



DEPARTMENT OF THE NAVY  
COMMANDER NAVAL RESERVE FORCES COMMAND  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5100

Canc frp: Jul 04  
IN REPLY REFER TO:  
COMNAVRESFORCOMNOTE 5400

NI 4 JAN 2004

COMNAVRESFORCOM NOTICE 5400

Subj: FISCAL YEAR 2005 (FY05) NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)  
NONCOMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39D  
(b) COMNAVRESFORINST 1001.5D  
(c) JAGINST 1301.2B  
(d) SECNAVINST 1401.3  
(e) OPNAVINST 5354.1E  
(f) DoDD 1350.2  
(g) SECNAVINST 5211.5D  
(h) OPNAVINST 1000.16J

Encl: (1) Plan of Action and Milestones Schedule  
(2) Sample Board Precept  
(3) Board Membership Guidelines (Sample)  
(4) Supplemental Information Letter (Sample)

1. Purpose. To establish standardized procedures for the selection of Naval Reserve Officers to command and senior officer (O6/O5) noncommand billets in Naval Reserve Forces Command (NAVRESFORCOM) units via the Screening and Assignment (APPLY) Board to be held 9-25 June 2004 in Millington, Tennessee.

2. Background. Screening and assigning our best-qualified officers to senior leadership and management positions is vital. This can be achieved best through a consistent and equitable process that promotes credibility with resource sponsors, major claimants, supported activities, and the Drilling Reserve community. Enclosures (1) through (4) of this notice are provided for your information.

3. Scope

a. This notice supplements officer assignment policies issued by references (a) and (b) and contains pertinent guidance for screening and assigning Reserve Officers to command billets and Senior Officer (O6/O5) noncommand billets within the COMNAVRESFORCOM claimancy.

b. Judge Advocate General (JAG) officers are governed by a Professional Qualification Screening Board (PQSB), which is convened per reference (c). JAG Corps candidates should use the application procedures outlined herein and adhere to additional instructions per reference (c).

c. Due to the scheduling of the FY05 board, the results of the FY05 CAPT and CDR Line and Staff Selection Board results may not be available. Therefore, all officers will only be permitted to apply for billets in their current paygrade.

d. All officers are encouraged to routinely visit the APPLY web page (<https://reserves.navy.mil>) for updated information regarding their community and changes to the billet file. When appropriate, email will be used to communicate with applicants on individual and community related information.

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e. All Reserve echelon IV and above commanders may select their Reserve Deputies for Mission Effectiveness (DME). The respective community will select all other staff positions during the normal selection board process. Local selections for the DME position must be made in advance of the National Board and selection results forwarded to COMNAVRESFORCOM (N12) by 1 June 2004.

f. Officers applying for Navy Emergency Preparedness Liaison Officer (NEPLO) billets are authorized to apply for other non-NEPLO billets. The panel to consider officers for NEPLO billets will meet from 9-11 June 2004. A primary and up to four alternates will be selected for each NEPLO position. If an officer is selected for a NEPLO position, and the NEPLO billet was the officer's primary selection or the officer did not include any command billet choices on their dreamsheets, the officer will be detailed to the NEPLO billet. If a NEPLO billet was not the officer's primary choice and the officer indicated command billets on their dreamsheets, the officer's name will be forwarded to the respective community panel for consideration for command billets. If the officer is subsequently selected for a command billet, the first alternate for the NEPLO billet will tentatively backfill the NEPLO selection. The alternate will also be reviewed by their community panel for command billets. There are general and specific requirements that individuals applying for NEPLO billets must meet. These requirements are located on the COMNAVRESFORCOM (N12) website at <https://reserves.navy.mil> in the billet comments section.

g. Officers currently serving in noncommand billets may apply for NEPLO and command billets before the end of their current assignment or if they have been promoted above the paygrade of their current billet during FY04 (this is community policy dependent). In all other situations, officers are ineligible to apply for a noncommand billet before completing a full tour in their current assignment. A full tour is defined as follows:

(1) Command: Two years (Volunteer Training Unit (VTU) exempt).

