



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 1412.2C

N7

4 Apr 2023

COMNAVRESFOR INSTRUCTION 1412.2C

From: Commander, Navy Reserve Force

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

Ref: (a) OPNAVINST 1412.14  
(b) COMNAVRESFORNOTE 5400  
(c) NAVPERS 15839I  
(d) COMNAVIFORINST 1412.2  
(e) NAVEDTRA 43035

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

1. Purpose. To issue policy and procedures for the qualification of Selected Reserve (SELRES) Officers for APPLY Board-selected Navy Reserve Readiness Unit (NRRU) Commanding Officer (CO) and Officer-in-Charge (OIC) billets.

2. Cancellation. COMNAVRESFORINST 1412.2B.

3. Discussion

a. Command is challenging and places an extraordinary demand on the professional skills of officers leading units. The Navy Reserve can only accomplish its mission when officers assigned to leadership positions consistently demonstrate the highest levels of ethical behavior, resource management, judgment, and leadership. This instruction promulgates the requirement for SELRES officers seeking assignment to NRRU CO/OIC billets to meet guidelines comparable to those set forth for officer communities in reference (a). Since NRRU CO/OIC positions are administrative in nature, the supported command CO retains all command authority as delineated by law and the Department of Defense and Navy directives. Successful completion of the NRRU CO/OIC Command Qualification process awards an officer the 2N1 Additional Qualification Designation (AQD). The 2N1 AQD does not presuppose screening and slating to NRRU CO/OIC billets determined by the APPLY Board per reference (b). The 2D1, 2D2, and 2D3 AQDs are all considered equivalent to the 2N1 AQD for purposes of qualifying an officer for NRRU CO/OIC positions. The 2N1 AQD will be retained for the duration of an officer's

career unless removed per reference (c). See reference (b) for specific fiscal year APPLY Board guidance.

b. NRRU CO and OIC billets selected via separate formal selection board processes are exempt from this instruction. Reference (a) outlines policy, procedures, and basic minimum standards for the qualifying and screening of officers for command of reserve commissioned units. SELRES officers seeking command of commissioned reserve units must be qualified by the community to which the billet is assigned in accordance with that community's applicable command qualification process.

4. Policy. This instruction establishes the process to formally evaluate SELRES officers and determine eligibility for NRRU positions for all communities. Reference (b) addresses community-specific technical requirements.

5. Applicability. For the purpose of this instruction, the term "echelon 4 command" refers to Navy Reserve Region Readiness and Mobilization Commands (REDCOM), Commander, Fleet Logistic Support Wing, Commander, Maritime Support Wing, Commander, Tactical Support Wing, and Naval Special Warfare Group Eleven. Commander, Naval Information Force Reserve (COMNAVIFORES) members can qualify through their REDCOM or assigned COMNAVIFORES unit. SELRES officers assigned to COMNAVIFORES NRRUs are encouraged to qualify through COMNAVIFORES channels for community values per reference (d). Echelon 4 commanders can designate subordinate Command Qualification Oral Board (CQOB) approval authorities if desired.

6. Method for requesting a CQOB. Members will use one of the following methods to request a board:

a. Official correspondence.

b. The NRRU CO/OIC SharePoint electronic workflow located at:  
[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/reserve\\_co\\_oic/Pages/cqb\\_home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/reserve_co_oic/Pages/cqb_home.aspx)

7. NRRU CO/OIC Qualification. To meet minimum eligibility requirements, officers desiring the 2N1 AQD will:

a. Complete reference (e).

b. Provide proof of currency in officer leadership training per ALNAVRESFOR 010/22.

c. Submit draft CQOB nomination letter with nominee's official biography utilizing one of the following methods:

(1) Official correspondence to CQOB chairperson.

(2) NRRU CO/OIC SharePoint electronic workflow: Upload official biography into CQOB application. A draft nomination letter is not required if using this method.

d. Obtain current Reporting Senior's recommendation utilizing one of the following methods:

(1) Utilize official correspondence. Enclosure (1) is provided as a template.

(2) NRRU CO/OIC SharePoint electronic workflow: Reporting Senior will endorse their part in the application review process.

e. Successfully complete a CQOB and be designated in writing as "NRRU CO/OIC qualified" by the Chairperson of the CQOB utilizing one of the following methods:

(1) Official correspondence. The CQOB Chairperson provides a designation letter to Navy Personnel Command (PERS-911) stating the results of the board via enclosure (2).

(2) Commander, Navy Reserve Force (COMNAVRESFOR) Education and Training N7 SharePoint site: The CQOB Chairperson electronically records the results after the board has taken place. CQOB results are stored on the SharePoint, which sends an automatic e-mail to the applicant, board members, and COMNAVRESFOR N7 representative detailing results.

