

# **SURFACE WARFARE OFFICER SCHOOL**

## **COMMAND QUALIFICATION EXAM**

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## **1. When am I eligible to take the Command Qualification Exam (CQE)?**

Officer candidates who complete their first DH tour prior to 1 June 2013 are eligible to take the CQE after being onboard a minimum of six months.

Officers who complete their first DH tour after 1 June 2013 will receive orders to SWOS to take the SWOS Command Assessment, which includes the CQE, Shiphandling Assessment, Tactical Assessment and 360° Assessment debrief.

## **2. How can my CO request a Command Qualification Exam (CQE) for me?**

For Officers who completed their first DH tour before 1 June 2013, CQEs are available by having your current CO request an exam from the SWOS N75 Directorate. Your CO will send an email to: [N75@training.navy.smil.mil](mailto:N75@training.navy.smil.mil).

## **3. After my CO has requested the Command Qualification Exam (CQE), how is it made available to me?**

- a) Officers who completed their first DH tour prior to 1 June 13: Once SWOS has received the request for a candidate to take the CQE, the CQE will be sent electronically to your Commanding Officer. The exam will be taken electronically on the Commanding Officer's SIPR terminal, while your Commanding Officer or Executive Officer proctors the exam for you.
- b) Officers who completed their first DH tour after 1 June 2013: These candidates will take the CQE as part of their Command Assessment (CA) at SWOS, in an electronic classroom.

## **4. How do I prepare for the Command Qualification Exam (CQE)?**

The Command Qualification Exam covers material from the following subjects:

- Rules of the Road
- Command Management
- Material Readiness
- Navigation, Seamanship, and Shiphandling
- Maritime Warfare

Questions from each section have been pulled from Navy instructions and publications that are available to any Department Head serving at sea. Between your instruction at SWOS during Department Head School, your experience at sea, and the Command Qualification Exam Bibliography, you will have all the material you need to study for and successfully pass the Command Qualification Exam. The Command Qualification Exam Bibliography is a

comprehensive document that contains the instruction from which every question on the CQE was pulled from.

## **5. Where can I find the Command Qualification Exam (CQE) Bibliography?**

The Command Qualification Exam Bibliography can be found at:

- a. SWOS NIPR NKO site: <https://www.nko.navy.mil/group/swos/n75-command-at-sea>
- b. SWOS SIPR NKO-S site: <https://www.nko.navy.smil.mil/group/swos-learning-center/command-qualification-exam-and-assessment>

## **6. How often will the Command Qualification Exam (CQE) and Bibliography be revised?**

The CQE bibliography will be updated annually and was most recently released in February 2014. Candidates taking the CQE in July 2014 and after should study from the February 2014 CQE bibliography.

## **7. Can I have any reference material with me while taking the Command Qualification Exam (CQE)? Can I take any of my scrap paper out of the Exam?**

No, you will not be able to bring or utilize any reference material while taking the CQE. You can utilize as much scratch paper as you need, but it must be verified as blank before commencing the examination period. Calculators are authorized, but only ones that do not save data (no scientific calculators). You must complete the CQE utilizing only what you have learned in your preparations for the Exam and your experience as a SWO.

Additionally, all scratch paper used to assist you in answering questions during the exam must be returned to the proctor and shredded.

## **8. Can I share questions that I have seen with other Examinee's after the Exam period is over?**

No. Any copying or reproduction in any way violates the spirit of protecting the integrity of the Command Qualification Exam, and is prohibited.

## **9. Upon completion of the Command Qualification Exam (CQE), how do I receive my results?**

Upon completion of the CQE, all testing material will be provided to the Commanding Officer. Completed examinations should be e-mailed to: [N75@training.navy.smil.mil](mailto:N75@training.navy.smil.mil).

Upon receipt of Examinations, SWOS will grade the exam as Pass or Fail and notify the candidate's Command of their performance. If one or more sections are failed, the Examinee will have 30 days to prepare to take the failed section(s) over again. Each candidate gets two chances to pass the CQE. Additionally, an officer who had previously failed the CQE or SWOS CA twice, but is selected for an XO Afloat or XO Special Mission billet, will be eligible for a third attempt to complete the CQE or SWOS CA to gain eligibility for command screening at their third look.

## **10. How are the Command Qualification Exams developed?**

Questions from each section have been pulled from Navy Instructions and Publications that are available to any Department Head serving at sea. Between your instruction at SWOS during Department Head School, your experience at sea, and the Command Qualification Exam Bibliography, you will have all the material you need to study for and successfully pass the Command Qualification Exam. The Command Qualification Exam Bibliography is a comprehensive document that contains the references from which every question on the Exam was pulled from. Post-Command Officers assigned to SWOS evaluate each question carefully, and the Commanding Officer of SWOS is the final approval authority for each exam question and exam.

## **11. Are questions Pass/Fail or is partial credit awarded?**

The essay questions, if answered appropriately, will result in partial credit if the answer is close to the correct answer. However, questions that are True/False or Multiple Choice are not awarded partial credit.

## **12. Can I write in Pen on the Command Qualification Exam?**

The intent is for the exam to be taken electronically on the Commanding Officer's SIPR terminal or in the electronic classroom at SWOS. The completed exam will then be attached to an e-mail, sent from the Commanding Officer to [N75@training.navy.smil.mil](mailto:N75@training.navy.smil.mil).

**13. If I start the exam and I have to respond to an emergency on the ship and stop or for any other reason I have to stop the Exam, is it an automatic failure?**

Commanding Officers must make the determination on whether or not the candidate may continue the CQE based on their best judgment. The exam period CANNOT be restarted, but if the CO feels it is appropriate, it may be continued. If the CQE cannot be completed based on the CO's judgment, the CO can recommend whether it should be viewed as a failure or merely request another Examination. In the case of requesting another CQE, it would not fall under any time constraints associated with a failure.

**14. Can I take breaks during the Command Qualification Exam (CQE)?**

The CQE is broken up into 5 sections. All 5 sections must be completed in 4 hours. However, when one section is completed, prior to moving on and starting the next section, breaks may be taken that will not count against the 4 hours examination period. However, breaks should be short. In no cases should the Examination period be spread out over more than one workday and in no cases shall the candidate review any reference or study material during breaks.

**15. What subjects does the exam cover? How long is the Exam?**

The Command Qualification Exam is a test that covers material from the following subjects:

- Rules of the Road
- Command Management
- Material Readiness
- Navigation, Seamanship, and Shiphandling
- Maritime Warfare

The examination period will not exceed 4 hours.

**16. Where can I find all of the required references?**

- a. SWOS NKO site: <https://www.nko.navy.mil/group/swos/n75-command-at-sea>
- b. SWOS NKO-S site: <https://www.nko.navy.smil.mil/group/swos-learning-center/command-qualification-exam-and-assessment>