



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 1401.3B
ASN (M&RA)
29 Apr 2019

SECNAV INSTRUCTION 1401.3B

From: Secretary of the Navy

Subj: SELECTION BOARD MEMBERSHIP

Ref: (a) 10 U.S.C.
(b) SECNAVINST 1412.8C
(c) SECNAVINST 1412.9
(d) SECNAVINST 1420.3
(e) SECNAVINST 1421.3L
(f) SECNAVINST 1920.7C
(g) SECNAVINST 1402.1
(h) SECNAVINST 1920.8
(i) SECNAVINST 1920.6C
(j) SECNAVINST 5200.35F
(k) SECNAV M-5214.1

Encl: (1) Definitions
(2) Guidance for Selection Board Membership
(3) Supplementary Guidance Regarding Service Nominations for U.S. Navy Selection Board Membership
(4) Supplementary Guidance Regarding Service Nominations for U.S. Marine Corps Selection Board Membership
(5) Supplementary Guidance for Boards to Select Nominees for the Positions of Judge Advocate General, Deputy Judge Advocate General, Staff Judge Advocate to the Commandant of the Marine Corps, and Assistant Judge Advocates General

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 (ADL) officers and warrant officers, and Reserve Active Status List (RASL) officers and warrant officers of the Navy and Marine Corps convened, per references (a) through (i). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1401.3A.

3. Definitions. See enclosure (1).

4. Applicability. This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps, (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON).

5. Policy. DON 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, selection board guidance and supplementary membership policies are provided in enclosures (2) through (5).

6. Responsibilities

a. CNO and CMC must nominate members for selection boards for promotion, special selection, temporary promotion, continuation, and selective early retirement boards following the guidelines in this instruction. CNO and CMC must:

(1) Include membership nominations in proposed precepts submitted, per references (b) through (h);

(2) Provide sufficient explanatory information to show the membership nominations meet the applicable criteria in this instruction with each proposed precept; and

(3) Describe requested deviations from, or requested waivers of, the applicable criteria in this instruction.

b. In accordance with reference (j), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the Naval Services will provide the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) with copies of the sections of their reports that are relevant to selection board

membership. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

7. Waiver of Membership Requirements. The SECNAV may waive the membership requirements of this instruction which are not required by law or higher authority due to the unavailability of eligible qualified members, or for any other reason the SECNAV 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.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

9. Reports. The reporting requirement contained in paragraph 6b is exempt from information collection control, per reference (k), Part IV, paragraph 7k.



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DEFINITIONS

1. Active-Duty List (ADL). A single list for the Navy or Marine Corps, required to be maintained under section 620 of this reference (a), which contains the names of all officers of that armed force, other than officers described in section 641 of reference (a), who are serving on active duty.
2. Available. An officer's physical condition, military duties, or other exceptional circumstances do not otherwise preclude service as a member on a selection board.
3. Continuation Selection Board. A board of commissioned officers convened under sections 573(c), 580(e), 611(b), 637, 14701 of reference (a) to recommend officers for continuation on the ADL or RASL.
4. Eligible. An officer is eligible to serve on a selection board convened under sections 611 or 14101 of reference (a) 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.
5. Precept. The SECNAV's written order that 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 categories concerned for officers having particular skills.
6. Regular Warrant Officer. A means a person who holds a commission or warrant in a warrant officer grade in a regular component of an armed force.
7. Reserve Active Status List (RASL). A single list for the Navy or Marine Corps, required to be maintained under section 14002 of reference (a), that contains the names of all officers of that armed force except warrant officers (including commissioned warrant officers) who are in an active status in a reserve component of the Navy or Marine Corps and are not on an active-duty list.

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

9. Reserve Warrant Officers. A person who holds a commission or warrant in a warrant officer grade in a reserve component of an armed force.

10. Selection Board. A board convened under section 611(a) of reference (a) to recommend ADL officers for selection for promotion; or under section 14101(a) of reference (a) for RASL officers; or under section 573(a) of reference (a) for permanent Regular warrant officers; or under references (b) through (d) for temporary Regular warrant officers or Reserve warrant officers.

