



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
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CNATRAINST 3740.8M  
00R  
5 Aug 15

CNATRA INSTRUCTION 3740.8M

Subj: RESERVE FORCES INTEGRATION

Ref: (a) CNATRA/CNAR/COMNAVPERSCOM LOA of 12 Jun 02  
(b) CNAFRINST 5400.7F  
(c) CNATRA/4<sup>th</sup> MAW MOU of 1 Jun 10  
(d) CNATRA/NAVHOSP PCOLA Medical MOU of 10 Jun 08  
(e) CNATRA/NACHOSP CC Medical MOU of 20 May 08  
(f) COMNAVRESFORINST 5420.14A  
(g) SECNAVINST 5510.30B  
(h) Reserve Personnel Manual M-1001.5  
(i) OPNAVINST 3710.7U  
(j) CNATRA 1550.61B  
(k) DOD 5500.7-R  
(l) BUPERSINST 1610.10C  
(m) CNATRAINST 1650.10A  
(n) CNATRAINST 1650.11B  
(o) CNRFCINST 1650.11  
(p) CNRFCINST 1650.3A  
(q) CNATRAINST 3710.13G  
(r) CNAFRINST 3710.4H

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) Aviator Review Board Results, Sample Memo  
(9) Letter of Probation Sample

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 3740.8L

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, both 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 (7). 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 all references, this instruction, and the following:

(1) Be a board-selected O-6 SELRES officer per reference (b) 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 (c).

(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 FTS officer selected for O-6 or an O-6, to serve as the Special Assistant 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. Liaise with PERS-46 to achieve the best fit of FTS officers assigned to CNATRA FTS billets.

(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. LNO 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 or selected for O-6 SMCR officer.

(2) Report directly to the CRCC.

(3) Maintain overall cognizance of SMCR 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 SMCR personnel within CNATRA.

e. Assistant CNATRA OSO (ACOSO). The ACOSO shall carry out the duties delineated in all references 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), Training Air Wings Reserve Components (TWRC), Training Squadrons (TRARON), and Squadron Augment Units (SAUs) within the subject TRARON, as required. If scheduling and necessity permit, these inspections are to occur simultaneously with TRAWING and TRARON Standardization (STAN) Inspections initiated by CNATRA N7. The ACOSO is to serve as a member of the CNATRA Standardization Inspection Team.
- (6) Per reference (b), 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 all references and this instruction. In addition, they shall:

(1) Be an FTS First Class 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 Specialists 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 (d) and (e).

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 TRAWING CDR 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 (b).

(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 Education (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.

(10) Support their SAU CO's in the completion of Personnel Security Program (security clearances) and the Navy's urinalysis program.

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 an FTS officer selected for O-5 or promoted to 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 (f) 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 manager 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.

(7) Assure the quality and completeness of all Personnel Security Clearance matters, SELRES/SMCR completion of questionnaires, and the complete submission of all security clearance investigation requests and periodic reinvestigations as detailed in reference (g).

(8) Ensure the Navy's urinalysis program is properly administered for SELRES assigned to the TRAWING.

(9) Serve as liaison to the assigned NRA on all mobilization concerns.

(10) Attend OSO training as offered by CNRFC N7.

j. TRAWING Reserve Senior Marine (TWRSM) shall:

(1) Be a board selected SMCR and be designated as the TRAWING RSM by Commanding Officer, MATSG 42.

(2) The TWRSM is a position subordinate to the TRRCC.

(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 SMCRs within the TWRC is adhered to and that Marine Corps Reserve administrative requirements are met.

(9) Ensure that each SMCR 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 Specialist shall:

(1) Be an FTS Petty Officer.

(2) Maintain all RPN systems.

(3) Maintain all individual pay recorders/folders in accordance with reference (h).

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

(5) Per references (d) and (e), 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.

(6) 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 TWRC Operational Support Specialist will audit Combined Bachelor Housing (CBH) bill, annotate drill accountability and ensure drill musters are provided to their respective NOSC's for auditing and accountability.

(7) Assist the TWOSO, the NRA, and individual SELRES in the completion of the Personnel Security Program's questionnaire and associated signature forms.

1. 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). While not preferred, active duty officers may be used as RDH as manning constraints dictate.

