

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

w/ch 1 26MAR97
SECNAVINST 1401.3
NMPC-4CC
1 December 1989

SECNAV INSTRUCTION 1401.3

From: Secretary of the Navy
To: All Ships and Stations

Subj: SELECTION BOARD MEMBERSHIP

- Ref:
- (a) Title 10, United States Code (NOTAL)
 - (b) SECNAVINST 1401.1, Special Promotion Selection Boards for Officers on the Active-Duty Lists of the Navy and Marine Corps
 - (c) SECNAVINST 1412.8, Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDO's) and Chief Warrant Officers (CWO's) Serving on Active Duty in the U.S. Navy (NOTAL)
 - (d) SECNAVINST 1412.9A, Promotion and Continuation of Limited Duty Officers (LDO's) and Warrant Officers (WO's) in the Regular Marine Corps and the Promotion and Continuation of Warrant Officers (WO's) in the Marine Corps Reserve (NOTAL)
 - (e) SECNAVINST 1420.1, Selection Boards for the Promotion, Continuation, and Selective Early Retirement of Commissioned Officers on the Active-Duty List
 - (f) SECNAVINST 1421.3G, Temporary (SPOT) Promotion of Officers
 - (g) SECNAVINST 1421.7B, Promotion and Selective Retention of Warrant and Chief Warrant Officers on Inactive Duty in the Naval Reserve (NOTAL)
 - (h) SECNAVINST 1427.1B, Regulations Governing Running Mates, Precedence, and Competitive Categories for Officers of the Naval and Marine Corps Reserve
 - (i) SECNAVINST 1920.7, Continuation on Active Duty of Regular

Commissioned Officers in the Navy and Marine Corps
(j) SECNAVINST 1427.2A, Rank, Seniority, and Placement of Officers on the Active-Duty Lists of the Navy and Marine Corps

- Encl:
- (1) Supplementary Guidance for U.S. Navy Selection Boards
 - (2) Supplementary Guidance for U.S. Marine Corps Selection Boards
 - (3) Supplementary Guidance for Boards to Select Nominees for the Positions of Judge Advocate General, Deputy Judge Advocate General, Assistant Judge Advocates General, and Staff Judge Advocate to the Commandant of the Marine Corps

1. **Purpose.** To prescribe policy on the composition of selection boards for promotion, special promotion, temporary (SPOT) promotion, continuation, and selective early retirement of active-duty-list officers, active-duty warrant officers, and non-active-duty-list Reserve officers and warrant officers of the Navy and Marine Corps convened per reference (a).

2. **Supersession.** Those portions of references (b) through (i) concerning board membership and all other regulations and memoranda on promotion and continuation board membership are superseded.

3. **Definitions.** For purposes of this instruction, the following definitions apply:

a. **Precept.** The Secretary of the Navy (SECNAV) written order which convenes selection boards for promotion, temporary (SPOT) promotion, special promotion, selective early retirement, and continuation. Precepts specify, but are not limited to, convening dates, membership, numbers to select, selection criteria, and Secretarial guidance relating to the needs of the service in the competitive category concerned for officers having particular skills.

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b. Statutory. Deriving from statute (law), in this case Title 10, United States Code. Title 10 is a codification of laws relating to the Armed Forces passed by Congress and approved by the President.

c. Active-Duty List. A single listing in order of seniority of commissioned officers on active duty, except warrant officers and certain Reserve officers, maintained by SECNAV under section 620 of reference (a). Separate lists are maintained for the Navy and Marine Corps per reference (j).

d. Non-Active-Duty-List Officers. All officers not on the active-duty list. By law, certain classifications of Regular and Reserve officers are not included on the active-duty list, even though they might be on extended active duty, such as naval officers on active duty in connection with Training and Administration of Reserves (TAR), Marine Corps officers in Full Time Support (FTS), and Regular and Reserve warrant officers.

e. Selection Board. A board convened under section 611(a) of reference (a) to recommend active-duty-list officers for selection for promotion; or under section 5891 of reference (a) for non-active-duty-list Reserve officers; or under section 558 of reference (a) for permanent Regular warrant officers; or under references (c), (d), and (g) for temporary Regular warrant officers or Reserve warrant officers.

f. Special Selection Board. A board convened under section 628 of reference (a) and reference (b) to consider eligible active-duty-list Regular and Reserve officers and, under references (d) and (g), to consider active-duty Regular warrant officers and Naval Reserve warrant officers who were not recommended for promotion whose records were either not considered by a regularly scheduled promotion board, or whose consideration by such a board involved material error of fact or material administrative error, or because the regularly scheduled board acted contrary to law.

