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

Canc frp: Jan 08

COMNAVRESFORCOMNOTE 5400
N1

14 MAR 2007

COMNAVRESFORCOM NOTICE 5400

From: Commander, Navy Reserve Forces Command

Subj: FISCAL YEAR (FY) 2008 NATIONAL COMMAND AND SENIOR OFFICER (O5/O6) NON-COMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMNOTE 1001 of 13 Sep 06
(d) JAGINST 1301.2B
(e) SECNAVINST 1401.3
(f) OPNAVINST 5354.1E
(g) DoD 1350.2 of 18 Aug 95
(h) SECNAVINST 5211.5D
(i) OPNAVINST 1000.16J
(j) COMNAVRESFORINST 5320.1C
(k) OPNAVINST 6110.1H
(l) MILPERSMAN 1300-020
(m) US CODE TITLE 10

Encl: (1) FY08 APPLY Board Execution Guidance Listed by Title

1. Purpose. To establish standardized policy and procedures for the National Command and Senior Officer (O5/O6) Non-Command Billet Screening and Assignment Board, henceforth referred to as the "APPLY Board". The FY08 APPLY Board will be held 13 August 2007 to 31 August 2007, at the Navy Personnel Command (NAVPERSCOM) in Millington, Tennessee. References (a) through (m) refer.

2. Background. Screening and assigning the most qualified Officers to senior leadership and management positions is vital to the continued integration of the Active and Reserve components of the Navy. This is achieved through a consistent assignment process that promotes credibility with Resource Sponsors, Major Claimants, Supported Commands, and the Drilling Reserve community.

3. Scope

a. This notice supplements Officer assignment policies issued by references (a) through (c), and contains additional policies and procedures for Officer application, billet advertisement, and Board conduct pertinent to the screening and assignment of drilling Navy Reservists to National Command (Commanding Officer/Officer in Charge (CO/OIC)) billets, and Senior Officer (O5/O6) Non-Command billets.

b. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) before the Board's convening date. Modifications will be published on the APPLY website.

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 This notice remains in effect until superseded by another COMNAVRESFORCOMNOTE 5400 bearing the same subject.

CRAIG O. MCDONALD

Distribution:
Electronic copy via COMNAVRESFOR web site
http://navyreserve.navy.mil

Copy to:
All SELRES Flag Officers

FY08 APPLY BOARD EXECUTION GUIDANCE LISTED BY TITLE

TABLE OF CONTENTS

SECTION	TITLE	PAGE NUMBER
	Letter of Issuance	
	Table of Contents	i
I	Action Items	I-1
II	APPLY Application and Assignment Policies	II-1
III	Board Procedures	III-1
IV	Post Board Assignment Procedures	IV-1
V	Membership Selection Guidance	V-1
VI	Appendix A/List of Exhibits	VI-1

EXHIBIT NUMBER	TITLE	PAGE NUMBER
Exhibit 1	Timelines (POA&M)	A-1
Exhibit 2	Supplemental Information Letter	A-2
Exhibit 3	Billet Assignment Extension Request	A-3
Exhibit 4	Sample Precept	A-4
Exhibit 5	Sample Report of Proceedings	A-5
Exhibit 6	Sample Interim Fill Request	A-6

SECTION I

ACTION ITEMS

1. The success of the APPLY Board is dependent upon a coordinated effort by all echelons of the Navy Reserve in addition to the efforts of Navy Supported Commands via their respective Operational Support Officer (OSO). As such, the following specific action items must be carried out efficiently and effectively:

a. COMNAVRESFORCOM (N00) will:

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

(2) Appoint Navy Reserve Flag Officers to serve as President and Vice President of the FY08 APPLY Board.

(3) Appoint the membership of the APPLY Board, including voting members (Board Members), Recorders, and Assistant Recorders (Board Support) per references (d) through (g) by 6 April 2007. Board Members of the JAG Panel, which act as a Professional Qualifications Screening Board to select JAG Officers for billets, are determined per reference (d) under the authority in Section 806 of reference (m).

(4) Appoint an Executive Steering Committee (ESC) comprised of Navy Reserve Flag Officers from a variety of designators and communities to guide the future growth and development of the APPLY Board process.

b. COMNAVRESFORCOM (N12) will:

(1) Liaise with Navy Personnel Command (NAVPERSCOM) in the scheduling, coordination, and execution of the APPLY Board.

(2) Post the APPLY Program on the Navy Reserve Force website at: http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm by 8 January 2007 for on-line registration of all Reserve Officers.

(3) Update the billet database following major changes that add or remove billets (i.e., Total Force Manpower Management System (TFMMS) update applied to Navy Reserve billet file). Remove from advertisement, all billets with end dates in TFMMS/Reserve Headquarters System (RHS) of 31 December 2008 or earlier.