(2) Noncommand: Three years (VTU exempt). Two years for Programs 16 (CRYPTO) and 17 (INTEL).

h. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from COMNAVRESFORCOM before the board's convening date. Modifications will be published on the APPLY web page.

i. A stable billet base with accurate billet descriptions greatly enhances the entire process. For this reason, billet extension requests should be initiated early (JAN-FEB timeframe). Projected Rotation Date (PRD) corrections should be accomplished prior to 31 January 2004.

#### 4. Action

##### a. COMNAVRESFORCOM

(1) Act as the convening authority for the Screening and Assignment Board per the schedule in enclosure (1) of this notice.

(2) Appoint a Naval Reserve flag officer to serve as President of the FY05 Screening and Assignment Board.

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(3) Appoint the membership of the Screening and Assignment Board, including voting members, recorders, and assistant recorders per references (d) through (h).

(4) Liaise with Navy Personnel Command (NAVPERSCOM) in the scheduling, coordinating, and executing the board.

(5) Advertise billet vacancies to the Naval Reserve Force.

(6) Provide board precept in the format of enclosure (2) of this notice.

(7) Post the APPLY Program by 28 January 2004 on the web for on-line registration and submission of billet application packages for the board. A link will be available on COMNAVRESFORCOM (N12) web page at <https://reserves.navy.mil>.

(8) Receive and log supplemental information. Correspondence received or faxed after 2 June 2004 will be processed on an as received basis and cannot be guaranteed to be processed in time for board consideration. A link will be available at <https://reserves.navy.mil> to confirm packages received.

(9) If end-strength dictates, identify and remove from consideration officers who are multi-FOS (Failed of Selection) for promotion. Take appropriate action to notify any such applicants.

(10) Remove from consideration officers identified in paragraph 3e above who are selected for appointment to DME billets, and billets within the Commander, Naval Air Force Reserve claimancy.

(11) Approve/disapprove all billet extensions and PRD adjustments, not later than 15 April 2004. The board will not consider officers approved for billet extensions and their billet will be removed from the vacancy billet list. Billet extension/PRD adjustment requests are due to COMNAVRESFORCOM (N12) by 1 April 2004. Requests received after this date will not be considered.

(12) Ensure the contents of applications are released to only board support staff and members. Ensure strict compliance with the Privacy Act requirements of reference (g).

(13) Approve the recommendations of the Screening and Assignment Board, including:

(a) Approval of the nominations for appointment to command, noncommand, and NEPLO billets.

(b) Resolution of grade, designator, Naval Officer Billet Code (NOBC), and tenure waiver requests.

(14) Conduct other actions per references (a) and (b).

b. Active Navy supported activities may:

(1) Through Operational Support Officers (OSO), if applicable, provide supported activity comments directly into the APPLY Program

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Administrative Module for review by COMNAVRESFORCOM (N12). This profile amplifies supported activity expectations and aids in placing the right Reservist in the right billet. However, it will not supersede the requirements already placed on the billet. Supported activity comments should state general guidelines and/or specific professional skills or qualifications that the applicant needs to know before applying for the billet as well as any unique drilling requirements. OSOs should update all billet comments, not merely the ones filled by officers with FY04 PRDs. This section may not be used to nominate specific officers or to add or modify NOBC requirements. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (h). Accurate Reserve Functional Assignment Substitution (RFAS) codes are essential for determining applicant eligibility for advertised billets. RFAS changes must be submitted to COMNAVRESFORCOM (N13) by 28 January 2004.

(2) All third party correspondence that endorse a particular officer for a billet must be submitted to the board president via the subject officer.

(3) Ensure the Commanding Officer (CO) billet is correctly identified.

c. Echelon IV commanders will:

(1) Verify that PRDs of command and senior officer (O6/O5) noncommand billets are correct in Reserve Headquarters System (RHS) per the schedule in enclosure (1). The national billet advertisement will be based on RHS data.

(2) Provide widest possible distribution of this notice and information pertaining to the board process.