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, selected for O-5 SELRES, or O-5 SMCR officer as selected under reference (b).

(2) Be designated the TRARON CO's Special Assistant for Reserve Affairs, and coded N00R. 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) Attend the Navy Reserve Unit Management (NRUM) course hosted by Naval Reserve Forces Command within 120 days of assuming command. Attend the CNATRA Reserve Component Prospective Commanding Officer Training Seminar (PCOTS).

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

(12) Ensure all assigned SELRES maintain mobilization readiness to include security clearance eligibility per reference (g).

(13) Ensure all assigned SELRES are subject to the Navy's urinalysis program.

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

(1) Be an FTS, active component, or SELRES officer on long term active duty recall.

(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.

(5) Ensure submissions of all NAVRES forms 1570/22 (drill chits) and Annual Training (AT), Active Duty for Training (ADT), and Inactive Duty Training-Travel (IDTT) order endorsements comply with reference (b).

(6) Attend the CNATRA Reserve Component PCOTS.

(7) Attend NRUM as workload, class quota, and travel funding permit.

(8) Support the TWOSO on the reporting and upkeep of all mobilization concerns to the NRA as assigned by the TWOSO.

o. All FTS officers assigned to TRARON billets 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.

(4) Attend PCOTS as workload, class quota, and travel funding permit.

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. All AT, ADT, and IDTT periods shall be scheduled to best meet the production demand as determined by the AC supported unit.

(2) Maintain full mobilization readiness or report diminished mobilization readiness to their SAU CO, SAU RDH, and TW OSO.

(3) 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 annual AT and extended ADT periods at the beginning of the fiscal year.

(4) 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.

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

(6) Attain a "good year" per reference (h). Each SELRES shall complete a minimum of 40 inactive duty periods and at least 12 days of active duty per anniversary year. Enclosure (2) of this instruction further discusses participation requirements.

(7) Contribute a minimum of 60 production-days to the squadron's student production mission. This 60 day minimum may be decreased due to student loading, aircraft availability constraints at the TWRCC's discretion and also due to reduced discretionary funding.

(8) Comply with all flight time minima as detailed in reference (i).

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).

  
D. M. EDGECOMB  
Chief of Staff

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CNATRAINST 3740.8M  
00R  
20 Jun 16

CNATRA INSTRUCTION 3740.8M CHANGE TRANSMITTAL 1

Subj: RESERVE FORCES INTERGRATION

Encl: (1) Revised Enclosure (1)

1. Purpose. To revise and clarify policy for SELRES/SMCR personnel for avoidance of conflicts of interest between civilian employment and military duties.
2. Action. Remove enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

  
D. M. EDGECOMB  
Chief of Staff

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ADMINISTRATIVE PROCEDURES

1. Compliance Reviews

a. Training Air Wing Reserve Components (TWRs) and Squadron Augment Units (SAUs) compliance with this instruction shall be reviewed, whenever possible, in conjunction with the CNATRA Standardization inspections per reference (j) and through utilization of CNATRA Notice 3740.1.

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

c. Each TWR shall convene a semi-annual Aviator Review Board (ARB) to review individual SELRES compliance with the participation requirements outlined in this instruction and the flight minimums outlined in reference (i). 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 if SMCRs are assigned. TRAWING Flight Surgeon participation is recommended. The TW RCC will report the results of the aviator review board to the CNATRA RCC via enclosure (8). 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 (enclosure (9)) 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

a. Once SELRES receive CNRFC generated 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:

(1) CNATRA Reserve Component Commander (CRCC) and Flight Surgeon to CNATRA.

(2) TWRCC to their respective TRAWING.

(3) SAU COs and Instructor Pilots/NFOs to their respective TRARONS.

b. The junior most commanders shall be assigned to the SAU non-CO commander billets. Commanders assigned to billets designated "1312I" or "1312J" shall be on an over grade waiver per paragraph 8 of this enclosure.

4. SMCR Orders. Once SMCR 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.

Enclosure (1)

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: The effect on a SELRES by failure of selection to O-4 shall be per service secretary guidance. Involuntary discharges for Navy Reserve officers on Inactive Duty are governed by 10, U.S.C. and SECNAVINST 1920.6C and are directed by NAVPERSCOM (PERS-911).

