



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
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CNATRAINST 3740.8L  
00R  
27 Sep 11

CNATRA INSTRUCTION 3740.8L

Subj: RESERVE FORCES INTEGRATION

Ref: (a) CNATRA/CNAR/COMNAVPERSCOM LOA of 12 Jun 02  
(b) CNATRASTAFFINST 5400.1S  
(c) BUPERSINST 1610.10C  
(d) COMNAVRESFORINST 1001.5F  
(e) CNATRAINST 3710.13G  
(f) OPNAVINST 3710.7U  
(g) CNAFRINST 3710.4F  
(h) DOD 5500.7-R  
(i) BUPERSINST 1001.39F  
(j) MATSG 42 Group Order P3710.1  
(k) 4<sup>th</sup> MAW Order 5320R.2S  
(l) CNRFCINST 1650.3  
(m) CNAFRINST 5400.7E  
(n) CNATRA/4<sup>th</sup> MAW MOU of 1 Jun 10  
(o) CNATRA/NAVHOSP PCOLA Medical MOU of 10 Jun 08  
(p) CNATRA/NACHOSP CC Medical MOU of 20 May 08  
(q) COMNAVRESFORINST 5420.14  
(r) CNATRAINST 1650.11A

Encl: (1) Administrative Procedures  
(2) Operational Procedures  
(3) Navy and Marine Corps Selected Reservist (SELRES)  
Aviator Selection Board (ASB) Procedures  
(4) Sample USN SELRES ASB Results  
(5) Sample USN SELRES ASB Application  
(6) Sample ROA Junior Officer of the Year Package  
(7) Sample AUSN Junior Officer of the Year Package  
(8) End of Year CNATRA RC Awards Matrix

1. Purpose. To establish policy and publish procedures for Navy/Marine Corps Reserve Forces to be an integral part of the Total Force within Chief of Naval Air Training (CNATRA).

2. Cancellation. CNATRAINST 3740.8K

3. Background. Reference (a) is the foundation to achieve complete Navy and Marine Corps Reserve Component (RC) integration of both Full-time Support (FTS) and Selected Reservists (SELRES) within CNATRA. This instruction links the structures and directives of the active duty and reserve forces (USN and USMC), in order to merge their procedures, guidelines, and policies. This instruction, unless otherwise stated, applies to all Navy SELRES and Marine Corps SELRES. Throughout this instruction, Marine Corps SELRES will include billets for Selected Marine Corps Reserve (SMCR). All Marine Corps SELRES will be referred to as SMCR throughout this instruction.

4. Action. Implement subject program per references (a) through (r), this instruction, and enclosures (1) through (8). Submit recommended changes to CNATRA (N01R).

5. Responsibilities

a. CNATRA shall:

(1) Ensure the reserve forces are an integral part of the Total Force within CNATRA.

(2) Establish a Special Assistant for reserve affairs.

b. CNATRA Reserve Component Commander (CRCC). As the direct representative of Commander, Navy Air Force Reserve (CNAFR), the primary responsibilities are to ensure compliance with reserve directives and provide advice to CNATRA on operational and administrative issues unique to the Reserve Component. Additionally, the CRCC shall carry out duties delineated in references (a) and (b), this instruction, and the following:

(1) Be a board-selected O-6 SELRES officer per reference (m) and coded N00R.

(2) Report directly to the CNATRA.

(3) Establish reserve administrative policies, procedures, and guidelines for CNATRA.

(4) Maintain overall cognizance of reserve matters and issues within CNATRA for the reserve VT/HT community.

(5) Ensure CNATRA policies, procedures, and guidelines include a reserve perspective and are applicable to all SELRES and SMCR.

(6) Represent and act as the reserve Echelon IV Commander for the reserve VT/HT community within CNAFR.

(7) Act as the community manager and mentor for USN SELRES within CNATRA.

(8) Lead the evaluation process for all Training Air Wing Reserve Components (TWRC) and Squadron Augment Units (SAU) within CNATRA.

(9) Ensure training plans are established for SELRES personnel within CNATRA.

(10) Ensure coordination with the Commanding Officer, 42<sup>nd</sup> Marine Aviation Training Support Group (MATSG 42) on all Marine Corps issues including periodic review of reference (n).

(11) Publish annual CNATRA RC 1001 note delineating current fiscal policy and procedures.

c. CNATRA Operational Support Officer (COSO)

(1) Shall carry out duties delineated in references (a) and (b), this instruction, and the following:

(2) Be an O-6 FTS officer, a special assistant to CNATRA for reserve affairs, and coded N01R.

(3) Oversee all aspects of the day-to-day administration and operational requirements to ensure reserve components are fully integrated within CNATRA and in compliance with Reserve Force directives.

(4) Serve as Deputy CRCC, act and carry out the duties on behalf of the CRCC in their absence.

(5) Maintain overall cognizance of reserve matters and issues within CNATRA.

(6) Assist the CRCC in establishing reserve fiscal and administrative policies, procedures, and guidelines for CNATRA.

(7) Ensure policies, procedures, and guidelines include a reserve perspective and are applicable to all SELRES and SMCR.

(8) Ensure reserve components within CNATRA maintain standards of efficiency and compliance with directives via a periodic review process.

(9) Act as the community manager and mentor for FTS personnel within CNATRA.

(10) Ensure reserve funding and resources are utilized in the most effective and efficient manner in order to meet the operational support of CNATRA and other Navy/Marine requirements.

d. CO 42<sup>nd</sup> Marine Aviation Training Support Group / CNATRA Reserve Senior Marine (CRSM). As the direct representative of Commander, 42<sup>nd</sup> Marine Aviation Training Support Group (MATSG 42) primary responsibilities are to ensure compliance with this instruction, USMC directives and provide advice to CRCC on operational and administrative issues unique to the Marine Corps reserve forces. Additionally, the CRSM shall:

(1) Be an O-6 SMCR officer.

