<td>55849</td>
<td>2ND NAV EXP LOG REG</td>
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<td>55806</td>
<td>4TH NAV EXP LOG REG</td>
</tr>
<tr>
<td>55828</td>
<td>5TH NAV EXP LOG REG</td>
</tr>
<tr>
<td>55829</td>
<td>NCHB 5 HEADQUARTERS CO</td>
</tr>
<tr>
<td>55651</td>
<td>NCHB 8 HEADQUARTERS CO</td>
</tr>
<tr>
<td>55802</td>
<td>NCHB 10 HEADQUARTERS CO</td>
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<tr>
<td>55808</td>
<td>NCHB 11 HEADQUARTERS CO</td>
</tr>
<tr>
<td>55821</td>
<td>NCHB 13 HEADQUARTERS CO</td>
</tr>
<tr>
<td>55832</td>
<td>NCHB 14 HEADQUARTERS CO</td>
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<tr>
<td>57092</td>
<td>COASTAL RIVERINE GROUP ONE (CO Billet is AC)</td>
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<tr>
<td>4365A</td>
<td>COASTAL RIVERINE GROUP TWO (CO Billet is AC)</td>
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<td>30682</td>
<td>COASTAL RIVERINE SQD 1</td>
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<tr>
<td>55823</td>
<td>COASTAL RIVERINE SQD 11</td>
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<td>87069</td>
<td>EMF BETH HQ</td>
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<td>88370</td>
<td>EMF GLAKES ONE DET HQ</td>
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<tr>
<td>89745</td>
<td>EMF DALLAS ONE DET HQ</td>
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<tr>
<td>83993</td>
<td>EMF CAMP PENDLETON</td>
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<tr>
<td>88500</td>
<td>4TH MED BN</td>
</tr>
<tr>
<td>88562</td>
<td>4TH DEN BN</td>
</tr>
<tr>
<td>83090</td>
<td>NSWG 11 (CO Billet is FTS)</td>
</tr>
<tr>
<td>Various</td>
<td>SEAL TEAM 17 (CO Billet is FTS)</td>
</tr>
<tr>
<td>Various</td>
<td>SEAL TEAM 18 (CO Billet is FTS)</td>
</tr>
</tbody>
</table>
2. The following list contains Navy Reserve operational/commissioned units that are filled via COMNAVAIRES, sponsored boards.

<table>
<thead>
<tr>
<th>UMIUC</th>
<th>TITLE</th>
</tr>
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<tbody>
<tr>
<td>42884</td>
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<td>09162</td>
<td>VP 62</td>
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<tr>
<td>09989</td>
<td>VP 69</td>
</tr>
</tbody>
</table>
Exhibit 3. Sample Exception to Policy Request

(Command Letterhead)

1301
Ser
Date

From: Supported Command
To: Commander, Navy Reserve Forces Command (N12)

Subj: EXCEPTION TO POLICY REQUEST IN CASE OF CAPT JANE S. SMITH

Ref: (a) COMNAVRESFORNOTE 5400 of (date)

1. Supported command justification/operational support officer’s point of contact information
   (This is required):

   (Justification should include details as to why the request is submitted; compelling explanation
   of significant negative impact to supported command mission if the requested officer is not
   granted a, exception. Specifically cite the qualifications necessary to fill the billet. Effective
   date is immediate upon approval unless requested otherwise.)

   Authorized Signature