



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 1401.3A
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SECNAV INSTRUCTION 1401.3A

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

Subj: SELECTION BOARD MEMBERSHIP

Ref: (a) 10 U.S.C.
(b) SECNAVINST 1401.1B
(c) SECNAVINST 1412.8
(d) SECNAVINST 1412.9A
(e) SECNAVINST 1420.1A
(f) SECNAVINST 1421.3H
(g) SECNAVINST 1421.7B
(h) SECNAVINST 1427.1C
(i) SECNAVINST 1920.7A
(j) SECNAVINST 1427.2B
(k) SECNAVINST 1920.6B

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 selection, temporary promotion, continuation, and selective early retirement of Active Duty List officers, active duty warrant officers, and Reserve Active Status List and Warrant officers of the Navy and Marine Corps convened per references (a) through (k). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1401.3.

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

a. Precept. The Secretary of the Navy written order which convenes selection boards for promotion, temporary promotion, special selection, selective early retirement, and continuation. Precepts specify convening dates, membership, numbers to select, selection criteria, and Secretarial guidance, as well as other relevant information relating to the needs of the Service in the competitive category concerned for officers having particular skills.

b. Statutory. Derives from reference (a), which is a codification of laws relating to the Armed Forces passed by Congress and approved by the President.

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

d. Reserve Active Status List (RASL). A single listing of all officers, except warrant officers, maintained by the Secretary of the Navy per reference (a), section 14002, who are in an active-status in the Naval Reserve or the Marine Corps Reserve, and are not on an ADL described in reference (a), section 620. Separate lists are maintained for the Navy and Marine Corps per references (a) and (j).

e. Warrant Officer Active Duty List. A single list, in order of seniority of the grade (CWO1 to CWO2) in which they are serving, of temporary or permanent warrant officers on active duty, maintained by the Secretary of the Navy under reference (a), section 574, other than warrant officers described in reference (a), section 582. For the purpose of this instruction these warrant officers will be referred to as Regular warrant officers.

f. Reserve Warrant Officers. Warrant officers in the grades of CWO1 to CWO5 of the Navy and Marine Corps Reserve serving in an active status as defined by references (d) and (g).

g. Selection Board. A board convened under reference (a), section 611(a), to recommend ADL officers for selection for promotion; or under reference (a), section 14101(a), for RASL officers; or under reference (a), section 573(a), for permanent Regular warrant officers; or under references (c), (d), and (g)

for temporary Regular warrant officers or Reserve warrant officers.

h. Special Selection Board. A board convened to consider an in-zone or above-zone officer, or former officer, not considered due to administrative error or considered by a promotion selection board, but not recommended for promotion, due to:

(1) The promotion selection board, which considered the officer for promotion, acted contrary to law.

(2) The action of the promotion selection board involved material error of fact or material administrative error.

(3) The promotion selection board did not have material information for consideration.

(4) A special selection board convened to consider officers, or former officers, on the ADL or RASL or to consider active duty warrant officers, or former warrant officers, is convened under reference (a) section 628 or 14502, and reference (b). A board convened to consider Naval Reserve warrant officers, or former warrant officers, is convened under reference (g). A board convened to consider Marine Corps Reserve warrant officers, or former Reserve warrant officers will be convened under the regulations prescribed in reference (b).

i. Temporary Promotion Selection Board. A board convened under reference (a), section 5721 and reference (f) to consider Navy line lieutenants who have critical skills 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 promotion to lieutenant commander.

j. Selective Early Retirement Board. A board convened either under reference (a), sections 611(b) and 638 or 638a, to consider ADL Regular officers in the grade of commander or lieutenant colonel or above; or under reference (a), sections 573(c) and 581, to consider ADL Regular warrant officers for involuntary retirement; or under reference (a), sections 14101(b)(3) and 14705 to consider RASL officers in the grade of rear admiral (lower half) or rear admiral in the Navy and the grade of brigadier general or major general in the Marine Corps.

k. Continuation Board

(1) Active Duty List (ADL). A board convened under reference (a), sections 611(b) and 637 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.

(2) Active duty warrant officers. A board convened under reference (a), sections 573(c) and 580(e), and references (c) and (d), to consider warrant officers for continuation on active duty who are subject to involuntary retirement or for years of service.

