



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1412.14
N00
4 Jun 2012

OPNAV INSTRUCTION 1412.14

From: Chief of Naval Operations

Subj: COMMAND QUALIFICATION PROGRAM

Ref: (a) COMNAVPERSCOMINST 5000.1
(b) MILPERSMAN 1301-800

Encl: (1) List of Affected Communities

1. Purpose. To issue policy, procedures, and set the basic minimum standards for the qualifying and screening of officers for command.

2. Policy. Communities with a command requirement, listed in enclosure (1), will formally establish a written command qualification program. Using the guidelines provided in this directive, each program will set minimum qualification standards for command and establish a process to formally screen, via administrative board action, officers to command. Command qualification and screening are mandatory, except when recommended to be waived by the community flag leader and approved by the Chief of Naval Personnel (CHNAVPERS).

3. Command Qualification. The minimum standards required for every officer to be eligible to be screened for command via board action and/or serve in command, are listed below. Each community shall prescribe the manner to implement the requirements in paragraphs 3b and 3c in their command qualification instruction.

a. Command Leadership School (CLS). Attendance at CLS is mandatory prior to assuming command, unless waived by CHNAVPERS. During attendance at CLS the following requirements will be completed:

(1) Written Examination. An examination covering specific professional level of knowledge requirements applicable to all communities including: command leadership tenets,

commanding officer and officer in charge authorities, duties, rights and responsibilities under U.S. Navy Regulations and the Uniform Code of Military Justice will be administered. CLS will publish learning objectives and develop the bank of questions to be used for developing the exam.

(2) 360° Assessment. Completed and debriefed by a certified counselor at CLS.

b. Professional Qualification Standards. Professional qualification standards, as applicable (e.g., ship handling letter, officer of the deck underway, Level III Department of Defense Acquisition Certification, Information Technology Infrastructure Library Certifications, Professional Engineer Certification, Senior Shore Leadership School, medical license or State Bar certificate, etc.), shall be issued by the respective community.

c. Oral Board. Boards must be conducted by a group of officers, command screened or in command, senior to the officer being considered. These boards will be a prerequisite to Administrative Screen Board consideration.

4. Command Screen Board

a. Every community listed in enclosure (1) will screen their officers for command via formal administrative board. Board precepts will be drafted and endorsed by community flag leaders and approved by Commander, Navy Personnel Command (COMNAVPERSCOM).

b. Specialty career path (SCP) officers are screened for command by a separate unrestricted line (URL) board sponsored by COMNAVPERSCOM, Career Management Department (PERS-4). To be eligible to screen for, and serve in an SCP, Navy Officer Billet Code (NOBC)-coded commanding officer billet, officers must complete the command qualification process of their parent URL community.

c. To meet operational requirements, the community flag leader may recommend, on a case-by-case basis, administrative screening of an individual officer to CHNAVPERS for approval.

5. Fleet Up Certification. Commanding officers who will be relieved by their executive officer as part of a community's fleet up program shall certify the executive officer is ready to assume command in writing to the immediate superior in command, who will endorse the certification to the type commander or community leader, as applicable, with copy to COMNAVPERSCOM. This certification will be made prior to the executive officer assuming command and will discuss the executive officer's demonstrated leadership performance, personal behavior both on and off duty, and other professional characteristics as delineated by the type commander or community leader.

6. Department Head 360° Assessment Pilot. The Surface (111X) community will implement a pilot program to administer a leadership 360° assessment for officers during one of their department head tours. The assessment will include a debrief by a certified counselor. This 360° assessment will be retained by the officer.

7. Responsibilities and Actions. Any community not currently having command opportunity must create a program prior to approval of a command billet. An officer pursuing a command opportunity in a community outside of his or her own community shall complete the qualification requirements of the community to which the command billet belongs, unless modified or waived by CHNAVPERS.

a. CHNAVPERS

(1) Not later than 1 September 2012, publish an Office of the Chief of Naval Operations notice (OPNAVNOTE) that lists all commanding officer positions and their respective community leaders to be covered by this instruction, not already covered in OPNAVNOTE 5450 (Sequential and Major Command Lists). Update this list annually or as required.

(2) Approve, on a case-by-case basis, any requests for administrative screenings to meet operational requirements.

(3) Two years from the date of this instruction, conduct an evaluation of the Department Head 360° Assessment Pilot. The evaluation should include effectiveness, manpower and funding requirements and a recommendation on expanding the program to other officer communities.

b. COMNAVPERSCOM

(1) Provide board support per reference (a), article 0110-560.

(2) Provide precept support.

(3) Approve board precepts and approve board reports.

(4) Annotate officer records with command screening codes.

c. Community Flag Leaders

(1) Develop a formal list of community command billets, for which officers should be screened, and forward to the CHNAVPERS for approval, consolidation, and publication not later than 1 July 2012.

(2) Within 6 months of the effective date of this instruction, issue or update as required a written instruction delineating the command qualification process for your community. This instruction will be approved by CHNAVPERS to ensure that it meets the intent of this instruction.

(3) Sponsor annually, or as required, formal administrative community command screen boards to select officers eligible for command. Coordinate with COMNAVPERSCOM for board scheduling and support.

(4) Surface community leaders will implement the Department Head 360° Assessment Pilot, to include training of requisite personnel, within 1 year of the date of this instruction.

8. Command Qualification Standards. Within 1 year from the date of this instruction, all officers detailed to a billet with an NOBC-coded commanding officer billet, as delineated in reference (b), shall comply with command qualification standards prior to assuming command. Officers screened for command or under orders en route to command prior to that date are waived from this requirement.

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9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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LIST OF AFFECTED COMMUNITIES

The Command Qualification Program applies to the following officer designators:

111X Surface Warfare
112X Submarine Warfare
13XX Aviation Warfare
113X Special Warfare
114X Explosive Ordnance Disposal
120X Human Resources
14XX Engineering Duty Officer
165X Public Affairs
1710 Foreign Area Officer
2XXX Medical
25XX Judge Advocate General
31XX Supply
41XX Chaplain Corps
51XX Civil Engineering Corps
Information Dominance Corps

- 180X Oceanography
- 183X Intelligence
- 182X Information Professional
- 181X Information Warfare

151X Aerospace Engineering Duty Officer
152X Aviation Maintenance Duty Officer
6XXX Limited Duty Officer