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. There are two types of waivers: Programmed Over Grade Waivers and Special Waivers. The waiver process will be managed by the CNATRA OSO and will commence each year once the Apply results are announced. The waiver approval process shall be completed by November 1<sup>st</sup> of each year.

a. Programmed Over Grade Waivers. The principle purpose of Over Grade Waivers is to retain SELRES O-5s that are in zone to compete for SAU CO in CNATRA billets but for who a commander billet (1312H) is unavailable. By definition each individual applying for a Programmed Over Grade 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.

Enclosure (1)

b. Special Waivers: In the event SELRES accessions are insufficient to fill empty RC billets, additional over grade and Twice FOS'ed (to O-5) Waivers may be necessary to meet AC production demand. These shall be referred to as Special Waivers.

(1) Additional Overgrade Waivers. The principle purpose of this class of over grade 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.

(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 Component 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 section 1301-010 of reference (h), 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 CDR, to the CRCC.

Enclosure (1)

(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. Nominal 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 any awarded APPLY billet start date.

(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 CDR 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:

Enclosure (1)

a. All reservists will sign a Page 13 entry or submit a statement with their selection board application stating they have read and understand the conflict of interest/ethics policies contained in reference (k) sections 5-408, 2-303, 5-404d, 1-416; reference (l), and enclosure (1) section 9 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. Reservists shall not be assigned to duties in which they will obtain information that they or their private employers may use to gain unfair advantage over competitors.

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

(1) While on active duty orders (AT, ADT, ADSW, Recall, Mobilization), the primary and prioritized responsibility of every SELRES/SMCR is the execution of military responsibilities. SELRES/SMCR shall not work for their civilian employer if to do so would require physical separation from assigned military organization or would interfere, or cause the appearance of interference, with the performance of military duties. Examples: A reservist flying commercial airline trips when not scheduled by the Squadron/Wing, or a person serving as a contract simulator instructor after completing his "normal" Navy day. These types of actions may be perceived by the taxpayers as inappropriate performance of civilian duties while in a military status. Alternatively, a person whose civilian employment is as an accountant may perform work, so long as it's done while in a liberty status and it does not otherwise interfere with performance of military duties. Any SELRES/SMCR contemplating performance of civilian employment activities while on active duty orders is to inform and receive authorization from the chain of command, consistent with these rules.

(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

Enclosure (1)

and then work as a simulator instructor any time 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. Personal 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, or FTS personnel will be routed via their active duty chain of command and will comply with the CNATRA Awards Program as found in reference (m).

(1) CNATRA will be the final approval authority for end of tour awards for the TWRCC, SAU CO, and OSO. CNATRA N1 must be in receipt of these awards 60 days prior to desired presentation date.

(2) TRAWING nominees for the Reserve Officer Association's Outstanding Junior Officer of the Year and for the Association of the U. S. Navy's Junior Officer of the Year award may be nominated by the TRAWING Commander for receipt of a CNATRA-level Navy and Marine Corps Commendation Medal based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

b. Annual Awards include four individual awards and one unit award. Each Training Air Wing Reserve Component shall nominate one officer/unit and send Navy correspondence announcing this nomination to CNATRA N00R. Nominations for these awards are due to the CNATRA OSO by February 15th of each year or as modified by changes to references (n), (o), and (p).

(1) CNATRA Reserve Component personnel may be nominated for four annual individual awards. All award nominations shall conform to standard Navy correspondence rules. All award nominations shall have an endorsement signed by the TRAWING CDR. These annual individual awards cover the preceding calendar year, not fiscal year, and include:

Enclosure (1)

(a) The CNATRA Reserve Instructor Pilot of the Year. This is awarded by CNATRA. Details for this award's nomination are found in reference (n).

(b) The Reserve Officer Association's Outstanding Junior Officer of the Year. CNATRA will pick the best nominee and forward an endorsement along with the nomination's correspondence to Commander, Naval Reserve Forces Command. Detailed information including a sample nomination letter can be found in reference (o), enclosure (6), and via message traffic sent by Commander, Naval Reserve Forces.