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

12. Selective Early Retirement Board. A selection board convened under either sections 611(b) and 638 or 638a of reference (a) to consider Regular officers on the ADL in the grade of commander or lieutenant colonel or above; or under sections 573(c) and 581 of reference (a) to consider Regular warrant officers on the ADL for involuntary retirement; or under sections 14101(b)(2) of reference (a) to consider officers on the RASL for early separation; or under section 14705 of reference (a) to consider officers on the RASL 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 for early retirement.

13. Special Selection Board. A selection board of Navy or Marine Corps commissioned officers convened by the SECNAV pursuant to section 628 or 14502 of reference (a) to consider officers who were either eligible but not considered by a regularly scheduled Promotion Selection Board (PSB) due to administrative error or who were considered in an unfair manner and not selected. As used in this instruction, the term PSB refers solely to selection boards convened under sections 573(a), 611(a), and 14101(a) of reference (a).

14. Statutory. Derives from reference (a), which is a codification of laws relating to the armed forces passed by Congress and approved by the President.

15. Temporary Promotion Selection Board. A board convened under section 605 of reference (a) and (e) to consider Navy lieutenants (junior grade) or above, or Marine Corps first lieutenants or above, for temporary promotion to Navy lieutenant or above, or to Marine Corps captain or above, who have critical skills and are serving in billets which have been designated by SECNAV to be held by Navy lieutenants or above, or Marine Corps captains or above, with those critical skills.

GUIDANCE FOR SELECTION BOARD MEMBERSHIP

1. 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 selection board as a whole.

2. Membership

a. General Qualifications. Board members must 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 race, color, national origin, religion, sex (including gender identity, or sexual orientation 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 selection boards considering officers who were considered in-zone or above-zone but not selected by the regularly scheduled board that forms the basis for the special selection board may not include members from those regularly scheduled boards. To the extent practicable, a member assigned to a special selection board should have served previously on a regularly scheduled promotion selection board.

c. Full Time Support (FTS) or Active Reserve (AR) Membership. Each board which considers FTS or AR officers must include at least one FTS or AR 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 selection 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 eligible and available to serve on a board in sufficient numbers. Such officers may, subject to the provisions in this enclosure, 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 Navy detailers or Marine Corps career monitors 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 that are not considering officers under their cognizance as detailers or career monitors.

h. Prior Service on Certain Boards. Except as provided in paragraph 2.b. of this enclosure, restrictions on prior selection board membership do not apply to special selection boards, temporary promotion selection boards, continuation selection boards, or selective early retirement boards.

i. Personal Relationships. Selection board members are expected to recognize that certain former or ongoing personal relationships, other than kinship, with an eligible under consideration, may affect the perceived integrity of the board. Such relationships may include, but are not limited to: fiancé, significant other or other intimate partner, ex-family member, a person with whom the member has a business relationship, or accuser/accused in legal proceedings. In such cases, the board member must advise the president, board recorder, or board sponsor of the relationship and take such action as will protect the integrity of the board process, up to and including requesting relief from board duties. Professional relationships or friendships must not normally be considered such relationships.

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

3. Statutory Requirements for ADL Officer Promotion Selection Boards, Continuation Selection Boards, Special Selection Boards, and Selective Early Retirement Boards.

Section 612 of reference (a) establishes the following minimum requirements for officer promotion selection boards convened pursuant to section 611(a) of reference (a); continuation selection boards convened pursuant to sections 611(b) and 637 of reference (a); special selection boards convened pursuant to section 628 of reference (a); and selective early retirement boards convened pursuant to sections 611(b), 638, and 638a of reference (a).

a. Number of Members. The board must consist of five or more eligible and qualified ADL officers. If a sufficient number of officers on the ADL are not eligible and 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 must be a member of the board. If no ADL officer from that competitive category is eligible and available to serve as a member, the board need not include such an officer. However, the SECNAV may, at his or her discretion, appoint an officer from the same armed force and same competitive category who is not on the ADL and who is a retired officer, Reserve officer serving on active duty but not on the ADL, or a member of the Ready Reserve to be a member of the board.

c. Reserve Membership. When Reserve officers are being considered by the board, membership must include at least one eligible and qualified Reserve officer on active duty (whether or not on the ADL). However, if the board is considering Navy officers in the grade of captain or rear admiral (lower half), or Marine Corps officers in the grade of 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.

d. Non-Active Duty Membership. If there are not enough eligible and qualified officers on active duty to comprise a board, SECNAV must 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 SECNAV. 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 active duty to complete the board whenever a board includes non-active duty officers.

