



# DEPARTMENT OF THE NAVY

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

2000 NAVY PENTAGON

WASHINGTON, DC 20350-2000

OPNAVINST 1500.79A

N2/N6

03 Jun 2011

## OPNAV INSTRUCTION 1500.79A

From: Chief of Naval Operations

Subj: CYBER FEDERAL EXECUTIVE FELLOWSHIP

Ref: (a) DoD Instruction 1322.06 of 15 Nov 2007  
(b) SECNAV memo of 26 Jan 2010 (NOTAL)  
(c) CNO WASHINGTON DC 221450Z JUN 10 (NAVADMIN 206/10)  
(d) BUPERSINST 1610.10C  
(e) 10 U.S.C. §2603

Encl: (1) Sample Application Package  
(2) Sample Curriculum Vitae

1. Purpose. To establish and provide the background, eligibility, policies, application and selection procedures, and responsibilities for the Navy Cyber Federal Executive Fellowship (CFEF) Program, per references (a) and (b). This revision extends eligibility to active duty officers with 1800, 1810, and 1830 designators and accounts for the 1 October 2010 Information Dominance Corps (IDC) designator revision directed in reference (c).

2. Cancellation. OPNAVINST 1500.79.

3. CFEF Program

a. Background

(1) The CFEF Program was established in 2009 to give mid-level officers an opportunity to increase their understanding of cyber policy development and decision making at the highest levels of government. This program integrates concerns of national security, governance, and cyber warfare by allowing select officers the opportunity to participate as fellows at a selected research organization. Armed with an increased knowledge of policy development and high-level decision making, officers completing the CFEF Program will be subsequently available to fill cyber-related billets in strategy, planning, and operations to leverage their expertise.

(2) Under reference (b), Secretary of the Navy (SECNAV) delegated to the Commandant of the Marine Corps and the Chief of Naval Operations the authority to establish non-legislative fellowship programs and to approve fellowships under those programs.

b. Eligibility. All active duty O4-O5 IDC officers (1800, 1810, 1820, and 1830 designators).

c. Thesis Requirement. Officers participating in the CFEF Program will be uniquely situated to benefit from the expertise resident at their institutions. Understanding and incorporating this "outside perspective" is critically important to the Navy as it continues to adapt and refine itself to meet the strategic challenges of today and tomorrow. Each CFEF fellow will be required to research and write a thesis paper related to cyber-strategy, policy, and decision making. The Deputy Chief of Naval Operations for Information Dominance (CNO (N2/N6)) via Director, Total Force Management Division (OPNAV N2/N6C1) will provide the specific guidelines and criteria for the thesis at the outset of the academic year. The emphasis will be on generating a product which will contribute to the development of Navy cyber operations.

d. Institutions. The participating institutions will meet eligibility criteria from reference (a) and be announced in the annual Navy-specific administrative message (NAVADMIN) via official information exchange (such as command e-mail or other communication transport mechanisms) discussed in paragraph 5. These institutions will be selected based on their ability to meet the Navy's present needs, anticipated requirements or future capabilities, and their potential to contribute to the effectiveness of the Navy's cyber strategy, policy, and decision making.

#### 4. Policy

a. Assignments. Assignments to the CFEF Program may not exceed 1 year and will usually commence in August.

b. Service Obligation. Officers participating in this program may not resign or retire while assigned to a fellowship, and shall agree in writing to remain on active duty upon

completion or termination of the fellowship for a period of three times the duration of the fellowship. This obligation is governed by statute and may not be waived. It can be served concurrently with any other service obligation.

c. Utilization. Officers completing this program must serve at least one utilization tour in an Office of the Chief of Naval Operations (OPNAV) staff billet as soon as possible, but not later than the second subsequent shore tour. Exceptions to this rule must be approved by Assistant Commander, Navy Personnel Command (NAVPERSCOM) for Career Management (PERS-4) and CNO (N2/N6). This policy will not be waived for personal preference.

d. Subspecialty. Officers completing this program may be eligible for the 6000S subspecialty code denoting professional experience related to system capabilities and limitations and system and platform requirements based on command and control, administrative, logistical, and or operational requirements. This subspecialty code is not automatically granted. The procedures for applying for a subspecialty code are available at: <https://navprodev.bupers.navy.mil/nss/information/>.

e. Fitness Reports (FITREPs). Per reference (d), officers participating in this program will receive not-observed FITREPs for continuity purposes. OPNAV (N2/N6C1) will be the reporting senior on all FITREPs. At the end of the Federal Executive Fellowship academic year, each fellow will be responsible for obtaining a letter from his or her institution, normally signed by the program director or an immediate supervisor, which documents his or her performance and involvement throughout the course of the year. This letter will be submitted as an attachment to the final detaching FITREP.

f. Program Reviews. CNO (N2/N6) will conduct a thorough program review annually. This program review will be collaborative in nature and involve all stakeholders. CNO (N2/N6) will incorporate improvements as appropriate into the subsequent NAVADMIN. The program review addresses, but is not limited to:

- (1) Institution additions or deletions;

(2) Modification of program requirements, including designator expansion;

(3) Program funding issues; and

(4) Compliance with references (a) and (e).

