



DEPARTMENT OF THE NAVY
COMMANDER, NAVAL AIR FORCE RESERVE
PO BOX 357051
SAN DIEGO, CA 92135-7051

COMNAVAIRFORESINST 5400.7E
N3A
23 Jan 10

COMNAVAIRFORES INSTRUCTION 5400.7E

Subj: NATIONAL BOARD PROCEDURE FOR THE SELECTION OF SELECTED RESERVIST (SELRES) RESERVE COMPONENT (RC) SQUADRON COMMANDING OFFICER (CO), CHIEF OF NAVAL AIR TRAINING (CNATRA) AND TYPEWING SQUADRON AUGMENT UNIT (SAU) COMMANDING OFFICER, CNATRA RC COMMANDER (CRCC) AND TRAINING WING RC COMMANDER (TWRCC)

Ref: (a) BUPERSINST 1001.39F
(b) COMNAVRESFORINST 1001.5E
(c) SECNAVINST 5211.5E

Encl: (1) Board Precepts
(2) Command Billet Application Format

1. Purpose. To delineate standardized procedures and guidelines for the selection processes.

2. Cancellation. COMNAVAIRFORESINST 5400.7D.

3. Background. Strong leadership is essential for continued Commander, Naval Air Force Reserve (CNAFR) mission accomplishment. Therefore, it is paramount to select the best and fully qualified officers for the key leadership roles of tomorrow. To ensure this, selection of SELRES as RC Squadron CO/Executive Officer (XO), TYPEWING SAU CO, CNATRA SAU CO, CRCC, and TWRCC shall be achieved through a national board process. These boards shall be handled per references (a) through (c) and using enclosures (1) and (2) of this instruction. Only individuals selected by a board process will assume the positions of a CO, XO, CRCC, or TWRCC. However, under extenuating circumstances "interim status" may be approved for a non-boarded individual to carry out the duties associated with that role until such time a board process can reasonably be convened. CNAFR is the approval authority for interim TYPEWING SAU COs. CNATRA is the approval authority for interim CNATRA RCC, TRAWING RCC, and CNATRA SAU COs. CNAFR SELRES Reserve Squadron COs are now selected by the Active Component Aviation Commander Command board convened by Navy Personnel Command (NPC).

4. Discussion

a. Board Guidelines. CNAFR shall be the convening authority for the National Reserve Aviation Command Selection Board. The board will be separated into two panels, CNATRA and CNAFR. The CNATRA panel will select the CNATRA SAU COs. The CNAFR panel will select the CNATRA RCC, TRAWING RCC, and TYPEWING SAU COs.

b. Action items

(1) CNAFR (N3A) shall annually convene the National Reserve Aviation Command Selection Board to select CNATRA SAU COs, TYPEWING SAU COs, CRCC, and TWRCCs.

(2) In convening, CNAFR shall designate a minimum of 7 "core" board members, including the President. This "core" membership will constitute the CNAFR panel and the bulk of the CNATRA panel. CNATRA shall designate two U.S. Marine Corps officers to serve as additional members only on the CNATRA panel due to the eligibility of USMCR SELRES to apply for the CNATRA SAU CO position. This will bring the total minimum membership for the CNATRA panel to 9 members.

(3) The Board President shall:

(a) Conduct board proceedings per enclosure (1) of this instruction.

(b) Ensure strict compliance with the Privacy Act requirements per reference (c).

(c) Submit the Report of Board Proceedings (Report Symbol COMNAVAIRFORES 5420-4) to CNAFR for final approval and dissemination of the board results. Board results for CNATRA RCC, TRAWING RCC, and CNATRA SAU CO shall be briefed to CNATRA prior to notification of non-selects and selects.

(4) CNAFR (N3A) shall:

(a) Annually review this instruction for validity and update as appropriate.

(b) In concert with the CNATRA Operational Support Officer (OSO), organize the National Reserve Aviation Command Selection Board and announce the date via message.

(c) In concert with the CNATRA OSO, appoint the "Recorder" and "Sponsor" for the National Reserve Aviation Command Selection Board. CNAFR N3A and CNATRA OSO shall normally alternate these two duties annually.

(d) Within six months of the board's convening date, issue any additional requirements, guidelines, and the list of units eligible for that FY National Reserve Aviation Command Selection Board.

(5) CNATRA (N00R) shall:

(a) Submit via e-mail to CNAFR (N3A) in December a list of units under their cognizance that will require a CO or RCC selection within 15 months of the board.