e. Minimum Grade. Board members must 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 section 611 of reference (a) to consider officers of the same competitive category and grade.

g. Joint Duty Membership. For all ADL promotion selection boards convened under section 611(a) of reference (a) in which officers eligible for consideration are serving on, or have served on the Joint Staff, or are joint qualified officers, there must be at least one member, designated by the Chairman of the Joint Chiefs of Staff (CJCS), who is a joint qualified officer. Memoranda forwarding precepts will indicate which member has been designated by the CJCS or state that no joint duty member is required.

h. Discretionary Authority. The final decision as to an officer's qualification and availability and the basis for making such a determination lies within the sole discretion of the SECNAV. In the event that any of the above membership requirements are not met, memoranda forwarding precepts convening selection boards under this paragraph must contain a clear statement stating that such requirements are not met and a detailed reason stating why they are not met.

4. Statutory Requirements for RASL Officer Promotion Selection Boards, Special Selection Boards, and Selective Early Separation Boards. Section 14102 of reference (a) establishes the following minimum requirements for officer promotion selection boards convened pursuant to section 14101(a) of reference (a), special selection boards convened pursuant to section 14502 of reference (a), and selective early separation boards convened pursuant to section 14101(b) of reference (a) for officers on the RASL.

a. Number of Members. Promotion selection boards and special selection boards convened to consider officers on the RASL in a permanent grade from lieutenant (junior grade) through rear admiral (lower half) in the Navy and from first lieutenant through brigadier general in the Marine Corps must consist of five or more officers. Selective early separation boards must consist of three or more officers.

b. Competitive Category. At least one RASL officer from each competitive category of the officers being considered by the board must be a member of the board. If no RASL officer from that competitive category is eligible and available to serve as a member, the board need not include such an officer. However, the SECNAV may, at his or her discretion, appoint an officer from the same armed force and same competitive category who is a retired officer, an officer on the ADL, or a member of the Ready Reserve to be a member of the board.

c. Reserve Representation. At least half of the members must be Reserve officers, to include at least one Reserve officer from each Reserve competitive category from which officers are to be considered by the board. If a sufficient number of officers on the RASL are not eligible and 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 must 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 selection boards convened under section 14101(a) of reference (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. No officer may be a member of two successive selective early separation boards 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 by the first of the two boards.

5. Statutory Requirements for ADL Warrant Officer Promotion Selection Boards, Continuation Selection Boards, Special Selection Boards, and Selective Early Retirement Boards.

Section 573 of reference (a) establishes the following minimum requirements for ADL warrant officer promotion selection boards convened pursuant to section 573(a) of reference (a), continuation selection boards pursuant to section 580 of reference (a), special selection boards convened pursuant to section 628 of reference (a), and selective early retirement boards convened pursuant to section 581 of reference (a). Such boards may also consider warrant officers for temporary appointment to the grade of warrant officer (W-1), under section 8146 of reference (a) and Reserve warrant officers on active duty for temporary or permanent promotion.

a. Number of Members. The board must consist of five or more officers on the ADL. At least five officers must be serving in a permanent Regular grade above lieutenant commander or major. The SECNAV may appoint warrant officers as additional members of the selection board.

b. Minimum Grade. Board members must be serving in a grade higher than those being considered.

c. Competitive Category. If warrant officers are appointed as members of the selection board and if competitive categories have been established, at least one warrant 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.

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

e. Reserve Membership. When Reserve warrant officers on the ADL are to be considered by the board, membership must include at least one Reserve officer.

6. Statutory Requirements for RASL Warrant Officer Promotion Selection Boards and Continuation Selection 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 chapter 1207 of reference (a).

a. Number of Members and Minimum Grade. Enclosures (3) and (4) establish the number of members and minimum grade for Reserve warrant officer promotion selection boards. Reserve warrant officer continuation selection boards must consist of five or more members serving in a grade above lieutenant commander or major. Naval Reserve warrant officer continuation selection boards may have one warrant officer member serving in the grade of W-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 selection boards if the second board will consider any warrant officer considered by the first board.

**SUPPLEMENTARY GUIDANCE REGARDING SERVICE NOMINATIONS FOR U.S.
NAVY SELECTION BOARD MEMBERSHIP**

1. Regularly Scheduled Active-Duty List Promotion Selection Boards. In addition to the requirements in the main instruction, apply the following guidelines to promotion selection boards for ADL competitive categories.

a. Unrestricted Line (URL).