(3) Reserve Active Status List (RASL). A board convened under reference (i) to consider Reserve officers for continuation on the RASL.

(4) Reserve warrant officers. A board convened under reference (d) to consider for continuation warrant officers subject to involuntary retirement for years of service or involuntary discharge for failures of selection.

l. Selective Early Removal Board. A board convened under reference (a), section 14704, to recommend officers for removal from the RASL to provide a steady promotion flow.

m. Reserve Officer Mobilization Disposition Board. A board convened under reference (a), sections 12641, 12642, and 12643, and reference (k), enclosure (3), to screen Reserve officers for potential and availability for mobilization to active duty.

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

o. Eligible. An officer is eligible to serve on a board convened under reference (a), sections 611 or 14101, if serving on the ADL or RASL of the same Armed Force as the officers under consideration, in a grade higher than the officers being considered, and in the grade of lieutenant commander or major and 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) through (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 the regularly scheduled board in-zone or above-zone that forms the basis for the special selection board may not include members from either of those regularly scheduled boards. To the extent practicable, a member assigned to a special board should have served previously on a regularly scheduled promotion selection board.

c. Full Time Support (FTS) Membership. Each board which considers FTS or Active Reserve officers shall include at least one FTS or Active Reserve designated member.

d. Officers Being Considered. Officers being considered by a board may not participate as members, recorders, assistant recorders, or administrative assistants for that board.

e. Counselors. Officers assigned counseling responsibilities at Commander, Navy 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 they counseled. They may serve as recorders, assistant recorders, or administrative assistants.

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 6, be nominated before retired officers, non-ADL 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. They may, however, serve as recorders, assistant recorders, or administrative assistants for boards which are not considering officers under their cognizance as detailers or career monitors.

h. Prior Service on Certain Boards. Except as provided in paragraph 6f, restrictions on prior selection board membership do not apply to special selection boards, spot promotion boards, continuation boards, or selective early retirement boards.

i. Approval. The membership of each board is subject to approval by the Secretary of the Navy.

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 used to enhance the knowledge, experience, and understanding of each board as a whole.

6. Statutory Requirements for Active Duty List Promotion Selection Boards, Continuation Boards, and Selective Early Retirement Boards. Reference (a), section 612, establishes the following minimum requirements for boards considering ADL 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 5 or more eligible and qualified ADL officers. If a sufficient number of qualified officers on the ADL 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 ADL, or members of the Ready Reserve.

b. Competitive Category. At least one ADL 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 ADL officer from that competitive category is available to serve as a member, the board need not include such an officer; however, the Secretary of the Navy may, at his discretion, appoint an officer from that competitive category who is not on the ADL to be a member of the board.

c. Reserve Membership. When Reserve officers are being considered by the board, membership shall include at least 1 eligible and qualified Reserve officer on active duty (whether or not on the ADL).

(1) 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.

(2) If no Reserve officer is being considered by the board, only Reserve officers on active duty may be appointed as members except as provided in subparagraph 6b.

d. Non-Active Duty Membership. If there are not enough eligible and qualified officers on active duty to comprise a board, the Secretary of the Navy shall appoint sufficient qualified officers from among officers who are retired, Reserve officers serving on active duty but not serving on the ADL, or members of the Ready Reserve 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 reference (a), section 611, should contain a clear statement that there are insufficient eligible or qualified officers on active duty to complete the board whenever a board includes non-active duty officers.

e. Minimum Grade. Board members shall be serving in a grade higher than 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 reference (a), section 611(a), to consider officers of the same competitive category and grade.

g. Joint Duty Membership. For all ADL promotion boards convened under reference (a) section 611, in which officers eligible for consideration are currently serving in, or previously served in, a joint-duty assignment, 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 RASL Promotion and Selective Early Separation Boards. Reference (a), section 14102, establishes the following minimum requirements for boards considering for promotion or selective early separation officers on the RASL in each grade above ensign or second lieutenant and below rear admiral or major general.

a. Promotion selection boards shall consist of five or more officers. Selective early separation boards shall consist of three or more officers. Reference (a), section 14101(b), defines the term "selective early separation board" to include boards convened to recommend officers:

(1) for selective early removal from the RASL under reference (a), section 14704.