(4) Post billet vacancies for preview only to the Navy Reserve Force via the APPLY website by 1 May 2007. Provide applicants a "45-day stabilized billet database" of all advertised billets from 15 June to 31 July 2007, during which time applicants will be able to complete "dreamsheet" applications. The billet database will be updated to reflect completed TFMMS/RHS changes. Billets that are new and/or unfunded will not be added to the list of advertised billets.

(5) Approve/Disapprove and process all billet extensions and Projected Rotation Date (PRD) adjustments by 14 June 2007. COMNAVRESFORCOM (N12) will provide notification to the applicable Officer and Echelon IV via official Navy e-mail addresses through a set of orders generated via the IDT Orderwriter system by 29 June 2007. The Board will remove the names of Officers approved for billet extensions for FY08 and their billet will be removed from the advertised billet list. Requests received after 18 May 2007 will not normally be considered.

(6) Coordinate the receipt of board correspondence with the NAVPERSCOM Customer Service Center (CSC). The CSC will receive, process, and log all supplemental official Board correspondence from 0700 to 1900 (CST) until 1 August 2007. COMNAVRESFORCOM (N12) is prohibited from receiving, forwarding, or processing any official supplemental Board correspondence. Deadline for submitting all supplemental correspondence (hand-delivered or mailed) is 1 August 2007, 1900 Central Standard Time (CST). Correspondence received by the NAVPERSCOM CSC after 1 August 2007, 1900 (CST), will not be processed or submitted for the Boards' consideration. Confirmation of official correspondence packages' receipt will be logged at the NAVPERSCOM CSC site: http://www.npc.navy.mil/channels. Once there, click on "Boards" which is located at top of the webpage (left side). You will be routed to the "Selection Boards" webpage. On the right side under "General Boards Info", click the "Check the status of your package!" link. If you have problems logging in, please call 1-866-UASKNPC (1-866-827-5672).

(7) Provide a Board Precept in the format of exhibit 4 of this enclosure. Precept will be finalized by 1 August 2007, and posted to the APPLY website after the Board convenes.

(8) Remove from consideration: Officers who are ineligible for assignment, per references (a) through (m). Those removed from consideration will include Officers who are within 12 months of mandatory retirement per reference (m), chapter 1407, section 14507. Effective 1 November 2006, the Fiscal Year 07 National Defense Authorization Act changed US Code Title 10 14509 to increase the mandatory retirement age from 60 to 62. Additionally, remove from consideration those who are selected for assignment to billets outside the APPLY process via an approved selection process (i.e., RESFORON CO).

(9) Ensure the contents of applications are released to Board Support Staff and Membership only. Ensure strict compliance with the Privacy Act requirements of reference (h).

(10) Notify applicants volunteering to serve as Membership or Board Support of selection as a Board participant by 6 April 2007. Not being selected to serve as a Board member is in no way indicative of an Officer's performance.

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

c. President of the APPLY Board will:

(1) Oversee Board administration and logistics with COMNAVRESFORCOM (N12).

(2) Ensure strict compliance with the Privacy Act requirements of reference (h). Ensure complete destruction of all records, materials, submitted correspondence, and notes of the Board when the Board adjourns.

(3) Conduct and report Board proceedings per exhibit 5 of this enclosure.

d. Active Navy Supported Commands will:

(1) Ensure Operational Support Officers (OSO) input and/or update Supported Command comments in the APPLY Program Administrative Module for review by COMNAVRESFORCOM (N12). This action will be completed between 1 March 2007 and 31 May 2007, but by 1600 (CST) 31 May 2007 as all comments with an unchanged date stamp will be removed. This profile amplifies Supported Command expectations and facilitates placement of the right Officer in the right billet. However, it will not supersede the requirements already placed on the billet, i.e., grade, designator, RFAS, etc. Supported activity comments should state general guidelines, security clearance requirements, and/or specific professional skills or qualifications that the applicant needs to possess 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 FY07 PRDs. This section may not be used to nominate specific Officers or to add or modify Navy Officer Billet Code (NOBC) requirements. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (i). Accurate Reserve Functional Assignment Substitution (RFAS) codes per reference (j) are essential for determining applicant eligibility for advertised billets. RFAS changes must be submitted to COMNAVRESFORCOM (N13) by 6 April 2007.

(2) Ensure the unit CO/OIC billet is correctly identified with a "K" or "O" as the last digit of the Reserve Billet Sequence Code (RBSC) by 6 April 2007. Generally, units will not have more than one "K" or "O" coded billet in each Reserve Unit Identification Code (RUIC).