(2) Report directly to the CRCC.

(3) Maintain overall cognizance of Marine Corps reserve matters and issues within CNATRA for the reserve VT/HT communities.

(4) Ensure CNATRA policies, procedures, and guidelines include a Marine Corps reserve perspective and are applicable to all SELRES and SMCR.

(5) Ensure training plans are accomplished for Marine Corps SELRES personnel within CNATRA.

e. Assistant CNATRA OSO (ACOSO). Shall carry out the duties delineated in references (a), (b), and this instruction. In addition, the ACOSO shall:

(1) Be an O-5 FTS officer and coded N01R1.

(2) Manage all aspects of day-to-day administration and operational/fiscal requirements to ensure all reserve components are an integral part of the Total Force within CNATRA.

(3) Represent, act, and carry out the duties and responsibilities on behalf of the COSO and/or CRCC in their absence.

(4) Ensure training plans are established for FTS personnel within CNATRA.

(5) Inspect Training Air Wings (TRAWINGS), TWRCF, Training Squadrons (TRARON), and SAU within CNATRA, as required. If scheduling permits, coordinate with CNATRA N7 to coincide with TWRC inspections with TRAWING and TRARON Standardization (STAN) Inspections and serve as a member of the CNATRA STAN Team.

(6) Per reference (g), organize, coordinate, and serve on the CNAFR National Reserve Aviation Command Selection Board as required.

(7) Act as the central point of contact for the TRAWING OSOs.

(8) Coordinate annual review of reference (a).

(9) Annually review this instruction and update as required.

(10) Assist the COSO in the community management of FTS personnel.

f. CNATRA Operational Support Yeoman (COSY). Shall carry out the duties in references (a), (b), and this instruction. In addition, they shall:

(1) Be an E-6 First Class FTS Petty Officer or above and coded NOR111.

(2) Oversee the Reserve Personnel Navy (RPN) systems.

(3) Serve as administrator for all Navy Reserve management systems.

(4) Assist in inspecting TRAWING reserve components, TRARONs, and SAUs as required.

(5) As the senior (determined by position) Operational Support Yeoman; assist the ACOSO in the community management of FTS YN personnel assigned and function as a mentor the TRAWING Operational Support Yeoman for career development.

(6) Ensure TRAWING Operational Support Yeomen monitor, maintain, and coordinate with respective Branch Medical Clinic (BMC) to ensure medical data is accurately reported in the Medical Readiness Reporting System (MRRS) per references (o) and (p).

g. Training Air Wing Commander (TRAWING CDR) shall:

(1) Establish and fully integrate the TWRC and ensure it is an integral part of the Total Force within the TRAWING.

(2) Ensure their TWRC's administrative policies, procedures, and guidelines are adhered to by all TRARONs under their cognizance.

h. Training Air Wing Reserve Component Commander (TWRCC). Primary responsibilities are to ensure compliance with reserve directives by all within the TRAWING and serve as the principal advisor to the TWRCC on operational and administrative issues unique to the RC. Additionally, they shall carry out duties delineated in reference (a) and the following:

(1) Be a board selected, O-5 post-command SELRES officer per reference (m).

(2) Maintain overall cognizance of reserve matters and issues within the TRAWING and their TWRC.

(3) Establish TWRC administrative policies, procedures, and guidelines to comply with reserve directives and to meet the operational needs of the TRAWING as effectively as possible.

(4) Ensure TRAWING policies, procedures, and guidelines include a reserve perspective and are applicable to all reserve personnel.

(5) Keep CRCC and COSO apprised of any and all matters pertaining to the welfare or administration of assigned reserve personnel.

(6) Establish a training plan for SELRES/SMCR personnel within the TWRC.

(7) Maintain an awareness of Navy Reserve Readiness Management System (NRRMS) data and ensure data is entered in a timely and accurate manner.

(8) Ensure SMCR personnel are integrated into TRAWING Navy SAUs and that time is allotted during mandatory drills for completion of mandatory Marine Corps Professional Military Educations (PME).

(9) Become a qualified Instructor Pilot (IP) or Instructor Naval Flight Officer (INFO) in a Type/Model/Series (T/M/S) assigned to that TRAWING.

i. TRAWING Deputy RCC / Operational Support Officer (TWOSO). Shall carry out the duties delineated in reference (a) and in addition shall:

(1) Shall normally be selected for O-5.

(2) Represent, act, and carry out the duties on behalf of the TWRCC in their absence.

(3) Manage all aspects of day-to-day administration and operational requirements to ensure the TWRC and SAUs are a cost-effective and integral part of the Total Force within the TRAWING.

(4) Utilizing reference (q) ensure reserve funding and resources are utilized in the most cost-effective and efficient manner in order to meet the operational support of the TRAWING and other Navy/Marine Corps requirements.

(5) Serve as TRAWING community manger and mentor for FTS personnel. Establish a training plan for FTS personnel within the TWRC to teach reserve organization and responsibilities.

(6) Assist the TWRCC in monitoring Navy Reserve Readiness Module (NRRM) data.

j. TRAWING Reserve Senior Marine (TWRSM) shall:

(1) Be a board selected Marine Corps Reserve IP, and will be subordinate to the TRAWING RCC.

(2) Be designated as the TRAWING RSM by Commanding Officer, MATSG 42.

(3) Act as the Reserve Liaison to both the respective MATSG CO and his designated Active Duty Senior Marine and the TRAWING RCC for all Marine SELRES issues.