(2) for selective early retirement under reference (a), section 14705.

b. Competitive Category. At least one RASL 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 RASL officer from that competitive category is available to serve as a member, the board need not include such an officer, however, the Secretary of the Navy may, at his discretion, appoint a retired officer of the competitive category.

c. Reserve Representation. At least half of the members must be Reserve officers, to include at least one Reserve officer from each Reserve component from which officers are to be considered by the board. If a sufficient number of qualified officers on the RASL are not available to comprise a selection board, members may be nominated who are retired Reserve officers. The memorandum forwarding the precept will note the nomination of a retired Reserve officer as a member.

d. Minimum Grade. Board members shall be serving in a grade higher than 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. In addition, no member may be serving in a grade below lieutenant commander or major.

e. Prior Membership. No officer may be a member of two successive promotion boards convened under reference (a), section 14101(a), for the consideration of officers of the same competitive category and grade if the second of the two boards is to consider any officer who was considered and not recommended for promotion to the next higher grade by the first of the two boards.

8. Statutory Requirements for Regular Warrant Officer Promotion Boards and Regular Warrant Officer Continuation and Selective Early Retirement Boards. Reference (a), section 573, establishes the following minimum requirements for boards considering permanent Regular warrant officers for promotion to the next higher permanent warrant grade and Regular warrant officers for continuation on active duty and selective early retirement. Such boards may also consider warrant officers for temporary appointment to the grade of warrant officer (W-1), under reference (a), section 5596, (Navy and Marine Corps-temporary appointments of warrant officers and officers designated for limited duty) 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. At least five officers must be serving in a permanent Regular grade above lieutenant commander or major. The Secretary of the Navy may appoint warrant officers, senior in grade to those under consideration, as additional members of the selection board. If warrant officers are appointed as members of the selection board and if competitive categories have been established, at least one officer must be appointed from each warrant officer competitive

category under consideration by the board, unless there is an insufficient number of warrant officers in the competitive category concerned who are senior in grade to those under consideration and qualified to be appointed as additional members of the board.

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 officer.

9. Requirements for Reserve Warrant Officer Promotion Boards and Reserve Warrant Officer Continuation Boards. The following are minimum requirements for boards considering Reserve warrant officers for promotion to the next higher grade or continuation on the RASL per reference (a), chapter 1207.

a. Number of Members and Minimum Grade. Enclosures (1) and (2) establish the number of members and minimum grade for warrant officer promotion selection boards. Reserve warrant officer continuation boards must consist of five or more members serving in a grade above lieutenant commander or major. Naval Reserve warrant officer continuation boards may have one warrant officer member serving in the grade of Chief Warrant Officer 4 or above.

b. Reserve Representation. At least half the members must be Reserve officers.

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

10. Waiver of Membership Requirements. The Secretary of the Navy may waive non-statutory membership requirements of this instruction, including the guidance in enclosures (1) and (2), and paragraph 4 above, because of the unavailability of eligible qualified members, or for any other reason, the Secretary of the Navy may deem appropriate. Per reference (a), section 612, the Secretary of Defense may waive the joint-duty membership requirements for United States Marine Corps selection boards.

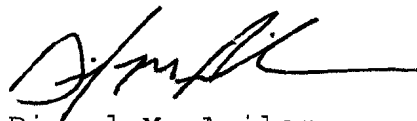
11. Responsibility. Chief of Naval Operations and Commandant of the Marine Corps shall nominate members for promotion, spot promotion, special promotion, continuation, and selective early retirement selection boards following the guidelines in this instruction. Those officers shall:

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

b. Provide sufficient explanatory information to show the membership nominations meet the applicable criteria in this instruction with each proposed precept.

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

12. Boards to Recommend Judge Advocates for Flag or General Officer Positions. Under reference (a), sections 5148 and 5149, 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 reference (a), sections 5148, 5149, and 5046, 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 of the Navy may in his discretion, convene a board to recommend judge advocates for appointment 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 procedures when they consider it in the best interest of the Navy or Marine Corps.



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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 ADL 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 (NFO) (132X).

(b) Surface Warfare. Four surface warfare officers (111X).

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

(d) Special Warfare. One special warfare officer (113X).

(e) Special Operations. One special operations officer (114X).