(3) Designate an individual, usually the Region's or Air Station's Manpower Officer as the regional representative to answer questions about the application process and the usage of the APPLY Program.

d. President, Screening and Assignment Board will:

(1) Oversee board administration and logistics with COMNAVRESFORCOM.

(2) Conduct and report board proceedings per enclosure (2) of this notice (COMNAVRESFORCOM 5320-5 refers).

(3) Ensure strict compliance with the Privacy Act requirements of reference (g). Ensure complete destruction of records, materials, and notes of board.

(4) Fill unadvertised billets vacated by members selected for CO or NEPLO billets.

e. Echelon V COs will:

(1) Ensure PRDs are correct in Navy Standard Integrated Personnel System (NSIPS) and CO billets are correctly identified by a "K" code in the Reserve Billet Sequence Code (RBSC) on the Reserve Unit Assignment Document (RUAD).

(2) Ensure APPLY Program and schedule are widely advertised (vacant billets are listed in the APPLY Program).

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(3) Support the preparation and submission of web applications and, if necessary, provide supplemental information letters to the President of the Board, in the format of enclosure (4), per the schedule in enclosure (1).

f. Echelon VI COs will:

(1) Verify NSIPS data (PRDs) for all CO and O5/O6 billets in their unit.

(2) Mentor junior officers, explain the application process and review/screen junior officer applications.

(3) Encourage eligible officers not applying for billets to apply for board membership and support requirements not later than 15 March 2004.

g. Reserve officers will:

(1) Complete on-line registration via the APPLY Program by 30 April 2004. Registration is required by this date to ensure NAVPERSCOM (Pers-32) has adequate time to compile applicant official records to screen for fitness report continuity and compilation for the National Board. Applicants are strongly encouraged to complete the History of Assignments field, as this data assists the board in assigning billets.

(2) Submit a completed final billet selection via the APPLY Program by 18 May 2004. Members should review their OSR/PSR for completeness at least 4 months prior to the start of the board.

(3) Submit correspondence to the Board President, using the format in enclosure (4). Ensure all correspondence is properly identified. If not already included in the basic document, provide name and SSN on every page, preferably at the bottom of each page. Supplemental correspondence should be mailed to President, FY05 Reserve Command and Senior Officer Noncommand Selection Board, Naval Personnel Command, 5720 Integrity Drive, Millington, TN 38054 or faxed (901) 874-2746.

(4) Provide nonpay preference (VTU/IRR) and location to their parent activity by 31 July 2004, if not selected to a pay billet.

(5) Accept or decline their board selected billet at <https://reserves.navy.mil> not later than 31 July 2004. If an officer is selected for a billet by board action and refuses the billet, the officer will be subject to FY05 manpower guidance to determine if he/she will remain in a pay status. Selectees must be available for billet assignment not later than 31 December 2004 or the billet will be forfeited and filled via the Alternate Candidate List (ACL). Billets for selectees involuntarily mobilized will be held until the members return. Some billets may be interim filled until the return of the mobilized member. However, if the member voluntarily extends mobilization beyond the initial 12 months, their extension will be considered a forfeiture of their billet.

(6) Submit applications for board membership to COMNAVRESFORCOM (N12) by 1 April 2004 via the web at <https://reserves.navy.mil> if interested in participating and not eligible for any billets being considered by the board. Diverse membership is desired to represent the demographics and range of expertise within all communities and to develop and expand the experience base of our officer corps with board procedures.

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5. Reports. The requirement to submit the FY Billet Selection and Screening results contained above has been assigned report control symbol COMNAVRESFORCOM 5320-5. This report will be reviewed for continuance in October 2005.

6. Cancellation Contingency. This notice remains in effect until superseded by another COMNAVRESFORCOMNOTE 5400 bearing the same subject.