## 5. Application and Selection

a. Application. Each year in June or July, CNO (N2/N6) is responsible for releasing a NAVADMIN which solicits applications for the CFEF Program. This timing allows interested officers adequate time to submit applications for the October or November selection board. Officers interested in applying to this program should follow the examples contained in enclosures (1) and (2). Completed applications should be mailed to the NAVPERSCOM address below. Additionally, e-mail a copy of the application package to the CNO (N2/N6) point of contact listed in the annual NAVADMIN.

Navy Personnel Command  
Customer Service Center (PERS 00R)  
FY 20XX Cyber Federal Executive Fellowship Selection Board  
5720 Integrity Drive  
Millington, TN 38055-4400

b. Selection. Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-00) will convene the CFEF Program Selection Board annually in October or November. Selection will be based on career performance, academic qualifications, promotion potential, overall fleet requirements, needs of the Navy, and availability of billets. Officers selected for this program will be required to accept or decline within 14 days of the release of the selection board results. Any time thereafter, selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist. Openings will be filled by alternates per their order of selection by the board and individual program requirements. Alternates will also have 14 days to accept or decline. Similarly, alternate selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist.

6. Responsibilities

a. CNO (N2/N6)

(1) Serve as program chairperson and primary program sponsor for the CFEF;

(2) Update policy guidance through annual notices, instructions, and other correspondence as necessary for the CFEF;

(3) Determine which institutions will participate in the CFEF Program. Enter into agreements with selected institutions to enable program execution;

(4) Act as cyber fellowship selection board sponsor;

(5) Serve as resource sponsor for the CFEF Program; and

(6) Annually, in September or October, per all stakeholders, conduct a review of the previous academic year's CFEF. At a minimum, this review will evaluate compliance with references (a) and (e), cost of execution, utilization, and any fiscal surpluses and or constraints that might affect future execution of the program to help inform and guide future decisions about the program. No later than 31 October of each year, report the effectiveness of the program in meeting established goals and compliance with references (a) and (e) to the Director, Training and Education Division (OPNAV (N15)).

b. OPNAV (N2/N6C1)

(1) Serve as administrator of the CFEF Program;

(2) Serve as reporting senior for officers assigned to the CFEF Program;

(3) Notify respective institutions of selections made by the CFEF Program selection board;

(4) Conduct a CFEF program orientation and review end-of-year thesis submissions with Navy fellows;

(5) Provide guidance and criteria for the CFEF thesis requirement; and

(6) Prior to the officer's commencement of the fellowship, ensure counseling by a Department of Defense ethics counselor to include standards of conduct and issues related to the acceptance of fellowship while on active duty.

c. OPNAV (N15). Include the results of an annual program review in a report to the Under Secretary of Defense (Personnel and Readiness) per reference (a) no later than 31 January each year.

d. COMNAVPERSCOM (PERS-00). Convene CFEF selection board annually.

e. NAVPERSCOM (PERS-4)

(1) Assign selected officers as directed by the results of the selection board and per annual quota plans; and

(2) Establish and direct officer assignment practices to achieve utilization of officers participating in CFEF.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual (M-)5210.1 of November 2007.

8. Reports Control. Reports contained within this instruction are exempt from report control per SECNAV M-5214.1 of December 2005.



KENDALL L. CARD  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
for Information Dominance

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil/>

OPNAVINST 1500.79A  
03 Jun 2011

**SAMPLE APPLICATION PACKAGE**

SECOND ENDORSEMENT on CDR D. J. Barber, USN, Last 4 SSN/XXXX  
ltr of (enter date)

From: Commander, Navy Personnel Command (PERS-4XX) (Detailer)  
To: Commander, Navy Personnel Command (PERS-440)

Subj: SUMMARY OF FELLOWSHIP ASSIGNMENT IMPACT ON COMMUNITY AND  
INDIVIDUAL CAREER ICO CDR BARBER

1. Current Tour Impact: (Provide comments on impact to current tour if selected).
2. Overall Individual Career Impact: positive/negative (if program will have a negative impact on the member's career, additional explanation is required).
3. Projected Rotation Date (PRD)/Relief Concerns: (Provide PRD and comments on relieving process if selected).
4. Needs of Community Impact: (Provide comments on impact to the community manning if selected).

(ALL FIELDS REQUIRED)

I. M. DETAILER  
CAPT USN

Copy (via e-mail) to:  
OPNAV N2/N6C1

Enclosure (1)

OPNAVINST 1500.79A  
03 Jun 2011

**SAMPLE APPLICATION PACKAGE**

FIRST ENDORSEMENT on CDR D. J. Barber, USN, Last 4 SSN/xxxx ltr  
of (enter date)

From: Commanding Officer, USS UNDERWAY (DD XXX)  
To: Commander, Navy Personnel Command (PERS-440)  
Via: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

Subj: COMMANDING OFFICER'S ENDORSEMENT ICO CDR D. J. BARBER,  
USN, Last 4 SSN/XXXX

1. (CO's recommendation and comments).
2. If selected for this program, CDR Barber will be rotating XX months early. I (intend/do not intend) to make this officer available without the benefit of a qualified relief.