(b) Consolidate all CNATRA RCC, TRAWING RCC, and CNATRA SAU CO application packages and validate each for compliance with applicable guidelines and requirements.

(c) Submit via e-mail to CNAFR (N3A), one month before the board's convening date, a list of validated candidates along with any additional information requested.

(d) Hand deliver all validated packages to the board.

(6) TYPEWING Commanders shall:

(a) Submit via e-mail to CNAFR (N3A) in December a list of SAUs

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under their cognizance that will require a CO fill within 15 months of the board.

(b) Consolidate all TYPEWING SAU CO application packages within their Wing and validate each for compliance with applicable guidelines and requirements.

(c) Submit via e-mail to CNAFR (N3A), 1 month before the board's convening date, a list of validated candidates along with any additional information requested.

(d) Deliver, 2 weeks before the board's convening date, all validated packages to CNAFR (N3A).

(7) Applicants shall:

(a) TYPEWING SAU CO applicants shall submit completed application packages to the respective Reserve Wing or CNAFR Program Manager (as delineated in convening message) 35 days before the board's convening date. Packages shall be routed via their unit CO and cognizant Echelon IV Command.

(b) CNATRA RCC, TRAWING RCC and CNATRA SAU CO applicants shall submit completed application packages to CNATRA Operational Support Officer (OSO) 35 days before the board's convening date.

(c) In the application, include enclosure (2) of this instruction and any additional requirements delineated in the National Reserve Aviation Command Selection Board message.

c. Community Guidelines

(1) RC Squadron CO/XO

(a) Normal tenure for a RC CO will be 15 months, and may be adjusted by plus or minus one month at the discretion of the respective Wing Commander. Tenure adjustments outside of the Wing Commander's window shall be forwarded to CNAFR (N00B) for approval.

(b) Officers who could attain a date of rank for Captain during the command tour are not normally eligible for command of RC Squadrons.

(2) TYPEWING SAU CO

(a) Normal tenure is 24 months and may be adjusted by plus or minus one month at the discretion of the respective Wing Commander. Tenure adjustments outside of the Wing Commander's window shall be forwarded to CNAFR (N00B) for approval.

(b) Shall be current in Type and Model and should have prior FRS/TRACOM Instructor experience.

(c) Shall be a Commander or selected for Commander and will not expect to attain a date of rank for Captain during the command tour.

(3) CNATRA SAU CO

(a) Normal tenure is 24 months.

(b) Should be current in Type, Model, and Series and have previous experience in the syllabus taught at the squadron to which the applicant is applying.

(c) Shall be a Commander or selected for Commander and will not expect to attain a date of rank for Captain during the command tour.

(4) TWRCC

(a) Normal tenure is 24 months.

(b) Should hold the rank of Commander. TWRCCs who obtain a date of rank for Captain must receive an individual waiver per the annual CNRF manpower policy guidance to remain in their paid billet through the end of the FY. Shall not be a Captain select prior to board application.

(c) Should have previous Training Command or FRS experience as an instructor.

(d) Shall have completed a previous Reserve Aviation Commander Command tour.

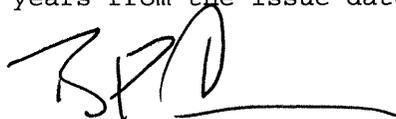
(5) CRCC

(a) Normal tenure is 24 months. Tenure adjustments shall be forwarded to CNAFR (N00B) for approval.

(b) Shall hold the rank of Captain prior to assuming command.

(c) Shall have completed a previous Reserve Aviation Commander Command tour.

5. Reports. Report of Board Proceeding, report symbol COMNAVAIRFORES 5420-1, will remain in effect for 3 years from the issue date of this instruction.



B. P. CUTCHEN
Deputy

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Electronic copy via COMNAVARESFOR Website
<http://navyreserve.navy.mil>

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BOARD PRECEPTS

From: (Convening Authority)
To: (Rank, full name), USNR, 123-45-6789/1XXX, (Board President)

Subj: PRECEPT FOR CONVENING FISCAL YEAR (FY) XX NATIONAL RESERVE AVIATION
COMMAND SELECTION BOARD

Ref: (a) BUPERSINST 1001.39F
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVAIRFORESINST 5400.7D
(d) DOD 1350.2 of 18 Aug 95 (Military Equal Opportunity)

End: (1) FY XX National Reserve Aviation Command Selection Board Membership
(2) Supplemental Guidance
(3) Report of Proceedings/Demographic Data

1. The screening and detailing board (hereafter referred to as "the board") consisting of you as the President and the officers listed in enclosure (1) of this letter, is ordered to convene at (command/location), at (time), (date) per references (a) through (d).