(3) Fully engage Supported Command OSOs in notifying all mobilized Reserve Officers of the APPLY process. Make certain the APPLY process policies, procedures, and dated milestones are widely advertised and disseminated to include ensuring that every Officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(4) Request a (Supported Command OSO) login for the APPLY website. OSOs experiencing difficulty logging onto the Administrative Module should request login assistance via applysupport@hq.cnrf.navy.mil or contact YN2 Patrick W. Thomas at patrick.w.thomas@navy.mil.

e. Echelon IV Commanders will:

(1) Coordinate a thorough billet/PRD review with subordinate echelon V and VI commands. Billet/PRD review will include validating existing assignments of all Captain (CAPT), Commander (CDR), and CO/OIC assignments from FY05, FY06, and FY07 APPLY Boards and include verification of existing orders, billet assignment, and PRD in all applicable databases including NSIPS, RHS, APPLY, and the IDT Orderwriter system. Completed billet/PRD review will be reported to COMNAVRESFORCOM (N12), via e-mail 18 May 2007.

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

(3) Designate an individual, usually the Readiness Command Manpower Officer or the Air activity (Naval Air Facility/Navy Operational Support Center (NAVOPSPTCEN) Reserve Programs Director (RPD), as the Regional representative regarding questions about the application process and the use of the APPLY program. The Reserve Echelon IV representative will serve as the direct liaison between Supported Command OSOs, field activities, individual applicants, and COMNAVRESFORCOM (N12).

(4) Ensure all Officers returning from ADSW are gained to their FY07 APPLY board billet assignment via the IDT Orderwriter and in NSIPS by 31 March 2007.

(5) Review Echelon VI and Supported Command comments, via the APPLY Administrative Module, for accuracy and applicability within current policies and procedures. Coordinate update of comments with respective unit COs/OICs and OSOs as necessary. (Comments should detail unique unit requirements not listed by the OSO, but cannot be used to request an Officer by name.)

(6) After FY08 Apply Billet Selection results are published, determine status of all post Board vacant billets. Coordinate with the Supported Command OSOs, Reserve activities and Reserve unit COs/OICs requests for the placement of Officers into vacant billets using the post-Board interim fill billet assignment procedures, per section IV of this notice.

f. Echelon V (NAVOPSPTCEN) COs will:

(1) Ensure a comprehensive assignment review for all CAPTs, CDRs, and unit CO/OICs assigned on their RHS RUADs. Each assignment will be validated against official orders and the PRD in NSIPS. Discrepancies that cannot be resolved at the NRA will be reported to echelon IV for assistance. Deadline for completing and reporting this assignment review to echelon IV by 31 March 2007.

(2) Ensure APPLY policies, procedures, and dated milestones are widely advertised and disseminated to all Selected Reserve (SELRES) Officers. Further ensure that every Officer is made aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Support in preparing and submitting dreamsheet applications and, if necessary, supplemental information letters to the President of the Board, in the format of exhibit 2, of this enclosure per the schedule in exhibit 1.

g. Echelon VI (Navy Reserve Unit) COs/OICs will:

(1) Ensure a comprehensive assignment review of all CAPTs and CDRs assigned on their unit RUAD. Each billet assignment will be validated against official orders and the PRD in NSIPS. Assignments and PRD discrepancies will be reported immediately to the Navy Reserve Activity (NRA) for correction in NSIPS. Follow-up with the NRA to ensure assignment and PRD corrections are incorporated in NSIPS by 31 March 2007.

(2) Ensure information on APPLY policies, procedures, and dated milestones is widely advertised and disseminated to all SELRES Officers. Mentor all SELRES Officers regarding the APPLY process, application procedures, and the importance of personal record maintenance. Furthermore, ensure all SELRES Officers are made aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Encourage eligible Officers, not applying for billets, to apply for Board membership or Board support positions via the APPLY website no later than 31 March 2007.

(4) Review, using the APPLY Administrative Module (under CO comments "access type"), and update specific billet comments for their respective RUIC by 31 May 2007. Update will include all billet comments, not just billets filled by Officers with FY07 PRDs. Comments should be limited to information not otherwise covered by OSOs in "Supported Command" comments and must not include specific Officer endorsements. Unit COs/OICs should request a login for the Administrative Module via their initial login to the APPLY website. COs/OICs experiencing difficulty logging onto the Administrative Module can request login assistance via: applysupport@hq.cnrf.navy.mil or contact YN2 Patrick W. Thomas at Patrick.w.thomas@navy.mil or PSC(SW) Donnell D. Wright at donnell.wright@navy.mil.

h. SELRES Officers, regardless of current assignment status, will:

(1) Register in the APPLY process between 8 January 2007 and 14 June 2007 by going to:

http://navyreserve.navy.mil/Public/Staff/WelcomeABoard/default.htm.

Registration will include real-time verification of the Officers' assignment status in RHS and the IDT Orderwriter. Officers will report discrepancies in the assignment information presented in APPLY to their chain of command for immediate resolution. Officers with unresolved PRD corrections are to report this to COMNAVRESFORCOM (N12) for update in the APPLY database by 29 June 2007 to ensure up-to-date billet assignment status. Failure to do so may cause erroneous billet advertisement.

(2) Routinely visit the APPLY webpage via the Navy Reserve Force website at: http://navyreserve.navy.mil/Public/Staff/WelcomeABoard/default.htm for the most current APPLY Board information.