(4) Report to the TWRCC and act as the TWRCC's primary advisor for USMC reserve affairs.

(5) Keep CO MATSG 42, TWRCC and MATSG CO apprised of any and all matters pertaining to the welfare or administration of assigned Marine Corps Reserve personnel.

(6) Maintain overall cognizance of Marine Corps Reserve matters and issues within their TWRC.

(7) Ensure reserve funding and resources are utilized in the most effective and efficient manner in order to meet the operational support of the TRAWING and other Navy/Marine Corps requirements.

(8) Ensure the training plan for Marine Corps SELRES within the TWRC is adhered to and that Marine Corps Reserve administrative requirements are met.

(9) Ensure that each Marine Corps Reserve instructor is well versed in opportunities in the Marine Corps Reserves. Act as the central point of contact for all forms of information on opportunities within 4<sup>th</sup> Marine Aircraft Wing.

(10) Become a qualified IP in T/M/S to be determined by the CRCC and appropriate TRAWING Commander.

k. TWRC Operational Support Yeoman shall:

(1) Be an FTS Petty Officer.

(2) Maintain all RPN systems.

(3) Serve as administrator for all Navy Reserve management systems.

(4) Per references (o) and (p), act as the reserve medical coordinator between the Active Component (AC) clinic and drilling reserve personnel. Responsible for the overall management of reserve readiness for their respective wing, ensuring accurate data input and discrepancies are identified quickly to the AC clinic.

(5) Act as the primary berthing coordinator for the assigned wing reserve personnel, ensuring reservists who live outside the 50 mile radius from the Naval Reserve Activity (NRA) are provided adequate berthing. Monthly, each YN will audit Combined Bachelor Housing (CBH) bill, annotate drill accountability and ensure drill musters are provided to their respective NOSCs for auditing and accountability.

l. TRARON Commanding Officer shall:

(1) Establish and fully integrate the SAU and ensure it is an integral part of the Total Force within the TRARON.

(2) Establish the SAU CO as a special assistant for reserve affairs and coded N00R.

(3) Establish a Reserve Department and assign the most qualified FTS officer as the Reserve Department Head (RDH).

m. Squadron Augment Unit Commanding Officer (SAU CO). As the direct representative of the TWRCC, the primary responsibilities are to ensure compliance with reserve directives within the TRARON and to be the principal advisor to the TRARON Commanding Officer on operational and administrative

issues unique to the RC. Additionally, the SAU CO shall carry out duties delineated in reference (a) and the following:

(1) Be a board selected O-5 SELRES or SMCR officer, a special assistant to the CO for reserve affairs, and coded N00R.

(2) Maintain overall cognizance of reserve matters and issues within the squadron.

(3) Establish SAU administrative policies, procedures, and guidelines as required to comply with reserve directives and to meet the operational needs of the TRARON as effectively as possible.

(4) Ensure TRARON policies, procedures, and guidelines include a reserve perspective and are applicable to all SELRES.

(5) In addition to the TRARON CO, keep TWRCC and TWOSO apprised of any matters pertaining to the welfare or administration of their reserve personnel.

(6) Assist and advise the TRARON CO, as requested, in administrative or disciplinary matters concerning reserve personnel.

(7) Ensure SELRES/SMCRs are screened for potential conflict of interest, crew rest problems and ensure the utilization of effective Operational Risk Management (ORM) practices prior to each active duty or Inactive Duty for Training (IDT) period.

(8) Coordinate with the TRARON CO to assign SELRES officers to key positions within the squadron. Assignments should be commensurate with rank and leadership abilities.

(9) Ensure SMCRs are fully integrated into their SAU.

(10) Become a qualified IP or INFO in T/M/S flown by the supported TRARON command.

n. TRARON Reserve Department Head (RDH). Shall perform the normal TRARON Department Head duties. In addition, they shall:

(1) Be an FTS or SELRES officer on long term active duty orders.

(2) Represent, act, and carry out the duties on behalf of the SAU CO in their absence.

(3) Manage all aspects of day-to-day administration and operational requirements. Ensure the SAU is an integral part of the Total Force within the TRARON.

(4) Coordinate, manage, and ensure RPN funding is utilized in the most efficient and cost-effective manner in order to meet the operational support needs of the unit and the Navy.

o. All FTS officers shall:

(1) Be familiar with reserve component organization, instructions, and understand the responsibilities inherent to being designated an FTS Officer.

(2) Promote full integration of the TWRC and SAU personnel into their unit.

(3) Provide a reserve perspective on all policies, procedures, and guidelines originating from their position, branch, or department and ensure they are applicable to all RC personnel.

p. All USN/USMC Selected Reserve Officers shall:

(1) Strive to meet the AC operational support needs of the unit to which they are assigned. Schedule all Annual Training (AT), Additional Duty for Training (ADT) and IDT during periods that would best meet the production demand as determined by the AC supported unit.

(2) Whenever possible individual SELRES should:

(a) Schedule planned AT, ADT, and IDT support through their respective reserve department at least 30 days in advance.

(b) Provide their respective reserve department a 60 to 90 day forecast of their planned dates of operational support.

(c) Submit Naval Reserve Order Writing System (NROWS) requests for their desired annual AT and extended ADT periods at the beginning of the fiscal year.

(3) Ensure all policies, procedures, and guidelines originating from the position, branch, or department to which they are assigned contain a reserve perspective and are applicable to all SELRES.

(4) Attend all mandatory drill periods unless excused by the TWRCC.

6. Reports. Report Control Symbol (RCS) CNATRA 3740-3 is the TRAWING Production Report. This report, described in enclosure (2) paragraph 2d, is valid and will remain in effect for three years from the date of this instruction.