(f) Acquisition Professional. One Acquisition Professional on each promotion board from lieutenant commander through rear admiral, except that there shall be two Acquisition Professionals on the captain promotion board (one surface warfare and one air warfare). Acquisition Professionals 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 source competitive category rear admiral or rear admiral (lower half) is reasonably available, a command-screened captain may be appointed.

(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. Restricted Line promotion boards normally will convene on the same day as the Unrestricted Line board for the same grade. The president of the Unrestricted Line board may also serve as the president of each Restricted Line 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 ADL. If no ADL officers from the competitive category under consideration are available, then one officer from that category who is a retired officer from the ADL, a Reserve officer on active duty but not on the ADL, 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. Restricted Line members should be the same grade as their Unrestricted Line counterparts.

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

(1) Number of Members and Representation. The board shall consist of five or more eligible and qualified ADL officers. At least one member shall be an Unrestricted Line officer. The remaining members should be from the competitive category under consideration.

(a) When there are insufficient numbers of ADL 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 include representation of both medical and surgical specialties.

(c) Nurse Corps boards for captain and below shall include representation of advanced practice nurses.

(d) Medical Service Corps boards for captain and below shall include representation of health care administrators, health care scientists, and clinical care providers.

(e) An officer within the Senior Health Care Executive competitive category may sit as a member of any board considering officers within a health care competitive category.

(f) Chaplain Corps boards shall include five Unrestricted Line officers as members, and two members from the Chaplain Corps. 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.

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

(c) 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. All other members shall be captains or commanders.

(d) 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 serving in a grade higher than the officers under consideration and in the grade of lieutenant commander or above.

d. Limited Duty Officer. Limited Duty Officer promotion boards normally will convene on the same day as

the Unrestricted Line or Staff board for the same grade. The president of the Unrestricted Line board may also serve as the president of the Limited Duty Officer (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.

(2) For the Limited Duty Officer (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 Unrestricted Line officers.

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

2. Regularly Scheduled Active Duty Chief Warrant Officer Promotion Boards. In addition to the statutory requirements in paragraph 8 of the basic 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 Warfare. One surface warfare officer (111X).

(3) Special Warfare/ Special Operations. One special warfare officer (113X) or special operations officer (114X).

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

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

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

(7) Limited Duty Officer/Chief Warrant Officer. One member, either a Limited Duty Officer or Chief Warrant Officer 5, shall be assigned as a board member from each major designator (61XX/71XX, 62XX/72XX, 63XX/73XX/64XX/74XX and 65XX/75XX) under consideration.

b. Grade of Members. All members shall be serving in the grade of commander or above, with the exception of Chief Warrant Officer 5s (CW05).

3. Special Selection Boards. Comply with the guidelines in paragraphs 4 through 7 of the basic instruction. Paragraph 4b of the basic instruction provides guidance regarding successive membership.

4. SPOT Promotion Boards. SPOT promotion boards are convened under reference (a), section 5721. 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. Limited Duty Officer 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 an Unrestricted Line captain. For the Limited Duty Officer (Line) board, at least one member shall be a Limited Duty Officer (Line) and for the Limited Duty Officer (Staff) board, at least one member shall be a Limited Duty Officer (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. Chief Warrant Officer 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 an Unrestricted Line captain. One member shall be

a Limited Duty Officer or Chief Warrant Officer 4/Chief Warrant Officer 5. The remaining members shall be Unrestricted Line officers.

b. Grade of Members. At least five 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) Unrestricted Line Boards. Warfare community membership representation shall be the same as for promotion selection boards.

(2) Staff Corps Boards. At least one member shall be an Unrestricted Line officer, with the remaining members from the competitive category under consideration.

(a) A board considering Medical Corps officers should include representation of both medical and surgical specialties, if such officers are under consideration for selective early retirement.

(b) A board considering Nurse Corps officers should include advanced practice nurses, if such officers are under consideration for selective early retirement.

(c) A board considering Medical Service Corps officers should include health care administration, health care sciences, and clinical care specialties, if such officers are under consideration for selective early retirement.

(3) Restricted Line and Limited Duty Officer Boards. For boards considering Restricted Line or Limited Duty Officers, at least one member shall be from the competitive category under consideration. The remaining members shall be Unrestricted Line. In the case of Limited Duty Officer boards, one member shall be from each subcategory (i.e., 61XX, 62XX, 63XX, or 64XX as appropriate) under consideration.

b. Grade of Members

(1) Unrestricted Line/Restricted Line/Limited Duty Officer (Line). The grade of members shall be the same as listed in paragraph 1 of this enclosure 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.