(CO'S ENDORSEMENT MUST INCLUDE A STATEMENT OF PROJECTED ROTATION DATE AND INTENTION TO MAKE AVAILABLE WITHOUT REGARD TO RELIEF)

I. M. SALTY



From: CDR Donald J. Barber, USN, Last 4 SSN/XXXX  
To: Commander, Navy Personnel Command (PERS-440)  
Via: (1) Commanding Officer, USS Underway (DD XXX)  
(2) Commander, Navy Personnel Command (PERS-4XX)  
(Appropriate Detailer Code)

Subj: APPLICATION FOR FY 20XX CYBER FEDERAL EXECUTIVE  
FELLOWSHIP

Encl: (1) Curriculum Vitae  
(2) Biography

1. PERSONAL STATEMENT TO THE BOARD (EXAMPLE BELOW)

The CFEF is a great opportunity to excel. My extensive (pol-mil, operational experience, staff background, cyber, information technology, etc.) makes me an ideal candidate for this program.

2. Should you accept me, I rank my choices as follows:

(STATEMENT MUST INCLUDE FELLOWSHIP INSTITUTIONS IN ORDER OF PREFERENCE)

3. I understand that if selected, I am obligated to serve on active duty for a period of three times the length of the fellowship. Obligation will begin upon completion or termination of the fellowship and can be served concurrently with other service obligations.

(THIS STATEMENT MUST BE MADE VERBATIM)

4. I understand that upon completion of my fellowship, I am obligated to complete an immediate utilization tour in a validated 6000-coded subspecialty billet unless this is superseded by an operational commitment or the needs of my community. If I am unable to complete an immediate utilization tour, I will do so no later than the second subsequent shore tour following my participation in the fellowship.

(THIS STATEMENT MUST BE MADE VERBATIM)

5. I understand that if offered a fellowship opportunity, I have 14 days to commit. Once committed, my acceptance is irrevocable and selectee initiated requests to decline will not normally be approved.

(THIS STATEMENT MUST BE MADE VERBATIM; SUBMISSION FOR FURTHER REVIEW BY AN INSTITUTION'S BOARD IS ALSO IRREVOCABLE)

6. I understand that if offered a fellowship opportunity, I should expect my assignment to begin August of next year. My projected rotation date (PRD) is XXX which is (xx months before)/(xx months after) the fellowship start date. If offered a fellowship opportunity, my assignment depends on my present command's willingness to make me available, and the willingness of my detailer to assign me to a fellowship.

(STATEMENT MUST INCLUDE UNDERSTANDING OF DETAILING PROCESS)

D. J. BARBER  
CDR, USN

SAMPLE CURRICULUM VITAE

Commander D. J. Barber, USN  
18X0/Last 4 SSN  
Chief of Naval Operations  
Strategic Concepts Branch  
2000 Navy Pentagon  
Washington, D.C. 20007

Work Phone Number:  
Home Address:  
Home Phone Number:  
Email Address:

Present Position:  
Executive Officer

Educational Background:  
University of California at Berkeley, Berkeley, CA, 1981-1985 --  
B.S. in Computer Science, Magna Cum Laude Naval Postgraduate  
School, Monterey, CA 1992-1994 - M.S. in Computer Science,  
Graduated with Distinction  
Military Education:  
As appropriate

Professional Background:  
1990 Commissioned NROTC UCAL Berkeley  
1990-1992 USS DDG, Main Propulsion Assistant  
1992-1994 USS MSO, Executive Officer/Navigation  
1994-1996 Naval Postgraduate School, Computer Science and System  
Design, Graduated with Distinction  
1996-2000 USS CVN, CS DIVO  
2000-2003 NCTS, DIVO  
2003-2005 USS LHD, ISO

Professional Qualifications:

- Proven Subspecialty in Computer Science 6203s
- Member Phi Beta Kappa Honor Society

Awards:  
Navy Commendation Medal with "V"  
Navy Achievement Medal  
Publications/Articles/Papers: (If applicable)

Other Relevant Experience:

Subspecialty and Other Future Shore Assignment Goals:

Biography: (OPEN - FORMAT SUMMARY OF CAREER ON SEPARATE PAGE)

(STATEMENT ACKNOWLEDGED BY MEMBER)

\*\*\*\*Privacy Act Statement\*\*\*\*

1. Authority: 10 U.S.C. 5013, Secretary of the Navy, 5 U.S.C., Departmental Regulations, E.O. 9397 (SSN) as amended, and SORN NM5000-2.

2. Purpose: To aid in determining the best qualified/eligible applicants for selection to the Cyber Federal Executive Fellowship program.

3. Routine use: Used in the fellowship program(s) selection process by the Cyber Federal Executive Fellowship Selection Board convened annually by the Commander, Navy Personnel Command.

4. Disclosure: Voluntary; however, failure to provide the information may hinder the applicant's chances for selection to the Cyber Federal Executive Fellowship program.