7. Forms. CNATRA 3740/6 is the form number for the TRAWING Production Report. This form is available in MS Excel spreadsheet format from CNATRA (N01R1).

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ADMINISTRATIVE PROCEDURES

1. Compliance Reviews

a. Training Air Wing Reserve Components (TWRCS) and Squadron Augment Units (SAUs) compliance with this instruction shall be reviewed, whenever possible, in conjunction with the CNATRA Standardization inspections per reference (e).

b. SELRES/SMCRs shall be included in NATOPS unit evaluations at the appropriate percentages per reference (f). The SAU CO shall schedule at least one mandatory drill period to complete all applicable NATOPS examination portions of the unit evaluation.

c. Each TWRCC shall convene a semi-annual Aviation Review Board (ARB) to review individual SELRES compliance with the participation requirements outlined in this instruction and the flight minimums outlined in reference (f). The first Board will convene in April to cover the period from 1 October to 31 March. The second Board will convene in August/September to cover the period from 1 April to 30 September and FY requirements. Membership is at the discretion of the (TWRCC), but will include SMCR participation. TRAWING Flight Surgeon participation is recommended. Members deemed not to have satisfactorily completed expected flight hour minimums or meet participation requirements (that are determined by the TWRCC) will receive a Letter of Probation signed by the TRAWING Commander or TWRCC and be placed on a probationary status until requirements have been met or as determined otherwise by the respective TWRCC. A second consecutive letter of probation signals an inability to meet required flight hour minimums or expected participation requirements, and will normally result in transfer out of CNATRA.

2. Correspondence Routing

a. Any correspondence dealing solely with reserve issues should be processed to the maximum extent possible via electronic medium.

b. Any correspondence leaving echelon IV or V commands dealing with a reserve issue and addressed to an echelon III or higher shall include CNATRA N00R in the via.

3. USN SELRES Orders. Once SELRES receive orders from their respective TRAWING Reserve Component and are assigned to their TWRC or SAU, they shall be automatically considered ADDU to active duty Unit Identification Code (UIC) as follows:

- a. CNATRA Reserve Component Commander (CRCC) and Flight Surgeon to CNATRA.
- b. TWRCC to their respective TRAWING.
- c. SAU COs and Instructor Pilots/NFOs to their respective TRARONs.

4. SMCR Orders. Once Marine Corps Reservists receive orders from the 4<sup>th</sup> MAW and are assigned to their TWRC or SAU, they shall be automatically considered ADDU (OPCON) to an active duty UIC as follows:

- a. TWRSM to their respective MATSG.
- b. SAU Instructor Pilots/NFOs to their respective TRARONs.

5. Navy Fitness and Evaluation Reports. Per Commander, Fleet Forces Command (CFFC) guidance, the active component will be the reporting senior on all reserve Commanding Officer Fitness Reports. The CRCC, and TWRCCs will have CNATRA as their reporting senior. CNATRA will provide a Performance Information Memorandum (PIM) regarding CRSM performance to CO 4<sup>th</sup> MAW, as required. The TWOSOs will have the TRAWING Commodore as their reporting senior. SAU COs will have the TRAWING Commander as their reporting senior. SAU officers will have the SAU CO as their reporting senior.

6. SMCR Fitness and Evaluation Reports

- a. SMCR Fitness Reports will be executed by the SAU CO as Reporting Senior (RS) with the TWRSM as the Reviewing Officer (RO).
- b. TWRSMs Fitness Reports will be executed by the TWRCC or Commodore as RS with the MATSG-42 CO as the RO.

7. Failure of Selection (FOS) SELRES

a. Failure of selection to O-4 shall be per reference (d).

b. Failure of selection to O-5: Upon the first instance, individuals may remain in their billet with no waiver required. Upon the second instance, an individual must receive a Twice FOS'ed Waiver to remain in their billet beyond 30 September of the year they are FOS'ed for the second time. This waiver must be renewed annually thereafter. Special Waiver procedures are described below.

8. Waivers. The principle purpose of Overgrade Waivers is to retain SELRES O-5s in CNATRA billets who are in zone to compete for SAU CO. These shall be referred to as Programmed Overgrade Waivers. In the event SELRES accessions are insufficient to fill empty RC billets, Additional Overgrade and Twice FOS'ed Waivers may be necessary to meet AC production demand. These shall be referred to as Special Waivers.

a. Programmed Overgrade Waivers. To ensure the highest caliber candidates are available to compete for SAU CO, each TWRCC is authorized to submit two Programmed Overgrade Waivers per SAU. By definition each individual applying for a Programmed Overgrade Waiver shall be in zone for selection to SAU CO during the waived FY. Normally, officers with O-5 dates of rank in the same FY as the board date and the previous two FYs are considered eligible for SAU CO. CNATRA is the approval authority for Programmed Overgrade Waivers.

b. Special Waivers:

(1) Additional Overgrade Waivers. The principle purpose of this class of Overgrade Waiver is to fill billets that would otherwise go vacant and retain SELRES O-5 officers no longer eligible for SAU CO for their production potential. These waivers are granted in addition to the Programmed Overgrade Waivers mentioned above. Individual seniority, past production performance, unit production demand, and manning shall weigh heavily in the decision to approve or disapprove Additional Overgrade Waivers. CNATRA is the approval authority for Additional Overgrade Waivers.