(c) The Association of the United States Navy Junior Officer of the Year (SELRES). CNATRA will pick the best nominee and forward an endorsement along with the nomination's correspondence to Commander, Naval Reserve Forces Command. Detailed information including a sample nomination letter can be found in reference (p), enclosure (7), and via message traffic sent by Commander, Naval Reserve Forces.

(d) The Association of the United States Navy Junior Officer of the Year (FTS). CNATRA will pick the best nominee and forward an endorsement along with the nomination's correspondence to Commander, Naval Reserve Forces Command. Detailed information including a sample nomination letter can be found in reference (v), enclosure (7), and via message traffic sent by Commander, Naval Reserve Forces.

(2) CNATRA SAUs may be nominated for the CNATRA Squadron Augment Unit of the Year award. Each SAU CO may submit their SAU for nomination in accordance with reference (r). Each TRAWING CDR may submit no more than one SAU of the Year nominee to CNATRA. CNATRA will pick the winner during the annual awards selection board. Refer to reference (n) for detailed information. Also refer to an annual CNATRA NOTE 3740.2 updating the SAU of the Year Award Matrix found in reference (n) as it seeks to include emergent conditions.

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 RC personnel assigned.

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

c. Be issuing authority for all aviation qualifications and designations for assigned RC 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. Operational support shall be employed and measured by a combination of drill periods and active duty orders.

(1) Drill Period. Per reference (h), a drill period shall be authorized on the NAVRES Form 1570/22 prior to commencement of that period (for USN SELRES). The 1570/22 must be generated by NSIPS or Enhanced Drill Management (EDM) and shall not be hand written. SMCRs shall have their drill periods authorized as directed by their USMCR chain of command. Reference (h) provides policy on drill period authorization, reporting, duration, pre-period travel, and a host of other concerns. CNATRA FTS and SELRES officers shall have knowledge of this reference and shall conform to it in its entirety.

(2) Active Duty orders. All active duty support will occur through the approval of active duty orders. These orders shall be written and approved through the Navy Reserve Order Writing System (NROWS) and all associated travel shall be planned and approved through the Defense Travel System (DTS) unless the duration of the orders or the sequential combination of different order types prohibits DTS use.

b. Operational Support Minima.

(1) Each SELRES/SMCR affiliated as of October first shall contribute a minimum of 60 production-days to the squadron's student production mission. This 60 day minimum may be decreased by the TWRCC due to student loading or aircraft availability constraints and also due to reduced discretionary funding. In this case, each SELRES/SCMR shall attain a "good year," per reference (h), through completion of no less than 40 inactive duty periods and at least 12 days of active duty per anniversary year and per fiscal year.

(2) New accessions that affiliate after October first shall have prorated minimums on a 4 drill period per month ratio. Prorated annual training minima shall be in accordance with reference (h) and fiscal year specific discretionary funding planning policy. Historically, new accessions who join after May first have not been required to complete annual training.

(3) 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).

c. A TWRC Production Report, CNATRA 3740/6, shall be submitted to CNATRA (NOR11) by the 5<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 (i) 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. Aviator Selection Boards (ASBs) will be announced via standard Navy message traffic. This message will include an application deadline and any emergent requirements to an applicant's application letter. Applications that arrive to the respective Wing RC after this due date or packages that are incomplete shall NOT be considered.

b. Upon receipt of the application package, the TWRCC shall acknowledge such receipt to the applicant through email or telephone. The TWRCC may direct the TWOSO to transmit receipt notification.

(1) 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 TW RCC (or TWOSO) of the Wing to which they are applying. One complete application package is due to each wing to which an applicant applies.

c. All O-5 applicants that require a full IUT syllabus per reference (q) shall only be eligible if their O-5 date of rank permits time to complete the IUT plus three years' service in the SAU before their estimated FY for in zone promotion to O-6.

d. The TWOSO/MATSG 42 Operations Officer will enter all applicant information onto the respective ASB's roster posted to the Sharepoint Web Application by 3 days after the ASB application deadline.

e. Each TWRCC shall brief their TRAWING CDR on all applicants to that wing's RC prior to the selection board.

f. Navy ASB applicants must be able to affiliate with their SAU within 180 days after the Navy ASB convening date. Proof of resignation request with command endorsement is a required enclosure to their application letter.