(3) Complete all applicable sections of the APPLY application, verify billet information, indicate willingness to accept billet not listed on dreamsheet and any applicable on-line resumes anytime between 15 June and 31 July 2007, but by 31 July 2007, 2400 (CST). This information will aid the Board in assigning billets. History of assignments and civilian work history will not be retrieved from the member's official record. It is the applicants' responsibility to ensure the data in the "History of Assignments" and "resume" fields, as applicable, are up-to-date, and accurate before finalizing their application.

(4) Finalize application and dreamsheet selections between 15 June and 31 July 2007, 2400 (CST).

(5) Review their OSR/PSR before completing their application. Fitness Reports (FITREPs) discrepancies should be routed to NAVPERSCOM (PERS-311). All other OSR/PSR discrepancies should be routed to NAVPERSCOM (PERS-312C).

(6) Submit official correspondence to the Board President to correct and/or update erroneous or missing information, using the sample format in exhibit 2, of this enclosure. All official correspondence must be received, regardless of whether mailed or hand delivered to the Navy Personnel Command (NAVPERSCOM) CSC, (Pers-00R), by 1900 (CST) on 1 August 2007. Do not send any official correspondence to COMNAVRESFORCOM. Ensure all correspondence is properly identified. Provide name and Social Security Number (SSN) at the bottom right side of every page. Mail correspondence to: President, FY07 Reserve Command and Senior Officer Non-Command Selection Board, Board #391, Navy Personnel Command Customer Service Center (PERS-00R), 5720 Integrity Drive, Millington, TN 38054. Officers may call the NAVPERSCOM Customer Service Center at 1-866-U ASK NAVPERSCOM (1-866-827-5672) or DSN 882-5672 to confirm receipt of correspondence packages. The CSC hours of operation are 0700 to 1900 (CST). Officers submitting correspondence to the President of the Board should do so only once. Sending duplicate information under separate methods greatly increases the CSC's workload. Officers who have submitted supplemental information should check on the status of their submission at the Customer Service Center on-line site by logging in at: http://www.npc.navy.mil/channels. Once there, click on "Boards" which is located at top left of the webpage. You will be routed to the "Selection Boards" webpage. On the right side under "General Boards Info", click the "Check the status of your package!" link. If you have problems logging in, please call 1-866-UASKNPC (1-866-827-5672). DO NOT SEND DUPLICATE PACKAGES TO THE CSC. Confirm CSC receipt status report before re-sending information.

(7) Submit Board Membership or Support position applications to COMNAVRESFORCOM (N12) via the Apply website by 31 March 2007, 2400 (CST). Officers not being considered for a billet assignment may participate in a Board Membership or Support position.

(8) Accept or decline the Board selected billet via the APPLY website at: https://apply.hq.cnrf.navy.mil by 15 September 2007.

(9) When appropriate, e-mail will be used to communicate with applicants on the status of the APPLY website and community related information. Therefore, applicants must ensure their e-mail address in APPLY is kept current. IDT Orderwriter is limited to sending orders to military e-mail accounts only. All applicants should obtain a military e-mail account (.mil address) via their NRA.

SECTION II

APPLY APPLICATION AND ASSIGNMENT POLICIES

1. To provide guidance for maximum effectiveness of the APPLY Board the following areas are addressed:

a. Officer Eligibility

(1) All Officers of the Navy and Navy Reserve (Active/Inactive) are eligible to complete an APPLY application. Officers who are not affiliated with the Reserve in a drill status (REGNAV, ACDU, IRR, etc) must contact COMNAVRESFORCOM (N12), LT Fifield at joanne.fifield@navy.mil, PSC(SW) Donnell D. Wright at donnell.wright@navy.mil, or YN2 Patrick W. Thomas at Patrick.w.thomas@navy.mil and request an account. Officers that are mobilized and unable to register/apply due to limited or no internet connectivity should contact the aforementioned staff personnel between the hours of 1000 and 1600 (CST) at DSN 678 or Commercial (504) 678-6648/6170/5177, respectively.

(2) To be considered for an assignment Officers applying must be qualified and available per all provisions of references (a) through (c) of this notice. For example, Officers on "Regular" Navy active duty or on Reserve voluntary extended active duty are fully eligible for assignment as long as they qualify to affiliate with the Reserve and assume their assigned Reserve billet by 31 March 2008, section II, paragraph 1(j) of this notice.

b. Public Affairs Officers (PAO). PAO of all grades are detailed by the Public Affairs Community Manager. Officers desiring assignment to 1655 billets should contact LT Bruce Colkitt, (PERS-448R) at (901) 874-3397, DSN 882-3397 for billet request and assignment procedures.

c. Reserve Medical Detachment OIC Selection. Medical Treatment Facility (MTF) (Program 32) Detachment OIC positions are not assigned via the APPLY Board. This is a collateral duty determined by a selection process conducted by the Active Duty MTF CO and the CO of the NR MTF Headquarters Detachment.