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(2) Twice FOS'ed Waivers. The principle purpose of this class of waiver is to fill billets that would otherwise go vacant and retain SELRES O-4 officers for their production potential. This type of waiver will normally be granted only if the individual shows potential for promotion (e.g., was an EP the last cycle with continuing superior performance), retains a critical skill set required for production, or is a recent accession into the Reserve from Active Duty. Past production performance, unit production demand, and manning shall weigh heavily in the decision to approve or disapprove Twice FOS'ed Waivers. The CRCC is the approval authority for Twice FOS'ed Waivers.

c. Additional guidance:

(1) Per reference (d), officers selected for promotion to O-5 or O-6 will have their PRD adjusted to 30 November of the promotion year in order to allow participation in the APPLY process. No waiver is required to remain through the adjusted PRD.

(2) All waiver requests will include the member's name, last four of their social security number, designator, billet sequence code, and the reason for the waiver. Requests will be routed electronically from the SAU CO via TRARON CO, TWRCC, and TRAWING Commander, to the CRCC. All waiver requests are due to the CRCC no later than 1 June.

(3) Once approved, all waivers will remain in force for a period of one FY or until replaced by a junior qualified SELRES accession. Programmed and Additional Overgrade Waivers may be extended to 30 November of the following FY in order to allow participation in the APPLY process. All SELRES granted a waiver will sign a letter acknowledging the terms of their waiver.

(4) Any O-5 not assigned to a valid O-5 billet and not approved for an Overgrade Waiver shall be transferred per current COMNAVRESFOR policy. Normal deadline for waiver approval is 30 July and transfer from CNATRA RC will normally be effected not later than 30 November to allow continuous employment through the beginning of a possible awarded APPLY billet start date.

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(5) Prior TWRCCs and SAU COs shall not normally be considered for any type of overgrade waiver following their command tour.

(6) On a case by case basis, prior TWRCCs and SAU COs may fly as Reserve Associate Pilots under the following guidelines:

(a) Shall have TRAWING Commodore approval

(b) Shall be eligible for DIFOPS orders

(c) Shall have supported command approval

(d) Shall coordinate all CNATRA operational support through the TRAWING OSO

(e) TRAWING Commodore may discontinue Reserve Associate flying at any point in time

9. Civilian Employment and Conflict of Interest. The following procedures must be adhered to by SELRES/SMCR personnel in order to preclude an actual or perceived conflict of interest between civilian employment and their military activities:

a. All reservists will sign a Page 13 entry or submit a statement with their selection board package stating they have read and understand the conflict of interest/ethics policies contained in reference (h) sections 5-408, 2-303, 5-404d, 1-416; reference (i) section 1010, and enclosure (1) section 10 of this instruction.

b. All reservists will report changes of employment to the next highest level in their chain of command (SAU CO, TWRCC, or CRCC) so the new employment may be screened for an actual or apparent conflict of interest.

c. The following employment rules shall be strictly adhered to:

(1) While on active duty orders(AT/ADT/ADSW/Recall/Mobilization), SELRES/SMCR shall not work for their civilian employer. Example: A person flying airline trips when not scheduled by the Squadron/Wing, or a person who is a simulator

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instructor, shall not work in his civilian capacity after completing his "normal" Navy day. These types of actions may be perceived by the taxpayers as performing civilian duties while in a military status.

(2) While in a drill status (regular IDT/AFTP/RMP), SELRES may be employed for civilian work performed on those days, provided the civilian work period does not coincide or overlap with the drill period. Example: A person employed as a simulator instructor may work as a SELRES/SMCR from 0800-1200, and then work as a simulator instructor anytime after 1200 (when the drill period is over).

(3) A person employed by government/civilian contractors may not perform the same duties as a SELRES/SMCR if their actions as a SELRES/SMCR may materially or financially benefit their employer.

#### 10. Awards

a. Recognition of personnel for their efforts is a keystone of effective leadership. All mid tour, end of tour (EOT) and special achievement awards for SELRES/SMCR/FTS personnel will be routed via their active duty chain of command. The level of the award will be determined by the TRAWING Commander per current CNATRA instructions. CNATRA will be the final approval authority for EOT RCC/SAU CO/OSO awards.

b. Reserve Officer Association (ROA) Junior Officer of the Year.

(1) Each TWRCC shall nominate one SELRES Officer for the ROA Junior Officer of the Year Award per reference (1) and enclosures (6) and (8). The nominees must:

- (a) Hold the rank O-1 through O-4 and not be selected for O-5.
- (b) Be a drilling reservist.
- (c) Not be a previous recipient of the award.

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(2) The write-up can encompass the previous three years of service, and shall be sent electronically to the CNATRA AOSO NLT 15 October, who will board the packages and forward the CNATRA nominee to CNRFC N01A NLT 15 November.

(3) In addition to the award package, each TRAWING will submit a rough Navy Commendation Medal 1650/3 and citation for their nominee.

(4) The CNATRA nominee for the ROA Junior Officer of the Year shall be awarded a medal from CNATRA per current policy.

c. Association of the United States Navy (AUSN) Junior Officer of the Year.

(1) Each TWRCC shall nominate one SELRES and one FTS Officer for the AUSN Junior Officer of the Year per enclosures (7) and (8). The nominees must:

(a) Hold the rank O-1 through O-4 and not be selected for O-5.

(b) Be a drilling reservist or on active duty as an FTS.

(c) Not be a previous recipient of the award.

(2) The write-up will encompass the previous fiscal year's performance, and shall be sent electronically to the CNATRA AOSO NLT 15 December, who will board the packages and forward the CNATRA nominee to CNRFC N01A NLT 10 January.

(3) In addition to the award package, each TRAWING will submit a rough Navy Commendation Medal 1650 and citation for their nominee.

(4) The CNATRA nominee shall be awarded a medal from CNATRA per current instructions.

d. CNATRA Reserve Instructor of the Year Award. Executed per reference (r).

e. CNATRA SAU of the Year Award. Executed per reference (r).