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

a. The CQOB Chairperson shall be a former or current commissioned reserve unit CO/OIC, Navy Reserve Center CO, Reserve Squadron CO, or NRRU CO/OIC senior in rank to the nominee, or senior in time in grade in the case of O6 nominees.

b. Nominees should start CQOB requests at least 30 days from the proposed board date to ensure sufficient time is available for the review and approval process. The echelon 4 approval authority can accept an application submitted inside this window on a case-by-case basis. A CQOB held before echelon 4 approval will generally be deemed not valid.

Echelon 4 leadership can approve the results of such a board after reviewing the circumstances on a case-by-case basis or require a re-board.

c. If a board is not completed on the proposed date, the CQOB Chairperson has the authority to reschedule the board within 60 days of the originally approved date. Approval authority is rescinded after 60 days.

d. CQOB Chairpersons should conduct the board in-person when possible, with all members and nominee physically present. In cases where this is not practical, the Chairperson shall communicate to the echelon 4 approval authority how the board will be conducted and what procedures will be used in order to ensure the highest quality evaluation of the nominee.

e. CQOB membership requirements:

(1) CQOB Chairperson must be designated by the echelon 4 approval authority.

(2) CQOBs shall be comprised of a minimum of three officers (including the Chairperson) who are current or former NRRU, echelon 4 or echelon 5 Operational Reserve Unit CO/OIC, and who are of equal or senior in rank to the nominee.

(3) CQOB members shall not be in the same unit as the officer being evaluated.

(4) CQOB members should be comprised of qualified officers across different designators when possible.

f. If an officer is found "not-qualified" by the CQOB, the officer must wait a minimum of six months before attempting a subsequent board.

## 9. Responsibilities and Actions

a. Echelon 4 commanders will:

(1) Administer the NRRU CO/OIC CQOB process.

(2) Provide a CQOB precept.

(3) Ensure CQOBs are held within 60 days of the originally scheduled board date per paragraph 8.d.

(4) Provide sample CQOB questions and vignettes for CQOB members' use.

(5) Approve the CQOB Chairperson, members, and provide assistance with board qualification correspondence per enclosure (2) or electronic board proceedings as necessary.

(6) Approve all board results prior to the candidate receiving a CQOB recommendation letter when utilizing the official correspondence method. If using the NRRU CO/OIC SharePoint electronic workflow, ensure the CQOB Chairperson reports the results of the board via the NRRU CO/OIC SharePoint site within one week after the board meets.

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

(8) Navy REDCOM Southeast will coordinate CQOBs for officers stationed outside the continental United States in the United States Naval Forces Southern Command, United States Naval Forces Europe, United States Naval Forces Africa, and United States Naval Forces Central Command Areas of Responsibility (AOR).

(9) Navy REDCOM Southwest will coordinate CQOBs for officers stationed in the United States Pacific Command AOR.

b. Echelon 5 will:

- (1) Maintain a list of officers eligible to serve as CQOB Chairperson and board members.
- (2) Provide assistance with board proceedings as necessary.

c. CQOB Chairperson will:

- (1) Be responsible for establishing, coordinating, executing, and chairing the CQOB.
- (2) Report board results using one of the following methods upon completion of deliberations:

(a) Official correspondence: Submit the endorsed enclosure (2) to the member upon approval of board finding by echelon 4. Letter must be copied to the Reporting Senior, echelon 5 command, and echelon 4 command.

(b) NRRU CO/OIC SharePoint electronic workflow: CQOB Chairperson should use the NRRU CO/OIC SharePoint site to electronically sign and transmit board results to the board members, board chair, applicant, and COMNAVRESFOR N7. In cases where the CQOB is unable to use the NRRU CO/OIC SharePoint correspondence tool, the CQOB will take one of the following actions:

1. Request the nominee's military personnel file, per enclosure (3), and include enclosure (2) as supporting documentation.
2. With echelon 4 approval, contact the NRRU CO/OIC program manager to report the results of the board and any issues with the SharePoint site.

d. Reporting Senior will:

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

(2) When utilizing official correspondence, submit the NRRU CQOB nomination letter using enclosure (1) as a template with the nominee's official biography to the respective echelon 4 via the echelon 5 CO.

(3) When utilizing the NRRU CO/OIC SharePoint electronic workflow, verify nominee has met all prerequisites outlined in this instruction by answering all questions under the Reporting Senior section of the application and endorse the nominee if qualified.