d. Navy Reserve Force Squadron (RESFORON) Command. RESFORON CO billets are filled by Aviation Command Screening Boards convened by NAVPERSCOM. Any O5/O6 Non-Command aviator (1315/1325) billets, including duty involving flying, with RESFORONS are selected by Pilot Selection Boards convened by respective Reserve Air Wing and Naval Air Force Reserve (COMNAVAIRFORES) Commanders.

e. Judge Advocate General (JAG) Officers. Selecting JAG Officers to billets on the APPLY Board is governed by a Professional Qualification Screening Board (PQSB), which is convened per reference (d). JAG Corps candidates should use the application procedures outlined herein, and adhere to additional instructions per reference (d).

f. Officers Selected for Promotion. Officers with no tenure remaining within their current PRD must apply for a new billet, regardless of select status. Officers that have been selected for promotion by the FY08 promotion selection Boards with tenure in their current grade assignment (with a PRD of 30 September 2007 or later) have two options:

(1) Retain their current assignment until their PRD or 30 November 2008, whichever date is earlier.

(2) Apply for billets in the newly selected paygrade. If the Officer is not selected to a billet in the new paygrade, the Officer will retain their original billet assignment through FY08 and will be granted an automatic overgrade waiver for FY08. If the Officer is selected to a billet in the new paygrade their originally assigned billet will be vacated and made available to the Supported Commands and the Reserve Echelon IV for an interim fill for FY08, if not filled by the APPLY Board by using the "Suggest" function.

g. Navy Reserve Echelon IV (REDCOM/NAVOPSPTCEN) Staff Billets. All Navy Reserve Echelon IV staff billets, including the Reserve Deputy for Mission Effectiveness (DME) and Reserve Executive Assistant (EA) positions will be filled using the APPLY Board process.

h. Tenure. Officers currently serving in Non-Command billets may apply for NEPLO and Command (CO/OIC) billets before the end of their current assignment. Officers are ineligible to apply for a Non-Command billet before end of their current assignment (PRD). Per reference (b), a full tour is as follows:

(1) Command: Two years.

(2) Non-Command: Three years. Two years for Intelligence (1635) and Cryptology (1615) Officers, Medical Unit XOs, Senior Nurse Executives, Directors for Administration, Senior Medical Executives, and Senior Dental Executives.

i. Mobilization. All mobilized Board selected Officers will return to their original Board-assigned billet/pay status upon completing their mobilization period, or the same status as if they had not been mobilized.

(1) If an Officer is involuntarily mobilized before assuming the Board-selected billet, the assignment will be held until the selected Officer is demobilized. Supported commands may request an interim fill for the billet until the originally selected Officer returns from mobilization, per reference (c), exhibit A-6.

(2) If an Officer is involuntarily mobilized after assuming the assigned billet, the Officer will remain assigned to that selected billet until their return from mobilization or until their PRD expires. Supported Commands may request an Interim Fill until the selected Officer returns from mobilization.

(3) Every effort will be made to ensure that Officers selected to serve as a CO, who are involuntarily mobilized, will have an opportunity to complete at least 12 months (not necessarily consecutive) in command. However, PRDs will, generally, not be extended beyond the original PRD. Requests for extension as CO (for mobilized Reservists) may be submitted per paragraph 3(j) of this notice. During the CO's absence, it is generally understood that the Executive Officer (XO) will serve as the Acting CO.

j. AT/ADT/ADSW/Release from Active duty. Officers on extended voluntary active duty (AT/ADT/ADSW/Recall) or who are otherwise being released from "regular" active duty must be able to complete their affiliation with the Navy Reserve and assume their assigned billet by 31 March 2008 or they will forfeit that billet. Forfeited billets will be filled using approved post-Board Interim Fill procedures per section IV of this notice.

k. Billet/PRD Extension Requests. Unsubstantiated requests for an extension in a billet assignment will, generally, not be approved. Extension requests must be submitted in Navy correspondence letter format, per exhibit A-3, to COMNAVRESFORCOM (N00), via proper Chain of Command and COMNAVRESFORCOM (N12), and received by 18 May 2007. Requests received after 18 May 2007 will not be considered. Extension requests must include endorsements from the Supported Command's OSO and the Reserve Echelon IV Commander and specifically address the compelling negative impact to the Supported Command if the request is denied. Extension requests for JAG Officers are subject to final approval of the Assistant Deputy Judge Advocate General, acting for the Judge Advocate General, pursuant to the authority in section 806 of reference (m). COMNAVRESFORCOM (N12) will notify echelon IV commands by 29 June 2007 of all approved extension requests by generating orders for the member via the IDT Orderwriter. Upon receipt of orders Echelon IV/V commands will update all NSIPS information, to include member's PRD, and ensure orders are promptly distributed. The APPLY Board will not consider applications for billet assignment from Officers who have been approved for a billet/PRD extension through FY08. Billets that have been approved for assignment extension will be removed from the APPLY Billet Vacancy list and will not be considered for fill by the Board.