Enclosure (1)

OPERATIONAL PROCEDURES

1. To ensure Reserve personnel (FTS, SELRES and SMCR) are fully integrated, each TRARON CO shall:

a. Maintain operational control of their reserve personnel assigned.

b. Ensure their reserve personnel meet all established aviation training and currency requirements.

c. Be issuing authority for all aviation qualifications and designations for assigned reserve personnel.

d. Maintain awareness of which RC personnel are on active duty orders.

2. SELRES/SMCR Operational Support. The primary goals are to provide normal production, operational support, and surge capability for NATRACOM production. Further specifics follow:

a. Overall support contribution shall be measured by a combination of drill periods and active duty days.

b. A drill period shall be anytime a SELRES/SMCR is considered drilling for a period ranging in duration from 4-24 hours. An active duty day begins at 0001 of the first day of official orders (to include travel period) and terminates at 2359 on the last day of orders.

c. Each SELRES/SMCR affiliated as of 1 October, shall contribute a minimum of 96 drill periods and 12 days of active duty (normally AT or ADT) per year, or the minimum number of drills and active duty days as determined by FY funding. For new accessions, which affiliate during the FY, drill period minimums shall be prorated for the remaining FY. Satisfactory participation will ultimately be determined by the local TWRCC. Unsatisfactory participation shall be documented per enclosure (1), Section 1.c. of this instruction. Of that, the amount of expected operational support involved in flying shall be based upon the combined number of drill periods and active duty days, current NAPP standard, and how their TRARON implements that standard (e.g. percent of a drill period or percentage of total combined drill periods and active duty days).

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d. A TWRC Production report, CNATRA 3740/6, shall be submitted to CNATRA (NOR11) by the 12<sup>th</sup> working day of the subsequent month of the report.

3. SELRES/SMCR Annual Flight Time Waivers. SELRES/SMCR shall meet all established flight minimums and should be able to accomplish this within their expected operational support. If, due to extenuating circumstances, an individual should fail to meet any minimums, annual waivers required per reference (f) shall be submitted through their active component operational chain of command.

Enclosure (2)

NAVY AND MARINE CORPS SELECTED RESERVIST  
AVIATOR SELECTION BOARD PROCEDURES

1. General

a. An application package due date will be published for all Aviator Selection Boards (ASBs). Packages that arrive to the respective Wing RC after this due date or packages that are incomplete shall NOT be considered. The OIC/MATSG 42 Operations Officer will forward a list applications on hand to the CNATRA AOSO by the close of business of the application due date.

b. For any O-5 applicants that require a full IUT syllabus, their date of rank must allow time to be trained and complete the IUT payback (three years) before pinning on O-6.

c. Each TRAWING RCC must have knowledge of who is applying to their respective wing so they can brief their Commodore. This acknowledgement shall take place in one of two ways:

(1) Applicants to the Navy ASB will be acknowledged by receipt of their application package by the TRAWING RCC (or OSO) of the Wing to which they are applying. One complete application package is due to each Wing to which an applicant applies.

(2) Applicants to the Marine Corps ASB will be acknowledged by receipt of their application package by the TRAWING RCC (or OSO) of the Wing to which they are applying. One complete application package is due to each wing to which an applicant applies.

d. Navy ASB applicants must be able to be affiliated with their SAU within 180 days of the Navy ASB convening date.

2. Navy Specific ASB procedures

a. General

(1) Policies and procedures pertaining to ASBs not specifically addressed within this enclosure shall be per reference (g).

(2) A USN CNATRA ASB should be scheduled quarterly to include each TWRC. The schedule for the Quarterly CNATRA ASB, and hosting RC, will be published via separate correspondence.

(3) The Quarterly USN CNATRA ASB may be canceled when an insufficient number of qualified candidates exist or there are no billets available within the next six months. The decision to cancel a quarterly ASB rests with the CRCC.

(4) TRAWINGs may be exempt from participating when they have no applicants and/or billets available for selection at the quarterly board, but shall continue to provide one voting member for the board.

(5) If a TRAWING receives an application for an ASB and there are no open billets within that TRAWING the package will be briefed to the selection board members so the head recorder can document fair and adequate consideration was given to all applicants.

b. Board Composition

(1) USN CNATRA ASB membership at a minimum shall be:

(a) CRCC or designated representative shall be the chairman and a voting member of the board.

(b) All five TRAWING Commanders or designated representatives, with each TRAWING having one vote.

(c) COSO or designated representative.

(d) The Commanding Officer, MATSG 42 or a designated alternate.

(e) USMC representative (normally O-5 or higher) designated by Commanding Officer, MATSG 42

(2) The CNATRA AOSO or a designee by choice of the board chairman shall be the head recorder for all board proceedings.

(3) Any attending TWOSOs/SAU COs/RDHs shall be designated as assistant recorders. Attendees other than the

Enclosure (3)

TWOSOs will normally be limited to two additional assistant recorders per TRAWING.

(4) Membership participation via electronic means (i.e., VTC, Teleconference, etc.) is discouraged. The CRCC has final discretion on using electronic means to participate.

(5) All officers shall be sworn in and therefore can take part in the ASB record brief and deliberation. However, only voting members will be allowed to participate in the voting process.

c. Board Conduct

(1) The COSO or the CAOSO shall act as the convening authority.

(2) Each TWOSO shall:

(a) Ensure all billets available are identified, delineated, and considered by the ASB.

(b) Ensure all eligible candidates packages submitted for consideration are accepted and maintained until boarded.

(c) Ensure all TWRCs are notified when candidate's packages are submitted for consideration for TWRCs other than their own.

(d) Ensure eligible candidates packages are prepared adequately and that any additional information, summarization matrix, or presentation required is completed prior to the board. Copies of summarization matrix and/or presentation should be provided to the participating TWRCs for review prior to board.

