



DEPARTMENT OF THE NAVY

SURFACE WARFARE OFFICERS SCHOOL COMMAND
446 CUSHING ROAD
NEWPORT, RHODE ISLAND 02841

IN REPLY REFER TO:

SWOSCOLCOMINST 1412.1
N75
6 Jul 12

SWOSCOLCOM INSTRUCTION 1412.1

From: Commanding Officer, Surface Warfare Officers School Command

Subj: SURFACE WARFARE COMMAND QUALIFICATION EXAMINATION

Ref: (a) OPNAV INSTRUCTION 1412.14
(b) COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 1412.2A

Encl: (1) Sample Completion Letter
(2) Sample Failure Letter

1. Purpose. To promulgate the procedures for generating, requesting, delivering, administering, grading and reporting the results of the Command Qualification Exam (CQE).

2. Discussion.

a. Reference (a) directed that each community establish a procedure for assessing officers for command. As part of the Surface Warfare community's command qualification program detailed in reference (b), Commanding Officer, Surface Warfare Officers School Command will generate, deliver and grade a command qualification exam.

b. Commanding Officers will determine when candidates possess the requisite knowledge, experience and skills necessary for command. An officer must complete a minimum of 6 months as a Department Head before the CO can request an exam.

c. Requesting an exam. Afloat Commanding Officers will request an exam for their candidate once they have met the requirements of reference (b) by:

(1) Sending the request via e-mail from their Commanding Officer SIPR account to the SWOS Command at Sea Director (N75) at N75@training.navy.smil.mil providing the name, rank and last four of the SSN of the candidate.

(2) SWOS N75 will generate the exam and send it electronically via SIPRNET as a password protected document to the Commanding Officer. The Commanding Officer will be provided specific instructions and the password to the exam in a separate e-mail.

d. For those candidates not in an afloat billet (Post Department Head, GSA, Joint Duty, etc), the first Navy O-6 or above will request

the exam as stated above. If in a billet where a Navy O-6 is not present or it would be impractical, an O-6 in the officer's chain of command in a Command or ISIC-like billet will request the exam, and explain the circumstances that preclude exam administration by a senior Navy officer.

e. Administering the exam. These procedures apply to candidates in afloat and non-afloat billets. Specifically:

(1) The Commanding Officer may delegate proctoring the exam to the Executive Officer, but no further delegation is permitted.

(2) The candidate will be given four hours to complete the exam. The proctor will allow the candidate to take periodic breaks during the exam, and the proctor must ensure examination time is constrained to the four hour time limit. The candidate may not bring anything with them to take the exam. Notes, scratch paper, etc. may be used, but must be destroyed by the exam proctor.

(3) At the end of the exam, the proctor will save the document and e-mail it back to SWOS N75. The CO will delete all exam files after SWOS N75 verifies receipt by e-mail.

(4) SWOS/N75 will notify the candidate's Commanding Officer of the exam results via email and attach either a Completion or Failure letter as shown in enclosures (1) and (2) of this instruction. Criteria for passing the exam, listed in reference (b), are 90% or better grade on the Rules of the Road section and 80% or better on each of the other sections is required. Failure of only one section permits the candidate to retake the failed section not less than 30 days after initial test date. Failure of two or more sections will require retest of all sections, not less than 60 days from the date of previous exam.

3. Responsibilities. Officer training and professional development is an investment in the future and is therefore a shared responsibility between SWOS and Commanding Officers. The fairness and objectivity of this process depends on maintaining exam integrity by preventing compromise.

a. Individual responsibilities for exam request, administration and grading are as follows:

(1) SWOS Commanding Officer. Responsible for the overall administration of the Command Qualification Exam on the behalf of the Surface Warfare Community Leadership.

(2) SWOS N75. Responsible to the Commanding Officer, SWOS, for all aspects of the exam from generation, delivery, grading and reporting results. N75 will conduct post-exam analysis to ensure SWOS is delivering a rigorous and current examination, and report to the Commanding Officer at least quarterly on the exam status.

(3) SWOS Academic Directors. Responsible for providing the Director of N75 with validated questions, references, answer keys and instructors to grade the exams in their respective area of expertise. Deliver a minimum 25 new questions complete with answers and references per quarter. Participate in the quarterly exam update briefs to the SWOS CO. The delineated areas of responsibility are as follows:

- (a) Navigation, Seamanship & Shiphandling - N72
- (b) Maritime Warfare - N73
- (c) Command Management - N75
- (d) Material Readiness - N76

(4) Commanding Officers. Responsible for recommending officers for examination, and proctoring/safeguarding exam in accordance with relevant instructions. Commanding Officers will record and report officers successful completion of CQE in accordance with references (a) and (b). Additionally, Commanding Officers will recommend officers for reexamination in accordance with this instruction and reference (b).

A handwritten signature in black ink, consisting of the letters 'RAB' followed by a long horizontal stroke extending to the right.

R. A. BROWN

Distribution: (See SWOSCOLCOMINST 5216.2S)
List I (A), II

SAMPLE COMPLETION LETTER

1611
N75
Date

From: Commanding Officer, Surface Warfare Officers School Command
To: Name, USN, XXX-XX-XXXX/Designator
Via: Commanding Officer, USS NEVERSAIL (CG 30)
Executive Officer, USS NEVERSAIL (CG 30)

Subj: REPORT OF SUCCESSFUL COMPLETION OF THE COMMAND QUALIFICATION
EXAM

Ref: (a) OPNAVINST 1412.14
(b) COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 1412.2 (series)

1. Congratulations on successfully passing the Command Qualification Exam. Your diligent work has taken you one step closer to achieving Command Qualification, as outlined in reference (b).

2. With appreciation and respect for your efforts.

SAMPLE FAILURE LETTER

1611
N75
Date

From: Commanding Officer, Surface Warfare Officers School Command
To: Name, USN, XXX-XX-XXXX/Designator
Via: Commanding Officer, USS NEVERSAIL (CG 30)
Executive Officer, USS NEVERSAIL (CG 30)

Subj: REPORT OF FAILURE OF THE COMMAND QUALIFICATION EXAM

Ref: (a) OPNAVINST 1412.14
(b) COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 1412.2 (series)

1. I regret to inform you that you did not pass the Command Qualification Exam. Specifically, you failed the following section(s):

- a. Rules of the Road
- b. Command Management
- c. Material Readiness
- d. Navigation, Seamanship, and Shiphandling
- e. Maritime Warfare

2. Re-examination procedures are detailed in reference (b).