l. PRDs and Billet File Maintenance. All PRD corrections shall be completed and reported to COMNAVRESFORCOM (N12) by 31 March 2007. Officers aware of billets that are incorrectly advertised should contact the respective echelon IV or V commands assigned the billet and initiate corrective action. Officers with approved retirement dates before the end of their tenure should have their IDT orders modified, using the IDT Orderwriter, to update PRDs to correspond with their scheduled retirement date thereby ensuring the billet gets advertised. Billets that are scheduled to be deleted in FY08, with End Dates in TFMMS/RHS of 31 December 2008 or earlier, as a result of the ZBR, reorganization, or other claimant action, will not be filled by the APPLY process. Officers filling billets that have an End Date before 31 March 2008 must apply for a new assignment (Command and Non-Command) for FY08. Officers filling billets with End Dates after 31 March 2008, whose PRD expires in FY08 or FY09 will remain in their assigned billet until the billets' deletion date, at which time they will be reassigned in pay for the remainder of FY08 using Interim Fills, Overgrade assignments, or other assignment waivers, as coordinated via their supporting Reserve Echelon IV. Final approval of these waivers resides with COMNAVRESFORCOM (N12).

m. Assignment Qualifications/Expectations. It is the sole responsibility of applicants to apply only for billets that they are fully qualified to fill. Officers selected to billets requiring Supported Command duties that they cannot fulfill may be required to forfeit the assignment per reference (b), section 405, this determination will be coordinated by the supporting Reserve Echelon IV and the Supported Command. Specifically:

(1) Conflict of Interest. Per reference (b), section 504b, Officers shall not apply for billets that will create a conflict of interest through either a past or present business relationship (e. g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with Officers assigned to the unit.

(2) Supported Command Requirements. Officers must meet billet requirements as stated in the Supported Command billet comments and fulfill the Supported Commands' reasonable assignment expectations; i.e., missing required qualifications, security clearances, and the ability to meet PFA and body fat standards, etc.

n. Billet Accept/Decline Policy. It is understood that billet acceptance is confirmation that the Officer meets all eligibility criteria associated with billet and subsequent transfer (i.e., rank, NOBC requirement, Designator, Supported Command desires, and physical readiness requirements for Special Duty assignments). Billet acceptance constitutes the Officer's acknowledgement of all assignment criteria in references (a) through (c) and this notice. Failure to meet assignment requirements will result in forfeiture of the billet. Moreover, all Officers, regardless of status (i.e., currently drilling and/or, AT/ADT/ADSW/Release from Active Duty/IRR) must assume their assigned billet by 31 March 2008 or they will forfeit that billet. Officers that are involuntarily mobilized before or after assuming their assigned billet will retain their APPLY Board selected assignment per section II, paragraph 1i. If an Officer declines an APPLY Board assigned billet, that he/she specifically requested on their dreamsheet application, member will be subject to transfer from a Pay status per applicable assignment policy and render themselves ineligible for Interim Fill or Overgrade assignment. For those who fail to accept an APPLY Board assignment by 15 September 2007 or assume their APPLY Board assigned billet by 31 March 2008, will not be guaranteed to remain in a Pay status and will be subject to current COMNAVRESFORCOM assignment policies, per references (a) through (c).

SECTION III

BOARD PROCEDURES

Note: The following information is provided to establish a guide for Board procedures. It is written in the form of the Board Precept. This information will be used as a basis for the Board Precept and is provided here for information only.

1. The following oath or affirmation shall be administered to the Recorder and Assistant Recorders 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 Commander, Navy Reserve Forces Command or higher authority. So help you God."

The following oath or affirmation will be administered by the head 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 Navy service, and you will not divulge the proceedings of this Board except as authorized or required by the Commander, Navy Reserve Forces Command or higher authority. So help you God."

The following oath or affirmation shall then be administered by the President to the support personnel and technical advisors:

"You, and each of you, do solemnly swear (or affirm) you will not divulge the proceedings of this Board except as authorized or required by the Commander, Navy Reserve Forces Command 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 Navy 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 of 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 might 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. The APPLY Board will carefully consider, without prejudice or partiality, the qualifications of each eligible Officer. The APPLY 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, gaining command provided information and the mission of the unit. If an Officer, who received a lower confidence factor, meets the billet qualifications better than an Officer who received 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 previous experience includes successful service in challenging leadership positions.

5. Due to both historic and existing statutory restrictions on assigning women in the Navy, the records of female Officers before the APPLY Board may show a career pattern different from that of their male counterparts. Such preexisting 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 assign ability 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 per pattern of assignments when compared to male Officers.

6. Enactment of the Reserve Officer Promotion Management Act (ROPMA) dictates mandatory retirement of Officers after completing so many years of commissioned service per reference (m). The Recorder will provide 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.