J. P. DEBBOUT

Distribution: (COMNAVRESFORINST 5218.2C)

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Copy to:

All SELRES Flag Officers

Stocked: COMNAVRESFOR (N01A)

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## PLAN OF ACTION AND MILESTONES SCHEDULE

<u>2003</u>	DESCRIPTION
5 December	APPLY Database available on-line for OSO/Echelon IV comments.
22 December	COMNAVRESFORCOM (N12) releases message requesting board membership and support.
22 December	COMNAVRESFORCOM (N12) begins accepting board membership applications ( <a href="https://reserves.navy.mil">https://reserves.navy.mil</a> ).
<u>2004</u>	
28 January	Deadline for Echelon IV N1s to submit CO billet data (RUIC/RBSC/AUIC) to COMNAVRESFORCOM (N12) (details provided under separate cover).
28 January	OSOs complete billet comment input.
28 January	COMNAVRESFORCOM (N12) post Vacancy Manager and APPLY Program on the web for registration ( <a href="https://reserves.navy.mil/">https://reserves.navy.mil/</a> ).
15 March	Board membership and board support application packages due to COMNAVRESFORCOM (N12) (apply at <a href="https://reserves.navy.mil">https://reserves.navy.mil</a> ).
1 April	Deadline to submit PRD extension requests.
1 April	COMNAVRESFORCOM (N00) appoints board flag officers and appoints board members.
1 April	Board flag officers, board members and support personnel notified of selection by COMNAVRESFORCOM (N12).
30 April	Deadline for Echelon IV (N1s) to update final billet extensions/ PRD adjustments via RHS.
30 April	On-line registration cut-off for APPLY program.
18 May	Final day for officers to update their on-line billet applications.
1 June	Echelon IV commands submit name of DME selections for removal from APPLY.
2 June	Recorders report.
2 June	Final day for supplemental package submissions to the President of the Board.
9 June	FY05 board convenes for NEPLO Panel.
14 June	FY05 board convenes (board member indoctrination).
14 June	Board membership posted on web.
25 June	FY05 board concludes (estimated date).

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2004	DESCRIPTION
11 July	FY05 board results released by COMNAVRESFORCOM (N00).
31 July	Final day for board selectees to accept or decline their board selected billet.
15 August	Echelon IV cuts orders.
15 October	Echelon IV ensures PRDs are entered in NSIPS.

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## SAMPLE BOARD PRECEPT

From: Commander, Naval Reserve Forces Command (Convening Authority)  
To: Rank, Full Name, USNR, 000-00-0000/1XXX (Board President assigned by  
Commander, Naval Reserve Forces Command)

Subj: PRECEPT CONVENING FISCAL YEAR 2005 (FY05) NATIONAL COMMAND AND  
SENIOR OFFICER (CAPTAIN/COMMANDER) NONCOMMAND SCREENING AND ASSIGNMENT  
BOARD

Ref: (a) BUPERSINST 1001.39D  
(b) COMNAVRESFORINST 1001.5E  
(c) COMNAVRESFORCOMNOTE 5400  
(d) JAGINST 1301.2B  
(e) DoDD 1350.2

Encl: (1) FY05 National Command and Senior Officer (O5/O6) Noncommand  
Screening and Assignment Board Membership  
(2) Selection Board Guidance  
(3) Report of Proceedings

1. The Screening and Assignment Board (herein after referred to as "the Board"), consisting of you as President and the officers listed in enclosure (1), is ordered to convene at (command/location), at (time), (date) per references (a) through (e). The board shall proceed under the guidance provided in enclosure (2).
2. The board will recommend the best-qualified officers for appointment to National Command and Senior Officer (O6/O5) Noncommand billets. The names, applications, officer performance data, and the list of vacant billets will be furnished to you when the board convenes.
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 the best qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the officer, billet requirements, supported activity provided information and the mission of the unit. If an officer receiving a lower confidence factor better meets the billet qualifications than an officer receiving a higher confidence factor, then the officer who received the lower confidence factor will be detailed to that billet. The "best qualified" standard will be applied uniformly to each eligible officer, with priority consideration afforded those eligible officers whose prior experience includes successful service in challenging leadership positions.
4. Supplemental guidance for your deliberations, as well as the oath that will be administered to all recorders, support personnel, and members of the board, is provided in enclosure (2).
5. You will report the results of your deliberations, including your recommendations for billet assignments and an Alternate Candidate List (ACL) in the format of enclosure (3). You are cautioned that the results of the board remain guarded and no public or private release of billet assignment information is authorized until approved by me.