(1) Number of Members and Representation. Provide balance among major specialties, with minimum representation as stated below. If additional members are desired to accommodate workload, they will be spread across some or all of the specified communities.

(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 Corps. One acquisition Corps member on each promotion selection board from lieutenant commander through rear admiral, except that there must be three acquisition Corps members on the captain and rear admiral (lower half) promotion selection boards (one surface warfare, one air warfare, and one submarine warfare). Acquisition Corps members may satisfy board membership requirements for their source competitive category.

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

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

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

(c) Captain Promotion Selection Boards. Presidents must be vice admirals or above. All other members must 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 eligible and available to serve on the board, a command-screened captain from the source competitive category may be appointed.

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

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

b. Restricted Line (RL). RL promotion selection 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 Selection Boards. Because of the small number of officers under consideration, only five members are required. At least one must be from the competitive category under consideration.

(b) Captain through Lieutenant Promotion Selection Boards. The boards must be composed of at least seven members.

1. To the maximum extent practicable, two members must be from the competitive category under consideration, if reasonably available on the ADL. If no ADL officers from the competitive category under consideration are eligible and available to serve on the board, 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 must be appointed.

2. At least five additional members must be URL officers and must include at least one member from each of the three major warfare specialties (i.e., air warfare, surface warfare, and submarine warfare).

3. Additional URL or RL officers may be added to accommodate increased workload based on eligibility.

(2) Grade of Members. RL members must be the same grade as their URL counterparts, except that a command-screened captain or captain with equivalent screening for the source competitive category may be appointed.

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

(1) Number of Members and Representation. The boards must consist of five or more eligible and qualified ADL officers. At least one member must be a URL 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 must include representation of both medical and surgical specialties.

(c) Nurse Corps boards for captain and below must include representation of advanced practice nurses (e.g.,

nurse practitioners, clinical nurse specialists).

(d) Medical Service Corps boards for captain and below must 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 must include five URL officers as members, and two members from the Chaplain Corps, except that for rear admiral (lower half) promotion selection boards only one member from the Chaplain Corps is required. Chaplain Corps board members must be nominated without regard to religious affiliation.

(2) Grade of Members

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

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

(c) Commander Promotion Selection 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 eligible and reasonably available to serve on the board. All other members must be captains or commanders.

(d) Lieutenant Commander Promotion Selection 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 must be serving in the grade of lieutenant commander or above.

d. Limited Duty Officer (LDO). LDO promotion selection 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 general requirements in enclosure (2), apply the following guidelines concerning number of members and representation:

(1) The boards must consist of at least five officers;

(2) For the LDO (Line) competitive category, one member must be from each major designator (61XX, 62XX, 63XX, 64XX and 68XX) 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 must be URL officers;

(3) For the LDO (Staff) competitive category, provide one member from each LDO (Staff) designator under consideration, if eligible and 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 Promotion Selection Boards. In addition to the statutory requirements in enclosure (2), apply the following guidelines:

a. Number of Members and Representation. Provide balance among major specialties, with minimum representation as stated below. If additional members are desired to accommodate workload, they will be spread across some or all of the specified communities.

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

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

(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 LDO or W-5, must be assigned as a board member from each major designator (61XX/71XX, 62XX/72XX, 63XX/73XX, 64XX/74XX, 65XX/75XX and 68XX/78XX) under consideration.

b. Grade of Members. All members must be serving in the grade of commander or above, or W-5.

3. Special Selection Boards. Comply with the guidelines in enclosure (2). Paragraph 2b of enclosure (2) provides guidance regarding successive membership.

4. Temporary Promotion Selection Boards. Temporary promotion selection boards are convened under section 605 of reference (a). As a matter of policy, comply with the guidelines in paragraphs 1 through 3 of enclosure (2), except that a joint-duty member is not required.

5. Active-Duty List Continuation Selection Boards. In addition to the requirements in enclosure (2), ADL URL, ADL RL, and ADL Staff continuation selection boards will use the same membership as the ADL URL, ADL RL, and ADL Staff promotion selection boards of the next higher rank. For example, the ADL URL Lieutenant Continuation Selection Board will consist of the board members from the ADL URL Lieutenant Commander Promotion Selection Board.