g. Temporary (SPOT) Promotion Selection Board. A board convened under section 5721 of reference (a) and reference (f) to consider Navy line lieutenants who have a critical skill and are serving in billets which have been designated by the Secretary of the Navy to be held by a lieutenant commander with that critical skill for temporary (SPOT) promotion to lieutenant commander.

h. Selective Early Retirement Board. A board convened under sections 611(b) and 638 of reference (a) to consider active-duty-list Regular officers in the grade of commander or above or lieutenant colonel and above for involuntary retirement.

i. Continuation Board. A board convened under sections 611(b) and 637 of reference (a) and reference (i) to consider the continuation on active duty of Regular officers serving in permanent grades above lieutenant (junior grade) or first lieutenant who are subject to involuntary retirement or discharge for years of service or failures of selection for promotion. Also, a board convened under sections 564 and 1305 of reference (a) and references (c) and (d) to consider warrant officers for continuation on active duty who are subject to involuntary retirement or separation for years of service.

j. Reserve Active Status Continuation Board. A board convened under section 6410 of reference (a) and reference (i) to recommend Reserve officers for removal from an active status to provide a steady promotion flow. Also, a board convened under reference (g) to selectively retain Reserve warrant officers beyond 30 years creditable service.

k. Warrant Officers. Officers holding temporary or permanent appointments in grades from W-1 to W-4.

l. Available. An officer is available to serve on a board if the officer's physical condition or military duties do not preclude such service.

m. Eligible. An officer is eligible to serve on a board convened under section 611 of reference (a) if serving on the active-duty list of the same Armed Force as the officers under consideration, in a grade higher than the officers being considered, and in the grade of major or lieutenant commander or above.

4. Policy. Department of the Navy policy is to appoint selection boards composed of highly qualified and experienced officers, selected for their performance, maturity, judgment, and military background, complying with the statutory requirements in reference (a). Because there are differences in the size, grade, structure and composition of competitive categories in the Navy and Marine Corps, supplementary membership policies are provided in enclosures (1), (2), and (3).

a. General Qualifications. Board members should be selected from a wide range of leadership positions and reflect the composition of the officer corps, including women and racial or ethnic minorities. Membership will not be limited to "due course" officers (officers who have neither failed of selection for promotion nor been selected for promotion from below zone). Exclusion from board membership by reason of gender, race, ethnic origin, or religious affiliation is prohibited.

b. Special Selection Boards. Special selection boards considering officers erroneously not considered by a regularly scheduled board may include members from that regularly scheduled board. Special boards considering officers who were considered but not selected by a regularly scheduled board may not include members from that regularly scheduled board. Members assigned to these boards should have served previously on regularly scheduled promotion selection boards.

c. TAR Membership. Each board which considers TAR officers shall include at least one TAR designated member.

d. Officers Being Considered. Officers being considered by a board may not participate

as members, recorders, assistant recorders, or projectionists for that board.

e. Counselors. Officers assigned counselling responsibilities at the Naval Military Personnel Command or Headquarters, Marine Corps, for personnel who failed of selection for promotion may not serve as members on the next promotion board which considers the record of an officer he or she counselled. They may serve as recorders, assistant recorders, or projectionists.

f. Officers Pending Retirement. Normally, officers who have requested retirement should not be nominated for board duty. However, in small competitive categories, officers who have requested retirement may be nominated, with supporting justification, when officers who have not requested retirement are not available in sufficient numbers. Such officers may, subject to the provisions in paragraph six below, be nominated before retired officers, non-active-duty-list officers, or officers from a different competitive category are nominated.

g. Detailers or Career Monitors. Officers assigned as detailers (Navy) or career monitors (Marine Corps) may not be appointed as board members while serving in those assignments, or for one year following reassignment. However, they may serve as recorders, assistant recorders, or projectionists.

h. Prior Service on Certain Boards. Restrictions on prior selection board membership do not apply to special promotion selection boards, SPOT promotion boards, continuation boards, or selective early retirement boards.

i. Approval. The membership of each board is subject to approval by SECNAV.

5. Purpose of Guidance on Representation. Guidance on selection board representation in this instruction is not to be used to sponsor any single interest, but is to be used to enhance the knowledge, experience and understanding of each board as a whole.