(3) The CRCC or designated representative shall be final approval authority for all SELRES personnel recommended and selected by the board.

(4) The CNATRA AOSO shall ensure enclosure (4) is submitted to the Career Transition Office within two working days of the conclusion of ASB.

Enclosure (3)

d. Application Package

(1) All package submissions shall be standardized and should be able to be submitted electronically.

(2) A package submission shall include at a minimum:

(a) Application, see enclosure (5).

(b) Copy of Cover/OSR/PSR (Online downloads of PSR shall be in PDF format) or Master Brief Sheet for USMC.

(c) Copy of FITREPS covering the past five years.

(d) A current medical up-chit or a medical record review and statement of finding from a Flight Surgeon that the applicant is physically qualified and aeronautically adaptable for the mission.

(e) Current full length official Officer Photograph.

(f) Statements documenting that:

1. The applicant has reviewed reference (h) sections 5-408, 2-303, 5-404d, and 1-416; reference (i) section 1010, and enclosure (1) section 10 of this instruction for conflict of interest between the Navy and his civilian employer, and states any actual or potential conflict that may exist.

2. The applicant has read and understands the policies and program requirements as set forth in this instruction.

3. A statement describing the number of days each month the applicant feels he will be able to provide to CNATRA.

4. USMC/USMCR officers applying to the Navy ASB will not be considered for selection unless currently assigned to the CNATRA SMCR program. If USMCR applicants are in a FOS status, the application will be rejected.

Enclosure (3)

(3) Applicants should contact each TWRC to which they are applying for any additional, unique, and/or specific requirements (i.e., TRAWING or squadron endorsements).

e. Unit Transfer. SELRES/SMCR selected via ASBs and/or attached to a TWRC may be transferred within and between TWRCs to vacant billets. The Final Approval Authority shall be:

(1) For SELRES, TWRCC when within their respective TWRC.

(2) For SELRES, CRCC when between TWRCs.

(3) For SMCR, CRSM will handle all transfers.

### 3. Marine Corps Specific ASB procedures

a. Marine Corps Reserve Aviator Selection Boards (MASBs) for the CNATRA SMCR program shall be conducted semi-annually, and should be conducted on the same day as the Navy ASB.

b. CO MATSG 42 shall be the President for the MASBs. Additional membership will be per reference (n).

c. Reference (n), Annex A, paragraph 2 a-c discusses the process for filling SMCR billets via the MASB.

d. Per reference (n), the CRCC will coordinate with CNATRA N1 and the TRAWING Commanders to determine which SMCR billets will be filled. This determination will take into account the production needs of CNATRA and the availability of IUT sortie overhead and should be complete two weeks prior to the selection board to ensure coordination.

e. MASB results will be published via MARADMIN.

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SAMPLE USN SELRES AVIATION SELECTION BOARD (ASB) RESULTS

Date

From: Chief of Naval Air Training (N00R)  
To: Career Transition Office

Subj: RESULTS OF USN(RC) AVIATOR SELECTION BOARD (ASB)

Ref: (a) CNATRINST 3740.8L

1. Per reference (a), a combined CNATRA ASB was convened for TWRCs ONE, TWO, FOUR, FIVE and SIX on 5 January 2003. The board membership consisted of the following:

<u>Rank</u>	<u>Name</u>	<u>Command</u>	<u>ASB Title</u>
CAPT	N. R. ASkipper	CNATRA	President
CSELRES	I. M. Member	TW-1 RCC	Member

2. The following candidates were selected:

a. TWRC FOUR

<u>Rank</u>	<u>Name</u>	<u>SSN/Designator</u>	<u>TRARON</u>	<u>RUIC</u>	<u>BSC</u>	<u>Type</u>
LT	I. M. Chosen	0000/1315	VT-27	84193	7005	Pri

b. TWRC FIVE

<u>Rank</u>	<u>Name</u>	<u>SSN/Designator</u>	<u>TRARON</u>	<u>RUIC</u>	<u>BSC</u>	<u>Type</u>
LT	I. M. Chosen I	9999/1315	VT-6	88245	7005	Pri

c. TWRC SIX

<u>Rank</u>	<u>Name</u>	<u>SSN/Designator</u>	<u>TRARON</u>	<u>RUIC</u>	<u>BSC</u>	<u>Type</u>
LT	I. M. Chosen II	9999/1315	VT-4	84197	7005	Pri

3. Any additional information or comments.

NAME/SIGNATURE

Copy to:  
CNRFC N1

Enclosure (4)

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SAMPLE USN SELRES AVIATOR SELECTION BOARD (ASB) APPLICATION

DATE

From: LT John P. Jones, USN, 123-45-6789/131X  
To: Commander, Training Air Wing FOUR (N00R)  
Commander, Training Air Wing FIVE (N00R)  
Commander, Training Air Wing SIX (N00R)  
Subj: APPLICATION FOR CNATRA AVIATOR SELECTION BOARD CONVENING  
DD MON YYYY

Ref: (a) CNATRAINST 3740.8L

Encl: (1) Copy of Cover/OSR/PSR (PDF format for online PSR) or  
Master Brief Sheet for USMC  
(2) Copies of last five Fitness Reports  
(3) Flight Surgeon Memo (or Current Naval Medical  
Clearance)  
(4) Current full length official Officer Photograph  
(5) Most recent DD214 for USMC/USMCR Applicants

1. Per reference (a), respectfully request consideration for selection for the CNATRA SELRES Flight Instructor program. This application with enclosures (1) through (5) is forwarded for consideration.