(2) Staff Corps/Limited Duty Officer (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-ADL 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:

(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 (NFO) (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).

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

(a) Rear Admiral Promotion Boards. Presidents shall be vice admirals. All other members shall be rear admirals. At least one member shall be an ADL 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 ADL officer.

(c) Captain Promotion Boards. Presidents shall be 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 Full Time Support, if

qualified and available. All other members shall be captains. At least one member shall be an ADL officer.

(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. At least one member shall be an ADL officer.

(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 ADL officer.

b. Restricted Line. Restricted Line promotion boards will normally convene on the same day as the Unrestricted Line board for the same grade. The president of the Unrestricted Line board may also serve as the president of each Restricted Line board. At least one member shall be an ADL 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. Restricted Line members should be of the same grade as their Unrestricted Line counterparts.

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

(1) Number of Members and Representation. The boards shall consist of five or more members. Chaplain Corps boards shall have five Unrestricted Line members.

All other staff corps boards shall have at least one Unrestricted Line 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. An officer within the Senior Health Care Executive competitive category may sit as a member of any board considering officers within a health care competitive category.

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

(c) Nurse Corps boards should include representation of advanced practice nurses.

(d) Medical Service Corps boards should include both health care administrators 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.

(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.

(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.

d. Limited Duty Officer. Limited Duty Officer selection boards will normally convene on the same day as the Unrestricted Line or Staff Corps boards for the same grade. At least one member shall be an ADL officer.

(1) Number of Members and Representation

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

(b) For the Limited Duty Officer (Line) competitive category, a majority of the members shall be Unrestricted Line officers.

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

(d) One member shall be a Limited Duty Officer from the same competitive category.

(2) Grade of Members. The president of the Unrestricted Line board shall also serve as the president of Limited Duty Officer (Line) boards. The remaining members shall be serving in a grade higher than that of the officers being considered.

e. Chief Warrant Officer

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

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

(b) One member shall be a Chief Warrant Officer 4 or above.

(2) Grade of Members. The president shall be in the grade of captain. All other members shall be

commanders or above. The Chief Warrant Officer member shall be a Chief Warrant Officer 4 or above.

9. Reserve Active Status Continuation Boards. Per, and in addition to paragraph 7 of the basic instruction, apply the following guidelines:

a. Number of Members and Representation. The board shall consist of three or more members, one of which will be an ADL officer. Board membership should include both line and staff corps officers, if such are being considered.

b. Grade of Members. Board members shall be serving in a grade higher than that of the eligible officers.

10. Reserve Officer Mobilization Disposition Boards. The following policy guidelines will apply:

a. Number of Members and Representation. The board shall consist of three or more members, one of which will be an ADL officer. Board membership should include both line and staff corps officers, if such are being considered.

b. Grade of Members. Board members shall be serving in a grade higher than that of the eligible officers.

**SUPPLEMENTARY GUIDANCE FOR U.S. MARINE CORPS SELECTION
BOARDS**

1. Active Duty List and Active Duty Warrant Officer Regularly Scheduled Promotion Selection Boards. Apply the following guidelines to promotion boards considering ADL officers and active duty warrant officers.

a. Unrestricted Officer Boards

(1) Number of Members and Representation. Include, at a minimum, nine officers to serve as members. 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 nine members shall be a Reserve officer on active duty (whether or not on the ADL).

(e) When officers who are serving in, or have served in, a joint-duty assignments are being considered, one of the nine members shall be an officer who is currently serving in a joint-duty assignment. Such officer shall be appointed by the Chairman, Joint Chief of Staff as a member. Not applicable to Captain Promotion Selection Boards.

(f) When acquisition professionals are being considered, one of the nine members shall be an acquisition professional. Not applicable to Major and Captain Promotion Selection Boards.

(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 shall be a major general or above. The remaining members shall be brigadier generals or above, however, colonels selected for promotion to brigadier general may be used if brigadier generals are not reasonably available.

(d) Lieutenant Colonel Promotion Selection Boards. The president shall be a major general or above, however, a frocked major general may be used if an officer serving in the grade of major general is not reasonably available. The remaining members shall be colonels or above.