6. Statutory Requirements for Active-Duty-List Selection Boards, Continuation Boards, and Selective Early Retirement Boards. Sections 612, 637, and 638 of reference (a) establish the following minimum requirements for boards considering active-duty-list officers for promotion to the next higher grade from lieutenant (junior grade) or first lieutenant through rear admiral or major general, for boards considering officers to be continued on active duty, and for boards considering officers for early retirement.

a. Number of Members. The board shall consist of five or more eligible and qualified active-duty-list officers. If a sufficient number of qualified officers on the active-duty-list are not available to comprise a selection board, members may be nominated who are retired officers, Reserve officers serving on active duty but who are not on the active-duty list, or members of the Ready Reserve.

b. Competitive Category. At least one active-duty-list officer from each competitive category of the officers being considered by the board shall be a member of the board. If no eligible and qualified active-duty-list officer from that competitive category is available to serve as a member, the board need not include such an officer. However, the Secretary may, in his discretion, appoint one non-active-duty-list officer from that competitive category to be a member of the board.

c. Reserve Membership. When Reserve officers are being considered by the board, membership shall include at least one eligible and qualified active-duty-list Reserve officer.

(1) When there are no eligible and qualified active-duty-list Reserve officers available to serve as members, the Secretary shall appoint at least one Reserve officer who is not on the active-duty list, in addition to the five active-duty-list officers.

(2) If the board is considering officers in the grade of captain or rear admiral (lower half) or colonel or brigadier general, no Reserve

member need be included if there are no Reserve officers on active duty in the next higher grade who are eligible to serve on the board.

(3) If no Reserve officer is being considered by the board, only Reserve officers on the active-duty-list may be appointed as members except as provided in subparagraph (b) above.

d. Non-Active-Duty-List Membership. If there are not enough eligible and qualified officers on the active-duty list to comprise a board, the Secretary shall appoint sufficient qualified non-active-duty-list officers to complete the minimum board requirement of five members. The final decision as to an officer's qualification and the basis for making such a determination lies within the sole discretion of the Secretary of the Navy. Memoranda forwarding precepts convening selection boards under section 611 of reference (a) should contain a clear statement that there are insufficient eligible or qualified officers on the active-duty list to complete the board whenever a board includes non-active-duty-list officers.

e. Minimum Grade. Board members shall be serving in a grade higher than that of the officers being considered by the board. Officers who are frocked to a grade are not considered to be serving in that grade except as outlined in this instruction. In addition, no member may be serving in a grade below lieutenant commander or major.

f. Prior Membership. No officer may be a member of two successive promotion selection boards convened under section 611(a) of reference (a) considering officers of the same competitive category and grade.

g. Joint-Duty Membership. For all active-duty-list promotion boards convened under section 611(a) of reference (a) in which officers eligible for consideration are currently serving in a joint-duty assignment or have served in such assignments since 1 October 1986, there shall be at least one member, designated by the Chairman, Joint Chiefs of Staff, who is currently

serving in a joint-duty assignment. Memoranda forwarding precepts will indicate which member has been designated by the Chairman, Joint Chiefs of Staff or state that no joint-duty member is required.

7. Statutory Requirements for Reserve Promotion Boards. Section 5893 of reference (a) establishes the following minimum requirements for boards considering non-active-duty-list Reserve officers for promotion to the next higher grade in each grade above ensign or second lieutenant and below rear admiral or major general.

a. Number of Members. The board must consist of five or more officers.

b. Reserve Representation. At least half the members must be Reserve officers as far as practicable. If a board is composed of less than half Reserve officers, the memorandum forwarding the precept will explain why it is impractical to appoint more Reserve officers.

c. Minimum Grade. Board members shall be serving in a grade higher than that of the officers being considered. Officers who are frocked to a grade are not considered to be serving in that grade except as outlined in this instruction.

d. Prior Membership. Officers may not serve on two consecutive boards to consider officers for promotion to the same grade if the second of the two is to consider any officer who was considered and not recommended for promotion to that grade by the first board.

8. Statutory Requirements for Regular Warrant Officer Promotion Boards. Section 558 of reference (a) establishes the following minimum requirements for boards considering permanent Regular warrant officers for promotion to the next higher permanent warrant grade. As a matter of Department of the Navy policy, such boards may also consider warrant officers for temporary promotions to the next higher warrant grade under section 5596 (Navy and Marine

Corps: temporary appointments of warrant officers and officers designated for limited duty) of reference (a), and Reserve warrant officers on active duty for temporary or permanent promotion.

a. Number of Members and Minimum Grade. The board must consist of five or more officers serving in a permanent Regular grade above lieutenant commander or major.

b. Prior Membership. No officer may serve on two consecutive boards if the second board will consider any warrant officer considered by the first board.

c. Reserve Membership. When Navy Reserve warrant officers on active duty are to be considered by the board, membership shall include one active-duty Reserve ~~warrant~~ officer.