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Enclosure (2)

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Subj: PRECEPT CONVENING A FISCAL YEAR 2005 (FY05) NATIONAL COMMAND, AND  
SENIOR OFFICER (CAPTAIN/COMMANDER) NONCOMMAND SCREENING AND ASSIGNMENT  
BOARD

6. Immediately following board adjournment, the recorder will witness and observe the complete destruction of all records, materials, and notes of board proceedings, including, but not limited to, applications, worksheets, fitness reports, and officer personnel summary records. Application worksheets for officers placed on the alternate candidate list may be withheld from destruction until 30 September 2005.

SIGNATURE

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FY05 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)  
NONCOMMAND SCREENING AND ASSIGNMENT BOARD MEMBERSHIP

VOTING MEMBERS

Rank/Name, USNR, Social Security Number (SSN)/Designator

RECORDER

Rank/Name, USNR, SSN/Designator

ASSISTANT RECORDERS

Rank/Name, USNR, SSN/Designator

SUPPORT PERSONNEL

Rank/Name, USNR, SSN/Designator

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Enclosure (1) to  
Enclosure (2)

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## SCREENING BOARD GUIDANCE

1. The following oath or affirmation shall be administered to the recorder, assistant recorders, and support personnel by the President of the Board:

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

The following oath or affirmation shall then be administered by the recorder to the members of the board:

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

2. The senior member of the board has been appointed as 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 best qualified to meet the needs of the Naval Reserve. 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. Any board member who 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 or a member, or any other reason, has a duty to request relief from their obligation from the convening authority, and upon receiving it, to report the basis for their belief to that authority.

3. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, 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 may have operated to the disadvantage of these officers. Such discrimination may have manifested itself in disproportionately lower fitness reports, assignment outside traditional career development patterns, career assignment of less scope and importance. You must ensure these factors do not adversely influence the consideration of these officers for selection for assignment.

4. Due to both historic and existing statutory restrictions on assigning women in the Navy, the records of female officers before the board may show a career pattern different from that of their male counterparts. Such pre-existing restrictions on duty assignments, which have foreclosed women to opportunities for operational and command assignments, that were available to men, cannot be allowed to prejudice the selection of women for assignment. Duty performed by a female officer whose assignability is constrained by law or policy, will be given weight equal to duty performed by her male peers. In evaluating a female officer, emphasis will be placed on her actual performance in assignments rather than her pattern of assignments when compared to male officers.

Enclosure (2) to  
Enclosure (2)

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5. Enactment of the Reserve Officer Promotion Management Act (ROPMA) dictates mandatory retirement of officers after completing so many years of commissioned service. The recorder will provide to the board president a list of names of officers who are within 3 years of mandatory retirement. The board will decide if officers on the list should be considered for a billet.

6. The following directions concerning communications and information apply to all board proceedings:

a. Each of you (president, members, recorders, projectionists, and support personnel) is responsible in maintaining the integrity and independence of this selection board, and fostering careful consideration, without prejudice or partiality, of all eligible officers.

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 the integrity of this selection board has been improperly affected.

c. You may not receive, initiate, or 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, any information I have provided to the board and any information communicated to you by individual eligible officers under provisions 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 regulations from consideration by a selection unless that opinion is contained in material provided to the board.