(e) Major Promotion Selection Boards. The president shall be a brigadier general or above, however, a frocked brigadier general may be used if an officer serving in the grade of brigadier general is not reasonably available. The remaining members shall be lieutenant colonels or above.

(f) Captain Promotion Selection Boards. The president shall be a colonel or above. The remaining members shall be majors or above.

b. Limited Duty Officer Boards

(1) Number of Members and Representation. Include, at a minimum, six officers to serve as members. Provide proportional representation of major specialties as follows:

(a) One colonel or above to serve as president.

(b) Two unrestricted ground officers.

(c) Two unrestricted aviation officers.

(d) One Limited Duty Officer from each separate military occupational specialty/competitive category, if available.

(e) When officers who are serving in, or have served in, a joint-duty assignment are being considered,

one of the six members shall be an officer who is currently serving in a joint-duty assignment. Such officer shall be appointed by the Chairman, Joint Chief of Staff as a member. Not applicable to captain (LDO) promotion selection boards.

(f) When acquisition professionals are being considered, one of the six members shall be an acquisition professional. Not applicable to major and captain (LDO) promotion selection boards.

(2) Grade of Members

(a) Lieutenant Colonel Promotion Selection Board. The president shall be a colonel or above. The remaining members shall be lieutenant colonels or above.

(b) Major and Captain Promotion Selection Boards. The president shall be a colonel or above. The remaining members shall be majors or above.

c. Chief Warrant Officer Boards

(1) Number of Members and Representation. Include, at a minimum, six officers to serve as members. Provide proportional representation of major specialties as follows:

(a) One colonel or above to serve as president.

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

(c) Two unrestricted aviation officers.

(2) Grade of Members. The president shall be a colonel or above. Four members shall be lieutenant colonels or above and the remaining members shall be majors or above.

2. Marine Corps Unrestricted Reserve, Active Reserve (Active Reserve, and Other than Active Reserve Promotion Selection Boards). Apply the following guidelines to promotion boards considering RASL officers and Reserve warrant officers. Boards considering Active Reserve officers shall include at least one Active Reserve designated member.

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

(1) Major General and Brigadier General Promotion Selection Boards. Include, at a minimum, six officers to serve as members. At least half the members must be Reserve officers.

(a) One general officer to serve as president.

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

(c) Two aviation officers.

(2) Colonel, Lieutenant Colonel, Major, Captain, and Chief Warrant Officer Promotion Selection Boards. Include, at a minimum, 10 officers to serve as members. At least half the members must be Reserve officers.

(a) One general officer to serve as president.

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

(c) Four aviation officers.

b. Grade of Members

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

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

(3) Colonel Promotion Selection Board. The president shall be a brigadier general or above. The remaining members shall be colonels or above.

(4) Lieutenant Colonel Promotion Selection Board. The president shall be a brigadier general or above, however, a frocked brigadier general may be used if an officer serving in the grade of brigadier general is not

reasonably available. The remaining members shall be lieutenant colonels or above.

(5) Major Promotion Selection Board. The president shall be a brigadier general or above, however, a frocked brigadier general may be used if an officer serving in the grade of brigadier general is not reasonably available. The remaining members shall be lieutenant colonels or above.

(6) Captain/Chief Warrant Officer Promotion Selection Board. The president shall be a colonel or above. The remaining members shall be majors or above.

3. Special Selection Boards. Comply with the guidelines in paragraphs 4 and 5 of the basic instruction. In addition, comply with the guidelines, based on the applicable category of consideration, in paragraphs 6 through 9 of the basic instruction.

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

5. Selective Early Retirement Boards. Comply with the guidelines in paragraphs 4 through 8 of the basic instruction.

**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 position of Judge Advocate General, Deputy Judge Advocate General, Assistant Judge Advocate Generals, and Staff Judge Advocate to Commandant of the Marine Corps. If the Secretary of the Navy elects to use board procedures, the following guidelines will apply. Each board shall be comprised of five members from the ADL. 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 of the Navy.

2. Guidance for Boards Convened to Select Nominees for Judge Advocate General, Deputy Judge Advocate General, and Assistant Judge Advocate General (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 Assistant Judge Advocate General (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 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.