9. Boards to Recommend Judge Advocates for Flag or General Officer Positions. Under sections 5148 and 5149 of reference (a), Navy judge advocates may be appointed to the positions of Judge Advocate General, Deputy Judge Advocate General, and Assistant Judge Advocate General of the Navy. Under sections 5148, 5149, and 5046 of reference (a), Marine Corps judge advocates may be appointed to the positions of Judge Advocate General, Deputy Judge Advocate General, Assistant Judge Advocate General of the Navy and Staff Judge Advocate to the Commandant of the Marine Corps. While so serving, those officers are, or may be, entitled to the rank and privileges specified in those statutes. Although those officers are not permanently appointed to those positions, the Secretary may in his discretion, convene a board to recommend judge advocates for promotion to flag or general officer positions. The board procedures in enclosure (3) which are designed to parallel normal selection procedures to the extent practicable, will then be used. The Chief of Naval Operations or Commandant of the Marine Corps may recommend the use of board procedure when they consider it in the best interest of the Navy or Marine Corps.

10. Waiver of Membership Requirements.

The Secretary of the Navy may waive nonstatutory membership requirements of this instruction, including the guidance in enclosures (1), (2), (3), and paragraph 4 above, because of the unavailability of eligible qualified members, or for any other reason the Secretary may deem appropriate. Per section 612 of reference (a), the Secretary of Defense may waive the joint-duty membership requirements for USMC selection boards.

11. Responsibility. The Chief of Naval Operations and Commandant of the Marine Corps, shall nominate members for promotion, temporary (SPOT) promotion, special promotion, continuation, and selective early retirement selection boards following the guidelines in this instruction. Those officers shall:

a. Include membership nominations in proposed precepts submitted in compliance with references (b) through (i).

b. With each proposed precept, provide sufficient explanatory information to show that the membership nominations meet the applicable criteria in this instruction.

c. Describe requested deviations from or requested waivers of the applicable criteria in this instruction.

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Secretary of the Navy

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SUPPLEMENTARY GUIDANCE FOR U.S. NAVY SELECTION BOARDS

1. Active-Duty-List Regularly Scheduled Promotion Selection Boards. In addition to the requirements in the main instruction, apply the following guidelines to promotion selection boards for active-duty-list competitive categories. The term "Captain Selection Board" means a board considering commanders to be recommended for promotion to captain.

a. Unrestricted Line

(1) Number of Members and Representation. Provide proportional representation of major specialties as follows:

(a) Air Warfare. Five air warfare officers (13XX), including at least one pilot (131X) and one naval flight officer (132X).

(b) Surface/Special Warfare. Four surface/special warfare officers (111X/113X/114X), at least three of which shall be surface warfare officers. The fourth member may be a special warfare (113X) or special operations (114X) officer. Otherwise, the fourth member shall be a surface warfare officer (111X).

(c) Submarine Warfare. Three submarine warfare officers (112X).

(d) General Unrestricted Line (Gen.URL). One Gen.URL officer (110X) on captain boards and below.

(e) Material Professional (MP). One MP on each promotion board from rear admiral through lieutenant commander, except that there shall be two MP's on the captain promotion board (one surface warfare and one air warfare). MP's may satisfy board membership requirements for their source competitive category.

(2) Grade of Members. Members shall be in the following grades:

(a) Rear Admiral Promotion Boards. Presidents shall be admirals. All other members shall be vice admirals or rear admirals.

(b) Rear Admiral (lower half) Promotion Boards. Presidents shall be admirals. All other members shall be vice admirals, rear admirals, or rear admirals (lower half).

(c) Captain Promotion Boards. Presidents shall be vice admirals. All other members shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). When no 110X rear admiral or rear admiral (lower half) is reasonably available, a command screened 110X Captain may be appointed.

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(d) Commander Promotion Boards. Presidents shall be rear admirals. Two additional members shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). All other members shall be captains.

(e) Lieutenant Commander Promotion Boards. Presidents shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). All other members shall be in, or frocked to, the grade of captain.

(f) Lieutenant Promotion Boards. Presidents shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). At least six members shall be in, or frocked to, the grade of captain. The remaining members shall be commanders.

b. Restricted Line (RL). RL promotion boards normally will convene on the same day as the URL board for the same grade. The president of the URL board may also serve as the president of each RL board.

(1) Number of Members and Representation

(a) Rear Admiral and Rear Admiral (lower half) Promotion Boards. Because of the small number of officers under consideration, only five members are required. At least one shall be from the competitive category under consideration.

(b) Captain through Lieutenant Promotion Boards. The boards shall be composed of at least nine members.