2. The following information is submitted:

a. Order of preference for TRAWING and Type/Model aircraft:

(1) TRAWING TWRC FOUR, T-34C

(2) TRAWING TWRC FIVE, T-6B

(3) TRAWING TWRC SIX, T-6A

b. Personal information:

(1) Primary contact phone: (999) 999-9999

(2) E-mail address: email@email.com

c. Summary of civilian job activity:

Enclosure (5)

d. Military information:

(1) YG/DOR: 98/072002

(2) Date capable to affiliate:

(3) Summary of military: See enclosure (1).

(4) Summary of any flight mishaps, accidents, and/or violations (Military or civilian): None. (If any, member must include copy of logbook entries as an enclosure to this application)

3. I have reviewed reference (h) sections 5-408, 2-303, 5-404d, 1-416; reference (i) section 1010, and enclosure (1) section 10 of this instruction and do not have any conflicts of interest that would affect my performance as a SELRES (or state the conflict of interest and how you wish to mitigate the conflict).

4. I expect to be able to contribute xx days per month to my CNATRA reserve unit.

5. Any additional information or comments (where you will live, job, qualifications, why you want this billet, mitigating factors, etc).

NAME/SIGNATURE

Enclosure (5)

SAMPLE ROA JUNIOR OFFICER OF THE YEAR PACKAGE

DATE

From: Commanding Officer, NR TRARON/HELRON XX (N00R)  
To: Commander, Naval Reserve Forces Command (N01A)  
Via: (1) Commander, TRAWING XX (N00R or N00)  
(2) Chief of Naval Air Training (N00R)  
  
Subj: NOMINATION FOR RESERVE OFFICER ASSOCIATION "OUTSTANDING  
NAVAL RESERVE JUNIOR OFFICER AWARD"  
  
Ref: (a) COMNAVRESFORCOMINST 1650.11

1. Personal Information:

- (a) Name:
- (b) Rank:
- (c) SSN:
- (d) Designator:
- (e) Billet Assigned:
- (f) Major duties and responsibilities:
- (g) Number of months at command:
- (h) Assignment History: (Previous commands assigned and dates)

2. Selection Criteria

(a) Justification for nomination (Demonstrated leadership, performance accomplishments and contributions from the past three years):

NOTE: The justification should not exceed 2 pages.

3. Attachment

- (a) Full-length photograph in service khaki

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SAMPLE AUSN JUNIOR OFFICER OF THE YEAR PACKAGE

DATE

From: Commanding Officer, NR TRARON/HELRON XX (N00R)  
To: Commander, Naval Reserve Forces Command (N01A)  
Via: (1) Commander, TRAWING XX (N00R or N00)  
(2) Chief of Naval Air Training (N00R)

Subj: NOMINATION FOR ASSOCIATION OF THE UNITED STATES NAVY FTS  
(OR SELRES) LINE JUNIOR OFFICER OF THE YEAR FOR FYXX

Ref: (a) COMNAVRESFORCOM (MESSAGE DATE-TIME GROUP)

Encl: (1) Full Length Photograph

1. Personal information:

- a. Name, Rank, SSN, Designator:
- b. Home mailing address:
- c. Home and officer phone numbers:
- d. E-Mail address:
- e. Date of Rank:
- f. Current unit of affiliation address:
- g. Date received into the current unit:
- h. Number of months at unit/command:
- i. Assignment history: (Previous commands, both active and reserve, with dates)
- j. Awards:
- k. Selection justification: (Should reflect "Whole person concept in relation to military performance, civilian involvement and family)

Enclosure (7)

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(a) Significant military achievements within the past FY year, which warrant selection.

(b) Civilian experience/achievements (Licenses and certifications common to certain professions)

(c) Community involvement

2. Full length 5X7 Photo (B&W or color) in service khaki. Put full name on reverse side of photo.

NOTE: Per CNRFC message, 3 pages max for entire write-up.

Enclosure (7)

**End of Year CNATRA RC Awards Matrix**

<b>Award</b>	<b>Eligibility</b>	<b>Remarks</b>	<b>Due to CNATRA</b>	<b>Due to CNRFC</b>	<b>CNATRA Award***</b>
ROA SelRes JO of the Year *	0-1 thru O-4 SelRes (no CDR Sel) Not be a previous recipient	<b>SelRes only</b> , 2 page justification limit, can encompass previous 3 yrs of service, GWOT support	<b>15 Oct</b>	15 Nov	NCM
AUSN SelRes JO of the Year *	0-1 thru O-4 SelRes (no CDR Sel) Not be a previous recipient	<b>SelRes only</b> , 3 page limit for entire write-up, FY accomplishments	<b>15 Dec</b>	10 Jan	NCM
AUSN FTS JO of the Year *	0-1 thru O-4 SelRes (no CDR Sel) Not be a previous recipient	<b>FTS only</b> , 3 page limit for entire write-up, FY accomplishments	<b>15 Dec</b>	10 Jan	NCM
CNATRA Reserve Instructor of the Year **	SelRes Submit to CNATRA N717 via Wing Commander	CY accomplishments	<b>15 Jan</b>	N/A	NAM or NCM
CNATRA SAU of the Year Award**	TRAWING RCC submit TRARON SAU nominee to CNATRA NOOR	CY accomplishments	<b>15 Jan</b>	N/A	N/A

Organizational Codes:

ROA: Reserve Officers Association  
AUSN: Association of the United States Navy

Notes:

All Award submissions send electronically.  
\* See CNATRAINST 3740.8 for award application format.  
\*\* See CNATRAINST 1650.11A for award application format.  
\*\*\* Awarded medal from CNATRA per current instruction.  
CNATRA Instructions can be found at the following link:  
<https://cnatra.navaltx.navy.mil/cnatra/instruct.htm>