2. The function of the board is to select the best-qualified officer for TYPEWING SAU CO, CNATRA SAU CO, CNATRA RCC or Training Wing RCC leadership positions. Commander, Naval Air Force Reserve (CNAFR), supported Active Component TYPEWINGS, or CNATRA will furnish the names, applications, officer performance data, and the list of vacant billets to the board.

3. The board will carefully consider, without prejudice or partiality, the qualifications of each eligible officer. The board will consider each officer in confidence factor order and recommend for assignment the officers whom a majority of the members consider as the best qualified. Due consideration will be given to the needs of the Navy, the preference and qualifications of the officer, information provided by the gaining command, billet requirements, and mission of the unit.

4. Supplemental guidance for your deliberation, the oath that shall be administered to all recorders, support personnel, and members of the board is provided.

5. Once the President of the Board has signed the proceedings of the board, the results will be forwarded to CNAFR (N00) for endorsement and publication to all field activities. Select message will be released after notification has been made to all applicants that were not selected for command.

6. Immediately following the board's adjournment, the recorder will witness and observe the complete destruction of all records, materials, and notes of the board proceedings including, but not limited to, applications, work-sheets, photographs, fitness reports, Officer Summary Records (OSR), and Personnel Summary Records. The recorder will certify in writing, to the convening authority, compliance with action directed by this precept paragraph.

Signature of Convening Authority

FY XX NATIONAL RESERVE AVIATION COMMAND SELECTION BOARD MEMBERSHIP

VOTING MEMBERS

(RANK/NAME), USN, (Social Security Number (SSN)/DESIGNATOR)

RECORDER/SPONSOR

(RANK/NAME), USN, (SSN/DESIGNATOR)

ASSISTANT RECORDERS

(RANK/NAME), USN, (SSN/DESIGNATOR)

SUPPORT PERSONNEL

(RANK/RATE/NAME), USN, (SSN/DESIGNATOR)

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SUPPLEMENTAL GUIDANCE

1. Once the board has convened, the President of the board will administer the following oath to the recorder, assistant recorder, and support personnel:

"We, and each of us, do solemnly swear (or affirm) that we will keep a true record of the proceedings of the board, that we will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help us God."

The recorder will then administer the following oath or affirmation to the members of the board:

"We, and each of us, do solemnly swear (or affirm) that we will perform our duties as a member of the board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval Service, and that we will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help us God."

2. The Senior Member of the board has been appointed as the president and will perform the prescribed administrative duties. A board President has no authority to determine any matter that would constrain the board from recommending for appointment those officers deemed best qualified to meet the needs of the Navy Reserve.

3. Any board member who believes that they cannot, in good conscience, perform their duties as a member of the board, without prejudice or partiality, has a duty to request relief by the convening authority from such duty. Such a request will be honored. In addition, if any board member believes that the integrity of the board's proceedings has been adversely affected by improper influence of military or civilian personnel, misconduct of the board President, a member, or any other reason, that member has a duty to request relief from their obligation from the convening authority. Upon receiving relief from their obligation, the member must report the basis for their belief to the convening authority or higher authority.

4. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, sex, or national origin. Aggressive commitment to equal opportunity is critical. In evaluating the records of minority officers, the board should be aware that past discrimination might have operated to the disadvantage of these officers. Such discrimination may have manifested itself in fitness reports, assignment to nontraditional roles, or billets of lesser scope and importance. The aforementioned should not adversely influence the consideration for assignment.

5. The following instructions concerning communications and information apply to the board proceedings:

a. Each of you (President, members, recorders, and support personnel) is responsible for maintaining the integrity of this board and for fostering careful consideration, without prejudice, for every eligible officer.

SUPPLEMENTAL GUIDANCE Cont.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this board has been improperly affected.

c. You may not receive, initiate, nor participate in communications or discussions involving information precluded from consideration by this board. You are to base your recommendations on the material in each officer's military record and any information communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law or service regulation from consideration by a selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board.