1. To the maximum extent practicable, three members shall be from the competitive category under consideration, if reasonably available on the active-duty list. If no active-duty-list officers from the competitive category under consideration are available, then one officer from that category who is a retired officer from the active-duty list, a Reserve officer on active duty but not on the active-duty list, or a member of the Ready Reserve shall be appointed.

2. The six additional members shall be Unrestricted Line Officers and shall include at least one member from each of the three major warfare specialties.

(2) Grade of Members. RL members should be the same grade as their URL counterparts.

c. Staff Corps. Under reference (a), separate boards will be convened for each staff corps competitive category.

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(1) Number of Members and Representation. The board shall (R)
 consist of five or more eligible and qualified active-duty-list
 officers. At least one member shall be a URL officer. The
 remaining members should be from the competitive category under
 consideration.

(a) When there are insufficient numbers of active-duty-
 list officers in the competitive category under consideration to
 meet requirements for Medical Corps, Dental Corps, Nurse Corps, and
 Medical Service Corps boards, the shortfall may be made up with
 officers from the other health care competitive categories.

(b) Medical Corps boards for captain and below shall (R)
 include representation of both medical and surgical specialties.

(c) Nurse Corps boards for captain and below shall (R)
 include representation of nurse practitioners.

(d) Medical Service Corps boards for captain and below (R)
 shall include representation of both health care administrator and
 health science specialties.

(e) Chaplain Corps board members shall be nominated
 without regard to religious affiliation.

(2) Grade of Members

(a) Rear Admiral and Rear Admiral (lower half) (R)
Promotion Boards. Presidents of rear admiral boards shall be rear
 admirals or above. Presidents of rear admiral (lower half) boards
 shall be rear admirals (lower half) or above. The remaining
 members shall be serving in a grade higher than the officers under
 consideration.

(b) Captain Promotion Boards. Presidents shall be rear (R)
 admirals (lower half) or above. All other members shall be
 captains or above.

(c) Commander Promotion Boards. Presidents should be (R)
 rear admirals (lower half) or above. Captains selected for
 promotion to rear admiral (lower half) may be used if flag officers
 of the respective corps are not reasonably available. All other
 members shall be captains or commanders.

(d) Lieutenant Commander and Lieutenant Promotion (R)
Boards. Presidents should be captains selected for promotion to
 rear admiral (lower half) or above. Captains may be used in the
 small competitive categories where the continued use of a small
 number of flag officers is not practical. The remaining members
 shall be serving in a grade higher than the officers under
 consideration and in the grade of lieutenant commander or above.

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d. Limited Duty Officer (LDO). LDO promotion boards normally will convene on the same day as the URL or Staff board for the same grade. The president of the URL board may also serve as the president of the LDO (Line) board. In addition to the requirements in the main instruction, apply the following guidelines concerning number of members and representation:

(1) The boards shall consist of at least five officers.

R) (2) For the LDO (Line) competitive category, one member shall be from each major designator (61XX, 62XX, 63XX, and 64XX) under consideration. A 640X officer may satisfy the 61XX or 62XX requirement when that officer has expertise in the community represented. A majority of the members shall be URL officers.

(3) For the LDO (Staff) competitive category, provide one member from each LDO staff designator under consideration, if available, at least one member from each of the staff corps corresponding to the LDO staff designator, and at least one URL member.

2. Regularly Scheduled Active Duty Chief Warrant Officer (CWO) Promotion Boards. In addition to the statutory requirements in paragraph 8 of the main instruction, apply the following guidelines.

a. Number of Members and Representation. Provide proportional representation as follows:

(1) Air Warfare. Two air warfare officers, one pilot (131X) and one naval flight officer (132X).

(2) Surface/Special Warfare. Two surface/special warfare officers (111X, 113X, 114X). At least one shall be a surface warfare officer.

(3) Submarine Warfare. Two submarine warfare officers (112X).

(4) General Unrestricted Line (Gen.URL). One Gen.URL officer (110X).

(5) Medical Corps. One Medical Corps officer (210X).

(6) Supply Corps. One Supply Corps officer (310X).

(7) Civil Engineer Corps. One Civil Engineer Corps officer (510X).

(8) Limited Duty Officer. One member shall be an LDO who was formerly a CWO.

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b. Grade of Members. All members shall be serving in the grade of commander or above.

3. Special Selection Boards. Comply with the guidelines in paragraphs 4 through 6 of the basic instruction. The requirements in paragraph 6 relating to membership on successive boards and joint-duty membership are not mandatory for special selection boards.

4. Temporary (SPOT) Promotion Boards. SPOT promotion boards are convened under section 5721 of reference (a). As a matter of policy, comply with the guidelines in paragraphs 4 through 6 of the basic instruction, except that a joint-duty member is not required.