2. Navy ASB procedures

a. General

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

(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. A billet with an incumbent on any type of waiver or with a retirement request is considered an available billet.

(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 ranked O-6 or higher. He is to serve as the chairman and a voting member of the board.

(b) All five TRAWING CDRs or designated representatives ranked O-5 or higher.

(c) COSO or a designated alternate ranked O-5 or higher.

Enclosure (3)

(d) The Commanding Officer, MATSG 42 or an alternate designated by the CO, MATSG-42 who is ranked O-5 or higher.

(e) USMC representative ranked O-4 or higher and designated by Commanding Officer, MATSG 42.

(f) Any other member invited at the discretion of the CRCC shall have a minimum rank of O-6.

(2) The ACOSO or a designee, who is a member of the FTS community or AC, by designation 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 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. Each board member, to include the chairman, shall have one vote a piece.

c. Board Conduct

(1) The board shall be convened by the head recorder on behalf of the convening authority.

(2) Each TWOSO shall:

(a) Ensure all billets available are identified by RUAD and RBSC and communicated to the ASB. The COSO may provide a consolidated billet availability report on behalf of all TWOSOs.

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

Enclosure (3)

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

(d) Ensure eligible applications are prepared adequately and that any additional information, summarization matrix, or presentation required is completed prior to the board.

(e) Provide a delineated application summary to the CAOSO 10 business days prior to the board convene date.

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

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

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 letter per 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 on form NAVPERS 1070/884 IAW MILPERSMAN 1070-180.

(f) For applicants on active duty, a copy of the applicant's resignation request and command's endorsement as

Enclosure (3)

common to standard Navy correspondence or other service equivalent.

(g) Statements documenting that:

1. The applicant has reviewed reference (k) sections 5-408, 2-303, 5-404d, and 1-416; reference (l) 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. A statement that the applicant, in the past 10 years, has not received a felony conviction, felony or misdemeanor drug use conviction, or felony or misdemeanor conviction for driving under the influence of alcohol or narcotics.

(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 to vacant billets within and between TWRCs. 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.

Enclosure (3)

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 (c).

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

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

e. MASB results will be published via MARADMIN.

CNATRAINST 3740.8M  
5 Aug 15

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) CNATRAINST 3740.8M

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.

F. M. SURNAME

Copy to:  
CNRFC N1  
PERS CTO

Enclosure (4)

CNATRAINST 3740.8M  
5 Aug 15

SAMPLE USN SELRES AVIATOR SELECTION BOARD (ASB) APPLICATION

DATE

From: LT John P. Jones, USN, 123-45-6789/131X  
To: Commander, Training Air Wing (NUMERAL) (N00R)  
Commander, Training Air Wing (NUMERAL) (N00R)

Subj: APPLICATION FOR CNATRA AVIATOR SELECTION BOARD CONVENING  
DD MON YYYY

Ref: (a) CNATRAINST 3740.8M  
(b) DOD 5500.7R  
(c) BUPERSINST 1001.39F

Encl: (1) Copy of Cover/OSR/PSR (PDF format for online PSR) or  
Master Brief Sheet for USMC  
(2) Copies of annual fitness reports covering last five  
years  
(3) Flight Surgeon Memo (or Current Naval Medical  
Clearance)  
(4) Current full length official Officer Photograph  
(5) Resignation request and command endorsement (active  
duty applicants only)  
(6) Letter of Recommendation from...  
(7) Other concerns as required/available...

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

2. The following information is submitted:

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

(1) TRAWING TWRC (NUMERAL), T-##X

(2) TRAWING TWRC (NUMERAL), T-##Y

b. Personal information:

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

Enclosure (5)

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

c. Summary of civilian job activity:

d. Military information:

(1) YG/DOR: YY/MMDDYY

(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 section 10 of reference (a), reference (b) sections 5-408, 2-303, 5-404d, 1-416; and reference (c) section 1010, 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. In the past 10 years, I have not received a felony conviction, a felony or misdemeanor conviction for the use, possession, distribution, or sale of narcotics, or a felony or misdemeanor conviction for driving under the influence of alcohol or narcotics.