6. The following instructions apply to board proceedings:

a. Each applicant's package will be grouped by competitive category. The reviewer will prepare a briefing to include the following highlights at a minimum: (1) Performance as recorded on fitness reports and Officer/Personnel Summary Records; (2) challenging active and inactive duty assignments (e.g., Commanding Officer, Executive Officer, Training Officer, Department Head); (3) significant annual training (e.g., boards, professional schools/courses, exercises); (4) personal awards/ decorations; (5) billet relevant education; and, (6) the contents of correspondence addressed to the board president (if applicable).

b. In your deliberations, your goal will be to select the best qualified officer to that billet which a majority of the board members consider the best match for the preference and qualifications of the officer, the mission of the unit, and the requirements of the gaining command and the billet. You will be guided by the requirements of references (a) through (c) as appropriate, and correspondence properly submitted to you by the applicant and the supported command.

c. Officers may be detailed to billets other than those specifically applied for subject to the needs of the service and travel/drilling limitations cited in their billet applications.

7. Once you have convened the board, any member who informs you of a potential conflict of interest (i.e., past or present business, family or marital relationship, etc.) may excuse him or herself. This excusal will apply to all actions (briefings, votes, and detailing) specifically associated with the application(s) cited by the board member.

8. The report of the board will be in writing and signed by each member and the recorder. The report will contain the names of the officers the board recommends for selection and the specific unit and position for which recommended. The report will certify that the board has complied with all

SUPPLEMENTAL GUIDANCE Cont.

instructions in the precept. Additionally, the report of the board will certify that the board carefully considered the case of each applicant whose name was furnished to the board, and that in the opinion of a majority of the members of the board, the officers recommended for selection by the board are best qualified to meet the needs of the Navy.

REPORT OF BOARD PROCEEDINGS (TEMPLATE)

From: (RANK, FULL NAME), USN, (SOCIAL SECURITY NUMBER/DESIGNATOR)

To: Commander, Naval Air Force Reserve

Subj: FISCAL YEAR (XX) NATIONAL RESERVE AVIATION COMMAND SELECTION BOARD
RESULTS (REPORT SYMBOL COMNAVAIRFORESFOR 5420-4)

Ref: (a) Board Precepts

Encl: (1) National RC TYPEWING SAU CO, CNATRA SAU CO, CNATRA RCC, TRAWING
RCC Selections

1. Per reference (a), the subject board met at (command/location), at
(time), (date). Enclosure (1) of this letter contains the results of these
deliberations.

2. We the undersigned board members, hereby certify that:

a. The board has complied with all instructions in the precept.

b. The board has carefully considered the case of each officer whose name
was furnished to this board as a billet applicant.

c. In the opinion of the majority of the members of this board, the
officers selected for assignment are the best qualified to meet the needs of
the Navy Reserve from among those officers whose names were furnished to this
board as billet applicants.

d. Confirmed National Reserve Aviation Command Selection Board results
for CNATRA SAU COs, TYPEWING SAU COs, CNATRA RCC, and TRAWING RCCs are
submitted in enclosure (1) of this letter.

3. The Board adjourned at (time) on (date).

(Name)
President

Member
(Signature block for each member)

Recorder

COMNAVAIRFORESINST 5400.7E
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COMMAND BILLET APPLICATION FORMAT

From: Applicant's Grade, Full Name, Social Security Number (SSN)/Designator
To: Cognizant Echelon IV Command
Via: Unit Commanding Officer

Subj: APPLICATION FOR (CNATRA RESERVE COMPONENT COMMANDER/TRAINING WING
RESERVE COMPONENT COMMANDER/SAU COMMANDING OFFICER) OF (UNIT NAME AND
LOCATION)

Ref: (a) Notice of Command/Billet Vacancies
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVAIRFORESINST 5400.7C
(d) SECNAVINST 5211.5E
(e) MILPERSMAN 5020140

Encl: (All applicable enclosures) to include Command Screen Letter

1. I am applying for assignment as (RC TYPEWING SAU CO/CNATRA SAU CO/CNATRA Reserve Component Commander or Training Wing Reserve Component Commander) of the following unit(s) announced in reference (a):

- a. (fill in unit name in order of preference)
- b. (fill in unit name in order of preference)

2. The following information is provided per references (a) through (e). Per reference (d), I understand that I am not required to submit the requested information protected by the Privacy Act of 1974. I also understand that authority to request this information is derived from Title 5, U.S. Code, Section 301 and failure to provide it could adversely affect my chances for selection.

- a. Current unit assignment and Navy Reserve activity.
- b. Home address, home/cell phone numbers and e-mail.
- c. Work address, work/cell phone numbers and e-mail.
- d. Description of current civilian responsibility and how much time member plans to devote to Navy Reserve duties.
- e. Results of latest Physical Readiness Test/body fat.

3. Enclosures (xx) through (xx) of this letter are submitted for consideration.

4. Remarks: Any pertinent information not covered in paragraphs 2 and 3 above.

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Enclosure (2)