5. LDO Continuation Boards. In addition to the requirements in paragraphs 4 through 6 of the basic instruction, apply the following guidelines.

a. Number of Members and Representation. The president shall be a URL captain. One member shall be an LDO (Line) and one member shall be an LDO (Staff). The remaining members shall be URL officers.

b. Grade of Members. All members shall be serving in the grade of commander or above.

6. CWO Continuation Boards. No specific statutory requirements exist. The following policy guidelines will apply.

a. Number of Members and Representation. The board shall consist of five or more officers. The president shall be a URL captain. One member shall be an LDO who was formerly a CWO. The remaining members shall be URL officers.

b. Grade of Members. All members shall be serving in the grade of commander or above.

7. Selective Early Retirement Boards. In addition to the requirements in paragraph 6 of the basic instruction, the following guidelines apply. The requirements in paragraph 6 relating to membership on successive boards and joint-duty membership are not mandatory for Selective Early Retirement Boards.

a. Number of Members and Representation

(1) URL Boards. Warfare community membership representation shall be the same as for promotion selection boards. (R)

(2) Staff Corps Boards. At least one member shall be a URL officer, the remaining members should be from the competitive (R)

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category under consideration. Membership of the Commander Selective Early Retirement Board should attempt to represent the Medical, Nurse and Medical Service Corps specialties as listed in paragraph 1 for the respective promotion board.

(3) RL and LDO Boards. For boards considering RL or LDO officers, at least one member shall be from the competitive category under consideration. The remaining members shall be URL officers.

b. Grade of Members

R) (1) URL/RL/LDO (Line). The grade of members shall be the same as listed in paragraph 1 for the respective promotion board that selected the early retirement eligibles to their current grade, i.e., grade of members for a Captain Line Selective Early Retirement Board would be composed the same as a Captain Line Promotion Board. All members shall be serving in a grade higher than the officers under consideration.

R) (2) Staff Corps/LDO (Staff). Presidents shall be rear admirals (lower half) or above. The remaining members shall be serving in a grade higher than the officers under consideration.

8. Reserve Regularly Scheduled Promotion Boards. Apply the following guidelines to promotion boards for non-active-duty-list competitive categories.

a. Unrestricted Line

(1) Number of Members and Representation

(a) Rear Admiral Promotion Boards. Because of the small number of officers under consideration, only seven members are required. Provide proportional representation as follows:

1. Air Warfare. Three air warfare officers (13XX).

2. Surface/Special Warfare. Three surface/special warfare officers (111X/113X/114X), at least two of which shall be surface warfare officers. The third member may be a special warfare (113x) or special operations officer (114X). Otherwise the third member shall be a surface warfare officer (111X).

3. Submarine Warfare. One submarine warfare officer (112X).

(b) Rear Admiral (lower half) Promotion Boards. Provide proportional representation as follows:

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1. Air Warfare. Four air warfare officers (13XX).
2. Surface/Special Warfare. Four surface/special warfare officers (111X/113X/114X), at least three of which shall be surface warfare officers. The fourth member may be a special warfare (113X) or special operations (114X) officer. Otherwise, the fourth member shall be a surface warfare officer (111X).
3. Submarine Warfare. One submarine warfare officer (112X).

(c) Captain through Lieutenant Promotion Boards. Provide proportional representation as follows:

1. Air Warfare. Seven air warfare officers (13XX), including at least one Naval flight officer (132X).
2. Surface/Special Warfare. Six surface/special warfare officers (111X/113X/114X), at least five of which shall be surface warfare officers. The sixth member may be a special warfare (113X) or special operations (114X) officer. Otherwise, the sixth member shall be a surface warfare officer (111X).
3. Submarine Warfare. Two submarine warfare officers (112X).
4. General Unrestricted Line (Gen.URL). Two Gen.URL officers (110X).

(2) Grade of Members. Members, including board presidents, shall be in the following grades:

- (a) Rear Admiral Promotion Boards. Presidents shall be in the grade of vice admiral. All other members shall be rear admirals. At least one member shall be an active-duty-list officer.
- (b) Rear Admiral (lower half) Promotion Boards. Presidents shall be vice admirals. All other members shall be rear admirals, or rear admirals (lower half). At least one member shall be an active-duty-list officer.
- (c) Captain Promotion Boards. Presidents shall be active-duty-list vice admirals. Two members shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half), one of whom should be a TAR, if qualified and available. All other members shall be captains.
- (d) Commander Promotion Boards. Presidents shall be active-duty-list rear admirals. Two additional members shall be in,

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or selected for promotion to, the grade of rear admiral or rear admiral (lower half). All other members shall be captains.