6. I fully expect to pass a background investigation to determine security clearance eligibility per reference (s).

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

(Signature)  
FIRST M. SURNAME

Enclosure (5)

CNATRAINST 3740.8M  
5 Aug 15

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  
  
Encl: (1) Full-length photograph in service khaki

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

NOTE: The justification should not exceed 2 pages.

Enclosure (6)

CNATRAINST 3740.8M  
5 Aug 15

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  
(2) Chief of Naval Air Training

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

Ref: (a) COMNAVRESFORCOMINST 1650.3A

Encl: (1) Full Length 5" x 7" color photo in Service Khaki  
Uniform

1. Per reference (a), (Rank First, M, Surname) is nominated for  
the 20XX Association of the United States Navy Junior Officer of  
the Year award.

2. Complete information of member nominated:

- a. Name: (First M. Surname)
- b. Designator:
- c. Home mailing address:
- d. Home and work phone:
- e. Home and work E-mail addresses:
- f. Date of rank:
- g. Current unit affiliation with address:
- h. Date received into current unit:
- i. Number of months at unit/command:
- j. Assignment history: (list previous commands, both  
active and reserve, in chronological order)

Enclosure (7)

k. Awards received during nomination period (significant civilian awards may be included):

3. Utilizing the following format, write a brief synopsis justifying selection (limit to two typewritten pages).

a. Significant military achievements within the past year that warrant selection. If applicable, emphasize contributions to overseas contingency operations.

b. AT/ADT/ADSW completed during nomination timeline. If applicable, emphasize impact on unit mission and impact on supported command.

c. Civilian experience/achievements (licenses and certification common to certain professions).

d. Community involvement.

4. If you have any questions, please contact (member's Navy Reserve Unit/Activity) at (phone number).

F. M. SURNAME

Enclosure (7)

CNATRAINST 3740.8M  
5 Aug 15

MEMORANDUM

DD Mmm YY

From: Training Air Wing (Number) Operational Support Officer  
To: Commander, Training Air Wing (Number)

Subj: SUMMARY OF AVIATION REVIEW BOARD FOR TW-# RCC (or VT-##  
SAU)

Ref: (a) CNATRAINST 3740.8M  
(b) OPNAVINST 3710.7U

Encl: (1) Wingstats SAU Group Flight Time Summary Report  
(2) TW RC Production Report

1. Per reference (a), an Aviator Review Board was conducted on (date). CDR Surname1, CDR Surname2, (et cetera) were board members.

2. The board reviewed enclosures (1) and (2) and evaluated the SELRES listed on these reports for compliance with the participation requirements stated in reference (a) and with the semi-annual flight time requirements stated in reference (b). SELRES personnel whose participation is affected by pending retirements, mid-year or late year affiliation, mobilizations, and other approved absences were assigned pro-rated minima.

3. As a result of the board's deliberations, the SELRES listed below were issued letters of probation for not having met semi-annual flight time minima as required by reference (b) and/or were reminded of the annual production requirement.

a. SELRES #1

b. SEPRES #2

c. SELRES #3

(Signed)  
I. M. TWOSO

Enclosure (8)

CNATRAINST 3740.8M  
5 Aug 15

MEMORANDUM

DD Mmm YY

From: Training Air Wing (Number) Reserve Component Commander  
To: Commander, Training Air Wing (Number)

Subj: NOTICE OF PROBATION ICO (RANK SURNAME)

Ref: (a) CNATRAINST 3740.8M  
(b) OPNAVINST 3710.7U

1. An Aviator Review Board was held on (date) in accordance with reference (a). During review of pertinent flight time and reserve component participation records, it is determined that you have failed to fulfill your obligatory flight time and/or reserve participation as required in references (a) and (b).

2. Per reference (a), this letter is a notification of record that you have been placed in a probationary status. The cause(s) of this probation are your failure to meet (semi-annual/annual) flight time minima per reference (b) and/or failure to participate in accordance with reference (a).

2. In order to be removed from this probationary status, you must increase your participation so that (semi-annual/annual) flight time minima as defined in reference (b) are fulfilled while meeting the required amount of production as required by reference (a). Failure to do so prior to the next semi-annual aviator review board is cause for removal from the CNATRA Reserve Component.

(Signed)  
I. M. TWOSO

Enclosure (9)