6. Limited Duty Officer Continuation Selection Boards. In addition to the requirements in enclosure (2), apply the following guidelines:

a. Number of Members and Representation. See paragraph 3 of enclosure (2) regarding number of members required. The president must be an URL captain. For the LDO (Line) board, at least one member must be a LDO (Line) and for the LDO

(Staff) board, at least one member must be a LDO (Staff). The remaining members must be URL officers.

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

7. Chief Warrant Officer Continuation Selection Boards. In addition to the requirements in enclosure (2), the following policy guidelines will apply:

a. Number of Members and Representation. The boards must consist of five or more officers. The president must be an URL captain. One member must be a LDO or W-4/W-5. The remaining members must be URL officers.

b. Grade of Members. At least five members must be serving in the grade of commander or above, or W-5.

8. Selective Early Retirement Boards. The requirements in enclosure (2) apply, except those relating to membership on successive boards and joint-duty membership. Additionally, the following guidelines apply:

a. Number of Members and Representation

(1) Unrestricted Line Boards. Warfare community membership representation must be the same, proportionally, as for promotion selection boards.

(2) Staff Corps Boards. At least one member must be an URL 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 RL officers or LDOs, at least one member must be from the competitive category under consideration. The remaining members must be URL officers. In the case of LDO boards, one member must be from each subcategory (i.e., 61XX, 62XX, 63XX, 64XX, 65XX, or 68XX as appropriate) under consideration.

b. Grade of Members

(1) Unrestricted Line/Restricted Line/Limited Duty Officer (Line). The grade of members must be the same as listed in paragraph 1 of this enclosure for the respective promotion selection board that selected the early retirement eligibles to their current grade, e.g., grade of members for a Captain Line Selective Early Retirement Board would be composed the same as a Captain Line Promotion Selection Board. All members must be serving in a grade higher than the officers under consideration.

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

9. Reserve Promotion Selection Boards. In addition to the requirements in enclosure (2), apply the following guidelines to promotion selection boards for RASL competitive categories.

a. Unrestricted Line

(1) Number of Members and Representation.

(a) Rear Admiral Promotion Selection Boards. Because of the small number of officers under consideration, only seven members are required. Provide balance among major specialties, with minimum representation as stated below. If additional members are desired to accommodate workload, they will be spread across some or all of the specified communities.

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

2. Surface Warfare/Special Warfare/Special Operations. Three surface warfare/special warfare/special operations officers (111X/113X/114X), at least two of whom must be surface warfare officers. The third member may be a special warfare (113x) or special operations officer (114X). If a special warfare (113x) or special operations officer (114x) is not eligible and available to serve on the board, then the third member must be a surface warfare officer (111X).

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

(b) Rear Admiral (lower half) Promotion Selection Boards. Provide balance among major specialties, with minimum representation as stated below. If additional members are desired to accommodate workload, they will be spread across some or all of the specified communities.

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

2. Surface Warfare/Special Warfare/Special Operations. Four surface warfare/special warfare/special operations officers (111X/113X/114X), at least three of whom must be surface warfare officers. The fourth member may be a special warfare (113X) or special operations (114X) officer. If a special warfare (113x) or special operations officer (114x) is not eligible and available to serve on the board, then the fourth member must be a surface warfare officer (111X).

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

(c) Captain through Lieutenant Commander Promotion Selection Boards. Provide balance among major specialties, with minimum representation as stated below. If additional members are desired to accommodate workload, they will be spread across some or all of the specified communities.

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 whom must be surface warfare officers. The sixth member may be a special warfare (113X) or special operations (114X) officer. Otherwise, the sixth member must be a surface warfare officer (111X).

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

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

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

(b) Rear Admiral (lower half) Promotion Selection Boards. Presidents must be vice admirals or above. All other members must be rear admirals (lower half). At least one member must be an ADL officer.

(c) Captain Promotion Selection Boards. Presidents must be vice admirals or above. Two members must be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half), one of whom was sourced from the FTS community, if eligible and available to serve on the board. All other members must be captains or above. At least one member must be an ADL officer.

(d) Commander Promotion Selection Boards. Presidents must be rear admirals. Two additional members must be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). All other members must be captains or above. At least one member must be an ADL officer.