(e) Lieutenant Commander and Lieutenant Promotion Boards. Presidents shall be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). At least three other members shall be in, or selected to, the grade of captain. The remaining members may be commanders. At least one member shall be an active-duty-list officer.

b. Restricted Line (RL). RL promotion boards will normally convene on the same day as the URL board for the same grade. The president of the URL board may also serve as the president of each RL board. At least one member shall be an active-duty-list officer.

(1) Number of Members and Representation

(a) Because of the small number of officers under consideration, only five members are required.

(b) One member shall be from the competitive category under consideration, if available.

(c) The remaining members shall include at least one representative from each of the three major warfare specialties.

(2) Grade of Members. RL members should be of the same grade as their URL counterparts.

c. Staff Corps. Separate boards will be convened for each staff corps competitive category. At least one member shall be an active-duty-list officer.

(1) Number of Members and Representation. The boards shall consist of five or more members. At least one member shall be a URL officer, the remaining members may be from the competitive category under consideration.

(a) When there are not sufficient numbers of officers in the competitive category under consideration to meet requirements for Medical, Dental, Medical Service, and Nurse Corps boards, the shortfall may be made up with officers from the other health care competitive categories.

(b) Medical Corps boards should include representation of both medical and surgical specialties.

(c) Nurse Corps boards should include representation of nurse practitioners.

(d) Medical Service Corps boards should include

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representation of both health care administrator and health science specialties.

(e) Chaplain Corps board members shall be nominated without regard to religious affiliation.

(2) Grade of Members

(a) Rear Admiral and Rear Admiral (lower half) Promotion Boards. Presidents of rear admiral boards shall be rear admirals or above. Presidents of rear admiral (lower half) boards shall be rear admirals (lower half) or above. The remaining members shall be serving in a grade higher than the officers under consideration. (R)

(b) Captain and Commander Promotion Boards. Presidents should be rear admirals (lower half) or above. Captains selected for promotion to rear admiral (lower half) may be used if flag officers of the respective corps are not reasonably available. The remaining members shall be captains. (R)

(c) Lieutenant Commander and Lieutenant Promotion Boards. Presidents should be captains, selected for promotion to rear admiral (lower half) or above. Captains may be used in the small competitive categories where the continued use of a small number of flag officers is not practical. The remaining members shall be captains or commanders. (R)

d. Limited Duty Officer (LDO). LDO selection boards will normally convene on the same day as the URL or Staff Corps boards for the same grade. At least one member shall be an active-duty-list officer.

(1) Number of Members and Representation

(a) The board shall consist of at least five members.

(b) For the LDO (Line) competitive category, a majority of the members shall be URL officers.

(c) For the LDO (Staff) competitive category, provide at least one member from Supply Corps, Civil Engineer Corps, and Judge Advocate General's Corps when considering LDO's from those communities.

(d) One member shall be an LDO from the same competitive category.

(2) Grade of Members. The president of the URL board shall also serve as the president of LDO (Line) boards. The senior president among Supply Corps, Civil Engineer Corps, or Judge

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Advocate General's Corps boards shall also serve as president of LDO (Staff) boards. The remaining members shall be serving in a grade higher than that of the officers being considered.

e. Chief Warrant Officer (CWO)

(1) Number of Members and Representation. Membership shall consist of at least seven officers. At least one member shall be an active-duty-list officer.

(a) At least five of the seven members shall be URL officers.

(b) One member shall be a CWO4.

(2) Grade of Members. The president shall be in the grade of captain. Except for the CWO4, the grade of the remaining members shall be at least commander.

9. Reserve Active Status Continuation Boards. These boards may be promotion boards reconvened for that purpose as long as all members are serving in or have been selected for promotion to grades senior to the officers under consideration. If convened separately, comply with the Reserve promotion board requirements of this enclosure. For warrant officer selective retention boards delete the requirement for a CWO4 member.

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SUPPLEMENTARY GUIDANCE FOR U.S. MARINE CORPS SELECTION BOARDS

1. Active-Duty List Regularly Scheduled Promotion Selection Boards. Apply the following guidelines to promotion boards considering active-duty-list officers.

a. Unrestricted Officer/Limited Duty Officer Boards

(1) Number of Members and Representation. Provide proportional representation of major specialties as follows:

(a) One general officer to serve as president.

(b) Five ground officers, to include support occupational specialties.

(c) Three aviation officers.

(d) When Reserve officers are being considered, one of the above members shall be a Reserve officer.

(e) For boards considering LDO's for selection to the grade of lieutenant colonel through captain, one of the members shall be an LDO.