7. The following directions concerning communications and information apply to all Board proceedings:

a. Each of you (President, Board Members, Recorders, Projectionists, and Board 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 that 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 issued provisions. 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 of Service regulations from consideration by a Selection Board unless that opinion is maintained in material provided to the Board.

8. 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, Physical Readiness standards, and the requirements of the Supported Command, 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 in EMPRS;

(2) challenging active and inactive duty assignments (e.g., CO, XO, Training Officer, Department Head);

(3) significant annual training (e.g., Boards, professional schools/courses, exercises);

(4) personal awards/decorations;

(5) billet relevant education;

(6) BCA/PRT standards; and

(7) the contents of correspondence addressed to the APPLY 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.

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 secret ballot, 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 sorted from the secret ballot screening 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 the billet that the majority of the Board members consider the best match, based on the preference and qualifications of the Officer, the mission of the unit, the requirements of the Supported Command, and the billet requirements. 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 Command. Failed of Selection Officers are eligible for APPLY Board selected positions and will be allowed to meet the billet PRD, contingent upon current High Year Tenure (HYT) and age restrictions.

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 Non-Command billets will complete a normal tour (generally 3 years) unless selected for command.

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 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 Navy 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 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 Command 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.

k. Not all Officers, including applicants receiving high confidence votes, will be assigned to billets. These Officers will be eligible for a post-Board assignment using established post-Board assignment procedures.

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 but has not yet received the training designator.

9. Once the Board has convened, any member who informs you of a potential conflict of interest (i.e., past or present business, family, or marital relationship) may excuse himself/herself. This excuse will apply to all actions (briefings, votes, and assignment) specifically associated with applications(s) cited by the Board member.

10. The final report of the Board will be in writing, signed by each member, and the Recorder, and will contain the names of the Officers that the Board recommends for assignment, and the specific unit and position for which recommended. The report will also identify all billets not filled by the Board. 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 considered the Best-Qualified to meet the needs of the Navy Reserve.

11. Specific Panel Procedures:

a. Navy Emergency Preparedness Liaison Officer (NEPLO) Panel (1999): The Panel to consider eligible Officers (Designators 11XX, 13XX, 161/3/5X, 31XX, 51XX) for NEPLO billets (Billet Designator 1999) will convene 13 to 17 August 2007. Expanded descriptions of the specific requirements for the NEPLO positions are at http://navyreserve.navy.mil under the NEPLO tab. A primary and four alternates will be selected for each NEPLO position. Officers applying for NEPLO billets may apply for other billets, but with the following stipulations:

(1) If an Officer is selected for a NEPLO billet and it is the Officer's first choice, they will be detailed to the NEPLO billet.

(2) If an Officer is selected for a NEPLO billet and has a higher-ranking Command billet(s) than the NEPLO billet on their dreamsheet, the Officer's name will be forwarded to the appropriate Community Panel for consideration for the Command billet(s).

(3) If the Officer is selected for the higher-ranking Command billet, the first alternate will be tentatively assigned to the NEPLO billet.

(4) Community Panels shall also review alternates for Command billets.

(5) Resumes for NEPLO assignments shall be submitted via the Apply website.

b. Navy Air Systems (NAVAIR) Panel (1505/1515/1525): The Panel to consider Officers in designators 1505/1515/1525 for NAVAIR billets will convene 20 to 24 August 2007. Officers applying for 1505/1515/1525 (NAVAIR) billets may apply for other billets, but with the following stipulations:

(1) If an Officer is selected by the NAVAIR Panel to a 1505/1515/1525 billet, they will be detailed to the NAVAIR billet.

(2) Officers who applied for billets on the NAVAIR Panel and billets on their respective Line (O4/O6 or O5) Panel, but were not selected by the NAVAIR Panel, will be redistributed to their respective Line Panel, regraded, and subsequently considered by the Line Panel for Line billets remaining on their dreamsheet.

(3) Priority will be given to detailing Officers in designators 1505/1515/1525 to billets in designators 1505/1515/1525. Additionally, priority will be given to detailing Officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.

c. Intelligence (INTEL) Panel (1635): The Panel to consider Officers for billets in designators 1635 will convene 13 to 17 August 2007. Officers applying for 1635 billets may apply for other billets, but with the following stipulations:

(1) If an Officer is selected by the INTEL Panel to a 1635 billet, they will be detailed to the 1635 billet.

(2) Officers who applied for billets on the INTEL Panel and billets on their respective Line (O4/O6 or O5) Panel, but were not selected by the INTEL Panel, will be redistributed to their respective Line Panel, regraded, and subsequently considered by the Line Panel for Line billets remaining on their dreamsheet.

(3) Priority will be given to detailing Officers in designators 1635 to billets in designators 1635. Additionally, priority will be given to detailing Officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.

d. Meteorology and Oceanography (METOC) Panel (1805): The Panel to consider Officers for billets in designators 1805 will convene 13 to 15 August 2007. Officers applying for 1805 billets may apply for other billets, but with the following stipulations:

(1) If an Officer is selected by the METOC Panel to an 1805 billet, they will be detailed to the 1805 billet.