(4) Coordinate remediation for non-qualified recommendations.

e. SELRES officers seeking NRRU CO/OIC qualification will:

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

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

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

#### 10. Revocation of 2N1 AQD Qualification

a. Revoking command qualification is a serious matter. It is an administrative action that should be undertaken carefully when circumstances dictate. 2N1 revocation authority resides with Commander, Navy Reserve Force (COMNAVRESFOR) or Deputy COMNAVRESFOR. A CO, or any Immediate Superior in Command, in the individual's chain of command may recommend revocation of the 2N1 AQD for any one of the following:

(1) Unsatisfactory performance.

(2) Gross lack of professional or personal judgment and integrity.

(3) Refusal to accept or perform required duties.

(4) Unfitness for mobilization, leadership, or managerial ability.

(5) Lack of moral integrity.

b. The cognizant echelon 4 Deputy will coordinate with COMNAVRESFOR N7 for revocation adjudication on a case-by-case basis.



11. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



M. J. STEFFEN  
Deputy Commander

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via the COMNAVRESFORCOM website, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

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**SAMPLE NAVY RESERVE READINESS UNIT COMMANDING OFFICER/  
OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD NOMINATION LETTER**

1412  
Ser N00/  
Date

From: Reporting Senior (Rank, Name and Position)  
To: Echelon 4 Command (Title and Location)  
Via: Echelon 5 Command

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

Ref: (a) COMNAVRESFORINST 1412.2

1. Under the provisions of reference (a), (Rank, Name) has successfully completed the Naval Education and Training 43035 (September 2016), Navy Reserve Readiness Unit (NRRU) Commanding Officer (CO)/Officer-in-Charge (OIC) Personnel Qualification Standards and is nominated for designation as "NRRU CO/OIC qualified." I respectfully request a NRRU Command Qualification Oral Board (CQOB) be convened. (Rank and Name) is available for interview on (date).

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

3. (Additional Comments).

4. The point of contact for the NRRU CQOB coordination is (Rank, Name), who can be reached at (XXX)-XXX-XXXX or via e-mail at xxxx.xxxx@navy.mil.

REPORTING SENIOR

Copy to:  
Nominated Officer (Rank, Name)  
Echelon 5 Command (title and location)



**SAMPLE NAVY RESERVE READINESS UNIT COMMANDING OFFICER/  
OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION**

1412  
Ser N00/  
Date

From: Chairperson, Navy Reserve Readiness Unit Commanding Officer/Officer-in-Charge  
Qualification Oral Board  
To: Commander, Navy Personnel Command (PERS-911)  
Subj: NAVY RESERVE READINESS UNIT COMMANDING OFFICER/OFFICER-IN-  
CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION IN CASE OF  
(RANK AND NAME)  
Ref: (a) COMNAVRESFORINST 1412.2

1. Per reference (a), a Navy Reserve Readiness Unit (NRRU) Commanding Officer  
(CO)/Officer-in-Charge (OIC) Command Qualification Oral Board (CQOB) was convened on  
(date) in case of (Name). Board members included:

Chairperson  
Member  
Member

2. The board found (member's Rank, Name) (qualified/not qualified) for NRRU CO/OIC.

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

4. Per reference (a), you are directed to submit directly to PERS-911 your request for entry of  
the 2N1 Additional Qualification Designator into your Official Military Personnel File. Include  
this letter as supporting documentation in your request.

5. The point contact concerning this matter is Rank, Name (Readiness and Mobilization  
Command point of contact), who can be reached at (XXX)-XXX-XXXX, or via e-mail at  
xxxxx.xxxx@navy.mil.

CHAIRPERSON

Copy to:  
Echelon 4 Command  
Echelon 5 Command (title and location)  
Reporting Senior (Rank, Name)  
Member (for those members found Qualified)

Enclosure (2)

COMNAVRESFORINST 1412.2C  
4 Apr 2023

**SAMPLE APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION  
DESIGNATOR FOR NAVY RESERVE READINESS UNIT COMMANDING  
OFFICER/OFFICER-IN-CHARGE QUALIFIED (2N1)**

1412  
Ser N00/  
Date

From: Rank, Name, USN, Designator

To: Commander, Navy Personnel Command (PERS-911)

Subj: APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION  
DESIGNATOR 2N1

Ref: (a) BUPERSINST 1001.39  
(b) NAVPERS 15839I  
(c) COMNAVRESFORINST 1412.2

Encl: (1) Navy Reserve Readiness Unit Commanding Office/Officer-In-Charge Qualification  
Oral Board Recommendation Letter

1. Per references (a) through (c), request assignment of the Additional Qualification Designator, Navy Reserve Readiness Unit Commanding Officer/Officer-In-Charge qualified (2N1), for entry into my Official Military Personnel File. Enclosure (1) is a qualification letter provided by the board qualifying officer.

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

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

I. A. MEMBER

Enclosure (3)