(2) Grade of Members

(a) Major General Promotion Selection Board. The president and members shall be major generals or above.

(b) Brigadier General Promotion Selection Boards. The president and members shall be brigadier generals or above.

(c) Colonel Promotion Selection Boards. The president and members shall be brigadier generals or above.

(d) Lieutenant Colonel Promotion Selection Boards. The president and one member shall be brigadier generals or above. The remaining members shall be colonels or above with the exception of the LDO member who shall be a lieutenant colonel.

(e) Major Promotion Selection Boards. The president and one member shall be brigadier generals or above. The remaining members shall be lieutenant colonels or above.

(f) Captain Promotion Selection Boards. The president should be serving in the grade of brigadier general or above. The remaining members shall be lieutenant colonels or above.

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b. Chief Warrant Officers

(1) Number of Members and Representation. Boards shall consist of a minimum of five officers. At least three of the members shall be ground officers and at least two shall be aviation officers.

(2) Grade of Members. The president shall be a colonel. The remaining members shall be lieutenant colonels.

2. Special Selection Boards. Comply with the guidelines in paragraphs 4 through 6 of the basic instruction. The president shall be serving in the grade of brigadier general or above.

3. Continuation Boards. Comply with the guidelines in paragraphs 4 through 6 of the basic instruction.

4. Selective Early Retirement Boards. Comply with the guidelines in paragraphs 4 through 6 of the basic instruction.

5. Marine Corps Reserve Promotion Selection Boards. Apply the following guidelines to promotion boards to consider non-active-duty-list members of the Marine Corps Ready Reserve. At least one member shall be an active-duty-list officer.

a. Officers

(1) Number of Members and Representation

(a) Major General and Brigadier General Promotion Selection Boards. Provide six officers as members.

(b) Colonel, Lieutenant Colonel, Major, Captain, and Chief Warrant Officer Promotion Boards. Provide ten officers as follows:

1. One general officer to serve as president.
2. Five ground officers, to include support occupational specialties.
3. Four aviation officers.

(2) Grade of Members

(a) Major General Boards. The president and members shall be major generals or above.

(b) Brigadier General Boards. The president and members shall be brigadier generals or above.

(c) Colonel Promotion Selection Boards. The president and two members shall be brigadier generals or above. The remaining members shall be colonels.

(d) Lieutenant Colonel Promotion Selection Boards. The president shall be a brigadier general or above. The remaining members shall be lieutenant colonels or above.

(e) Major Promotion Selection Boards. The president shall be a brigadier general or above. The remaining members shall be lieutenant colonels or above.

(f) Captain/Chief Warrant Officer Promotion Selection Boards. The president shall be a brigadier general or above. The remaining members shall be lieutenant colonels or above.

SUPPLEMENTARY GUIDANCE FOR BOARDS TO SELECT NOMINEES FOR THE
POSITIONS OF JUDGE ADVOCATE GENERAL, DEPUTY JUDGE ADVOCATE GENERAL,
ASSISTANT JUDGE ADVOCATES GENERAL, AND
STAFF JUDGE ADVOCATE TO THE COMMANDANT OF THE MARINE CORPS

1. General Guidance. The Secretary of the Navy selects officers for appointment to the positions of Judge Advocate General (JAG), Deputy Judge Advocate General (DJAG), Assistant Judge Advocates General (AJAGs), and Staff Judge Advocate to the Commandant. If the Secretary elects to use board procedures, the following guidelines will apply. Each board shall be comprised of five members from the active-duty list. Each board may recommend the number of nominees authorized by the precept from among those judge advocates who are eligible, as determined by the Secretary.

2. Guidance for Boards Convened to Select Nominees for JAG, DJAG and AJAG (Navy).

a. Representation. In the case of consideration of officers of the Judge Advocate General's Corps, three of the members shall be unrestricted line officers of the Navy, one from each major warfare specialty. One or more members may be Marine Corps officers and one or more members shall be officers of the Judge Advocate General's Corps.

b. Grade. All members must be serving in a grade higher than that of the officers under consideration.

3. Guidance for Boards Convened to Select Nominees for AJAG (Marine Corps).

a. Representation. One or more members shall be officers of the Judge Advocate General's Corps. The remaining members shall be Marine Corps officers.

b. Grade. All members must be serving in a grade higher than that of the officers under consideration.

4. Guidance for Boards Convened to Select Nominees for Staff Judge Advocate to the Commandant of the Marine Corps.

a. Representation. One or more members may be Judge Advocate General's Corps officers. The remaining members will be Marine Corps officers.

b. Grade. All members will be serving in a grade higher than that of the officers under consideration.