(2) Officers who applied for billets on the METOC Panel and billets on their respective Line (O4/O6 or O5) Panel but were not selected by the METOC Panel, will be redistributed to their respective Line Panel, regraded,

and subsequently considered by the Line Panel for Line billets remaining on their dreamsheet.

(3) Priority will be given to detailing Officers in designators 1805 to billets in designators 1805. Additionally, priority will be given to detailing Officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.

e. Medical Panel (2105/2205/2305/2905)

(1) The Panel to consider Officers for billets in designators 2105/2205/2305/2905 will convene 27 August to 31 August 2007. Officers in designators 2105/2205/2305/2905 are not authorized to apply for billets in other designators.

(2) If an Officer is selected by the Medical Panel to a 2105/2205/2305/2905 billet, they will be detailed to that billet.

(3) The Medical Panel will review and assign Confidence Factors to the records of all medical designator applicants in groupings by grade in random designator and name order. After all applicant records have been assigned a confidence factor, the Medical Panel will first consider applicants for Command positions regardless of designator. After the Command billets have been slated, the Medical Panel will break into two separate Panels to conduct Non-Command billet slating. Applicant records in designators 2105/2205 and 2305/2905 will be slated by the cross-section of the Medical Panel membership with the same designators respectively.

(4) Priority will be given to detailing Officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.

f. JAG Panel (2505)

(1) The Panel to consider Officers for billets in designator 2505 will convene 23 to 24 August 2007. Officers in designator 2505 are not authorized to apply for billets in other designators.

(2) If an Officer is selected by the JAG Panel to a billet in designator 2505, they will be detailed to that billet, subject to final approval of the Judge Advocate General per references (d) and (m).

(3) Priority will be given to detailing Officers to billets in exact paygrade and skill (subspecialty) match. In situations where a qualified Officer in exact grade and skill is not available for assignment, the Panel may authorize an RFAS waiver, subject to final approval of the Judge Advocate General pursuant to references (d) and (m).

g. Supply Panel (3105)

(1) The Panel to consider Officers for billets in designator 3105 will convene 27 to 31 August 2007. Officers in designator 3105 are not

authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11.a. above.

(2) If an Officer is selected by the Supply Panel to a billet in designator 3105, they will be detailed to that billet.

(3) Priority will be given to detailing Officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize a RFAS waiver.

h. Chaplain Panel (4105)

(1) The Panel to consider Officers for billets in designator 4105 will convene 16 to 17 August 2007. Officers in designator 4105 are not authorized to apply for billets in other designators.

(2) If an Officer is selected by the Chaplain Panel to a billet in designator 4105, they will be detailed to that billet.

(3) Priority will be given to detailing Officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.

i. Civil Engineering Corps (CEC) Panel (5105)

(1) This Panel will no longer be held at this Board. The CEC community will use a detailing process to assign O5/O6 Officers to Senior Leadership positions. Officers interested in applying for these billets should contact CAPT Muilenburg (PERS-4413) at bret.muilenburg@navy.mil for details.

(2) Officers in designator 5105 that wish to apply for a billet assignment via the APPLY Board process are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11(a) above. Officers interested in applying for a NEPLO billet should register and submit a Dreamsheet application via the APPLY website.

j. Line Panels (all Line designators)

(1) These Panels are comprised of two Line Panels, the Line O4/O6 Panel and the Line O5 Panel. These Panels will consider all line Officer assignments and both Panels will convene 20 August to 31 August 2007.

(2) If an Officer is selected by the Line Panels to a line Officer billet in their designator, they will be detailed to that billet.

(3) Priority will be given to Officers to billets in exact paygrade and skill Subspecialty Code (SSP) match. Only in situations where a qualified Officer in an exact skill and paygrade is not available for assignment will the Panel authorize an RFAS waiver.

(4) Records of Officers not selected to billets on the 1505/1515/1525, 1635, or 1805 Panels will be redistributed to the respective Line Panel, regraded, and considered for slate to Line billets remaining on their dreamsheet.

k. Human Resource Panel (1205). The Panel to consider Officers for billets in designator 1205 will convene 20 to 24 August 2007. Officers in designator 1205 may apply for other billets, but with the following stipulations:

(1) If an Officer is selected by the Human Resource Panel to a 1205 billet, they will be detailed to the 1205 billet.

(2) Officers who applied for billets on the Human Resource Panel and billets on their respective Line (O4/O6 or O5) Panel, but were not selected by the Human Resource Panel, will be redistributed to their respective Line Panel, regraded, and subsequently considered by the Line Panel for Line billets remaining on their dreamsheet.

(3) Priority will be given to detailing Officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified Officer in exact grade and skill is not available for assignment will the Panel authorize an RFAS waiver.