COMNAVRESFORCOMINST 1412.1E
N7
10 Sep 2019

COMNAVRESFORCOM INSTRUCTION 1412.1E

From: Commander, Navy Reserve Forces Command

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

Ref: (a) OPNAVINST 1412.14
       (b) NAVEDTRA 43075
       (c) MILPERSMAN 1301-812
       (d) USFF AT OPORD 3300-15

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

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

2. Cancellation. COMNAVRESFORCOMINST 1412.1D.

3. Discussion. Command, regardless of its scope or nature, is challenging and places an extraordinary demand on the professional skills of selected individuals. The Navy Reserve's ultimate measure of success is the enduring ability to provide strategic depth and deliver operational capabilities across the spectrum from peace to war. The Navy Reserve can only accomplish its mission with commanding officers (CO) who consistently demonstrate the highest levels of ethical compliance, resource management, judgment, and leadership.

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

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

a. Per reference (c), all Navy Reserve command candidates pursuing command selection must not have:

(1) An approved resignation

(2) An approved retirement

(3) A pending inter-service transfer

(4) Declined Navy Operational Support Center (NAVOPSPTCEN) command

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

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

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

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

6. CQOB. The CQOB is a prerequisite for Command Administrative Screening Board consideration. Of normal course, Navy Region Reserve Component Command (RCC) commanders will be responsible for coordinating the CQOB process for their area of responsibility. Due to the concentration of post-command experience at the echelon 2/3 level, COMNAVRESFORCOM Chief of Staff (COS) will have authority to coordinate a CQOB in-house for those officers on Commander, Navy Reserve Force, COMNAVRESFORCOM, and Commander, Naval Air Force Reserve staffs who desire command qualification. Navy Reserve echelon 4 commands may execute CQOB if desired, but must comply with all eligibility, board membership, procedural requirements and general guidance outline in this instruction.

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a.   Requests for a CQOB through the RCC or other Navy Reserve echelon 4 commands must be made through the officer's reporting senior. The reporting senior will verify established requirements for command have been met and send a nomination letter to the echelon 4 commander requesting a CQOB per enclosure (1). Upon receipt of a nomination package, the echelon 4 commander will designate a CQOB Chairperson to convene the board at a time and place convenient for the board members and the candidate. Echelon 2/3 board requests will be made to the COMNAVRESFORCOM COS via the candidate's Deputy COS.

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

c.   Any FTS officers in the pay grade O-6 and in command or post-command can be designated Chairpersons and may establish and convene CQOBs as directed by the RCC commander, COMNAVRESFORCOM COS or other Navy Reserve echelon 4 commander for officers desiring command screening. All CQOBs will be composed of two or more officers, to include the chairperson, in command or post-command who are senior to the officer being considered. The chairperson must be the senior board member.

d.   The board should focus on mission execution including resource and personnel management and mission prioritization. Additionally, the board must include scenario-based vignettes which foster discussion and demonstrate competency in sound decision making, ethics, and adherence to Navy Core Values. RCC commanders and other Navy Reserve echelon 4 commanders should standardize the board process for their respective commands and avoid utilizing the board as a measure of candidates' reserve management technical proficiency. A thorough evaluation of the officer's character is critical to the Command Qualification Program and should yield an assessment of a candidate's overall potential for future success as a CO.

e.   Upon completion of deliberations, the CQOB chairman will report the board's proceedings through a CQOB recommendation letter per enclosure (2).

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

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

(3) Officers found "Not Qualified for Command", may request another CQOB after 12 months.

f. Officers unable to coordinate a CQOB directly with a RCC or other Navy Reserve echelon 4 command due to extenuating circumstances may contact COMNAVRESFORCOM directly for further guidance. Due consideration for other accomodations will be given to those members outside contiguous United States, deployed or geographically isolated, where coordination with a RCC is not possible, and a local board may be required.

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

a. Bank Review (Re-screen). To ensure standards of performance are maintained, the records of officers previously selected, but not yet reported to their ultimate command following slating must be reviewed. Those officers whose records, in the opinion of a majority of the board members, indicate significant decline in performance, or which contain material subsequent to the last board or the board on which they were selected which casts doubt upon their qualifications for command, must be reported to the Deputy COMNAVPERSCOM. This report must include a recommendation regarding continuation as NAVOPSPTCEN and RCC command selects.

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

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

8. <u>Requirements for Officers Slated for Command</u>. Following successful selection by the Command Administrative Screening Board, COMNAVPERSCOM (PERS-46) will detail the following requirements:

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

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

c. Attend Navy Senior Leader Legal Course (CIN: S-5F-0011) prior to assuming command.

d. Attend NAVOPSPTCEN CO Anti-terrorism Course (CIN: A-1B-0800) prior to assuming command as required by reference (d).

e.   Officers in the pay grades O-5 and below who are selected and slated for Navy Reserve command shall attend Naval Security Manager Course (CIN: S-3C-0001) prior to assuming command.

9. <u>Exceptions</u>. Command qualification and screening are mandatory, except when a waiver is recommended by COMNAVRESFORCOM.

a.   All command qualification and screening waivers must be approved by the Chief of Navy Personnel. Documentation detailing why the procedures cannot be met must be provided in waiver requests submitted to COMNAVRESFORCOM.

b.   Officers can be de-screened by COMNAVRESFORCOM if they exhibit performance or behaviors contradictory to the standards expected of commanding officers.

10. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

11. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, COMNAVRESFOR IG will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

T. W. LUSCHER

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

Sample Nomination Letter

From: Reporting Senior
To: RCC Commander or Navy Reserve echelon 4 Commander

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

Ref: (a) COMNAVRESFORCOMINST 1412.1E

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

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

3. (Additional Comments)

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

                                        Reporting Senior

Copy to:
Nominated Officer

Sample Command Qualification Oral Board Recommendation Letter

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

Subj: COMMAND QUALIFICATION ORAL BOARD ICO (NAME)

Ref: (a) COMNAVRESFORCOMINST 1412.1D

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

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

2. The board found you "Qualified for Command/Not Qualified for Command."

3. Comments (mandatory for "Not Qualified" determination).

Board Chairman

Copy to:
ISIC
Board Members
RCC/ echelon 4 Commander
* If "Qualified" include:
COMNAVPERSCOM (PERS-46)
COMNAVRESFORCOM (N7)