7. The following instructions apply to board proceedings:

a. You will conduct your deliberations as a two-step process. First, you will screen and rank all applicants based upon documented performance, then you will detail each officer based upon applicant preference, qualifications, unit mission, and the requirements of the supported activity and the billet.

b. The screening process will begin with a review of the official records in the Electronic Military Personnel Record System (EMPRS) and any properly executed third party correspondence. Each reviewer will prepare and deliver a briefing, to include the following highlights: (1) Performance as recorded on EMPRS; (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) billets relevant education; and, (6) the contents of correspondence addressed to the board president (if applicable). A confidence factor will be recommended by the briefer and voted on by secret ballot by each board member as follows:

100 percent - Outstanding officer, should be screened for assignment

75 percent - Strong officer, probably should be screened for assignment

50 percent - Good officer, may be screened for assignment

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25 percent - Less competitive than other officers

0 percent - Not competitive with other officers (this constitutes a NO vote)

c. Confidence factors will be computed electronically. The average confidence factor establishes the position of each officer on the precedence list for the board to use in subsequent assignment decisions.

d. Before conducting the first record briefing and electronic vote, each board member must be knowledgeable of the review and briefing process. You will conduct one or more "dry runs" of this process until you are satisfied that the board is prepared to vote for the record.

e. The precedence list, obtained via the electronic vote, will establish the sequence in which officers shall be detailed. In so far as practical, assignments will be organized by rank, senior to junior.

f. In your assignment deliberations, your goal will be to assign the best qualified officer to a billet that the majority of the board members consider the best match for the preference and qualifications of the officer, the mission of the unit, the requirements of the supported activity, and the billet. You will be guided by the requirements of references (a) through (e) as appropriate, and correspondence properly submitted to you by the applicant and the supported activity. The recorder has removed from consideration those Commanders who have twice failed to select and those Lieutenant Commanders who are three times failed to select for promotion and notified them of their removal.

g. It is expected that officers serving in command billets (with the exception of the Voluntary Training Unit), will complete a normal tour (2 years) and, therefore are ineligible for being short-toured for reassignment. All officers serving in noncommand billets will complete a normal tour (3 years with the exception of programs 16 (Crypto) and 17 (Intel), which are 2 years) unless selected for command or a NEPLO billet.

h. You should consider all officers with the same confidence factor as a group for assignment purposes. You may also, by majority vote, include within a group those officers with nearly the same confidence factor, particularly when there are no clear separations between the confidence factors scores in the rankings.

i. In deliberating billet assignments within each group of officers, you should first consider the rank, designator, and Naval Officer Billet Code (NOBC) requirements of the billet. Priority should be given to an exact applicant and billet match of rank and designator. An exact match of NOBC is mandatory only when required by the Reserve Functional Area and Sex (RFAS) Code. Use of RFAS for rank or designator substitutions is subject to the waiver restrictions of references (a) and (b), and any other current applicable directive. Before a final assignment decision, careful consideration should be made of supported activity and individual Reservist desires.

j. Officers may be assigned to billets other than those specifically applied for, subject to the needs of the service and travel/drilling limitations cited in their billet application, only if the Reservist agrees to accept a billet other than what they requested.

Enclosure (2) to  
Enclosure (2)

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k. Not all officers, including applicants receiving high confidence votes, will be assigned to billets. In such situations, the names of these officers will be placed in sequence of precedence on the ACL.

l. You should not nominate an officer to a billet that requires a waiver, except in truly unusual circumstances. For example, an officer who may not be holding an exact NOBC, but possesses civilian experience matching billet requirements; or an officer who has performed well while on active duty, which is outside of the designator required by the billet; or an officer who has been accepted into an established training pipeline, who has not received the training designator.

8. 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) may recuse him/herself. This recuse will apply to all actions (briefings, votes, and assignment) specifically associated with application(s) cited by the board member.

9. The report of the board will be in writing, signed by each member and the recorder, and will contain the names of the officers the board recommends for assignment, and the specific unit and position for which recommended. The report will also identify, in order of precedence, an ACL. The report will certify that the board has complied with all instructions contained 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 assignment by the board are best qualified to meet the needs of the Naval Reserve.

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## REPORT OF PROCEEDINGS

From: Rank, Full Name, USNR, 000-00-0000/1XXX  
 To: Commander, Naval Reserve Forces Command

Subj: REPORT OF FISCAL YEAR 2005 (FY05) NATIONAL COMMAND AND SENIOR OFFICER  
 (O5/O6) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) COMNAVRESFORCOM ltr 5400 of

Encl: (1) Billet Assignment Recommendations  
 (2) Alternate Candidate List

1. Per reference (a), the subject Board met at Navy Personnel Command, Millington, Tennessee, at (time), (date). Enclosures (1) and (2) contain the results of these deliberations.

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

a. The board 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 recommended for assignment by the board are the best qualified to meet the needs of the Naval Reserve from among those officers whose names were furnished to this board as a billet applicant;

d. nominations for assignment of senior officers to National Command and Noncommand billets (with waiver requests and justification) are submitted as enclosure (1); and,

e. alternate candidates, in order of precedence, for further detailing action are provided as enclosure (2).

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

(Name)  
 Rear Admiral  
 United States Naval Reserve  
 President  
 (Signature Block for Each Member)

(Name)  
 Captain  
 United States Naval Reserve  
 Member

(Name)  
 Captain  
 United States Navy  
 Member

(Name)  
 Captain  
 United States Naval Reserve  
 Member

(Name)  
 Captain  
 United States Naval Reserve  
 Member

(Name)  
 Captain  
 United States Naval Reserve  
 Member

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Enclosure (3) to  
 Enclosure (2)

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## BOARD MEMBERSHIP GUIDELINES

NOTE: The following guidelines will be applied by the convening authority in selecting members for the National Command and Senior Officer (06/05) Noncommand Screening and Assignment Board.

1. Number of Members. The board should consist of an odd number of voting members. The anticipated workload for the board are factors that should be considered in determining the number of board members. If a nominated member is unable to support the board, an alternate member previously selected by COMNAVRESFORCOM will be appointed.
2. Representation. Voting members should be post-command Naval Reserve officers with at least one Full Time Support Training and Administration of Reserve (TAR)/US Navy (USN) active duty officer. The convening authority may make exceptions to the post-command requirement if Staff Corps or female/minority representation with post-command experience are unavailable. Voting board membership will represent a balance of minority, gender, and designators under consideration. Officers in the rank of 05, including officers frocked to 06, can serve as voting members on the Commander Unrestricted Line panel only. All other voting members will be of the rank of 06 and above
3. Geographic Distribution. The membership of the board must represent a broad geographic distribution based on the members home address.
4. Membership Exclusion. Board members may not apply for any assignment that will be considered by the board.
5. Special Voting Members. There will be no special voting members. All board members will serve for the full duration of the panel to which they are assigned.
6. Recorder. Recorders, assistant recorders, and support personnel are nonvoting members of the board. The convening authority will appoint the recorders and assistant recorders.
7. Confidentiality. Board membership is confidential. Officers who submit a package for board membership will not divulge their package submission. Commander, Naval Reserve Forces Command, will make official notification directly to the member. Members will not discuss their assignment with anyone before the actual convening of the board. The convening authority may officially release membership after oaths have been administered on the day the board convenes.
8. Conflict of Interest. Per reference (b), section 504b, ensure that no member is assigned, if they have indicated on their membership application that they have past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with any officer under consideration for assignment. Likewise, each member will ensure that they have met and will not apply for a billet under consideration by this board.

**14 JAN 2004**SUPPLEMENTAL INFORMATION LETTER  
(SAMPLE)

Date

From: Captain John Courageous, USNR, 123-45-6789/1115  
To: President, FY05 National Command and Senior Officer  
(06/05) Noncommand and Screening and Assignment Board

Subj: SUPPLEMENTAL INFORMATION

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Fitness Reports (missing from OSR/PSR)  
(2) Other documentation as required (degree certificates, NOBC  
approvals, third party correspondence, etc.)

1. Enclosures (1) and (2) are submitted per reference (a) as supplemental information to my application for the billets advertised in Apply.
2. I hereby certify that all the information submitted is, to the best of my knowledge, correct.
3. I understand that information postmarked after 6 June 2004 may NOT be received in sufficient time to be presented to the Board for consideration.

SIGNATURE

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED  
(SAMPLE)

Enclosure (4)