(e) Lieutenant Commander Promotion Selection Boards. Presidents must be in, or selected for promotion to, the grade of rear admiral or rear admiral (lower half). At

least three other members must be in, or selected to, the grade of captain. The remaining members may be lieutenant commanders or above. At least one member must be an ADL officer.

b. Restricted Line. RL promotion selection 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 must 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 must be from the competitive category under consideration, if eligible and available to serve on the board.

(c) The remaining members must 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 must be an ADL officer.

(1) Number of Members and Representation. The boards must consist of five or more members. Chaplain Corps boards must have five URL members. All other staff corps boards must have at least one 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. 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 representation of health care administrators, health care scientists, and clinical care providers.

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

(2) Grade of Members

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

(b) Captain Promotion Selection 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 eligible and reasonably available to serve on the board. The remaining members must be captains or above.

(c) Commander Promotion Selection 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 eligible and reasonably available to serve on the board. The remaining members must be commanders or above.

(d) Lieutenant Commander Promotion Selection 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 must be serving in the grade of lieutenant commander or above.

d. Limited Duty Officer. 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 must be an ADL officer.

(1) Number of Members and Representation

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

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

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

(d) One member must be a LDO from the same competitive category.

(2) Grade of Members. The president of the URL board must also serve as the president of LDO (Line) board. The remaining members must be serving in a grade higher than that of the officers being considered.

e. Chief Warrant Officer

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

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

(b) One member must be a W-4 or above.

(2) Grade of Members. The president must be in the grade of captain. All other members must be commanders or above. The chief warrant officer member must be a W-4 or above.

10. Reserve Active Status Continuation Selection Boards. In addition to the general guidance in enclosure (2), apply the following guidelines:

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

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

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

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

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

**SUPPLEMENTARY GUIDANCE REGARDING SERVICE NOMINATIONS FOR U.S.
MARINE CORPS SELECTION BOARD MEMBERSHIP**

1. Regularly Scheduled Active-Duty List and Active Duty Warrant Officer Promotion Selection Boards. Apply the following guidelines to promotion selection 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, to include the board president. Provide proportional representation of major occupational specialties as follows:

(a) Three ground officers (03XX, 08XX, 18XX);

(b) Three aviation officers (75XX, at least one fixed wing and one rotary wing);

(c) Three support officers (all other occupational fields not listed);

(d) When Reserve officers are being considered, one of the nine members must 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 must be an officer who is currently serving in a joint-duty assignment. Such officer must be appointed by the CJCS as a member. This is not applicable to captain promotion selection boards;

(f) When acquisition professionals are being considered, one of the members must be an acquisition professional. This is not applicable to major and captain promotion selection boards.

(2) Grade of Members

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

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

(c) Colonel Promotion Selection Boards. The president must be a brigadier general or above. The remaining members must be brigadier generals or above; however, colonels selected for promotion to brigadier general may be used if brigadier generals are not eligible and reasonably available to serve on the board.

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

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

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

b. Limited Duty Officer Boards.

(1) Number of Members and Representation. Include, at a minimum, seven officers to serve as members, to include the board president. Provide proportional representation of major occupational specialties as follows:

(a) Two ground officers (03XX, 08XX, 18XX);

(b) Two aviation officers (75XX, at least one fixed wing and one rotary wing);

(d) One LDO from each separate military occupational specialty/competitive category, if eligible and available to serve on the board;

(e) When officers who are serving in, or have served in, a joint-duty assignment are being considered, one of the six members must be an officer who is a joint qualified officer (JQO). Such officer must be appointed by the CJCS as a member;

(f) The acquisition professional community's membership considerations are not applicable to the LDO promotion selection boards.

(2) Grade of Members

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

(b) Major Promotion Selection Board. The president must be a colonel or above. The remaining members must be majors or above.

c. Chief Warrant Officer Boards

(1) Number of Members and Representation. Include, at a minimum, seven officers to serve as members, to include the board president. Provide proportional representation of major occupational specialties as follows:

(a) Two ground officers (03XX, 08XX, 18XX);

(b) Two aviation officers (75XX, at least one fixed wing and one rotary wing);

(c) Two support officers (all other occupational fields not listed).

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

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

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

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

(a) One ground officer (03XX, 08XX, 18XX);

(b) One aviation officer (75XX, fixed wing or rotary wing);

(c) One support officer (all other occupational fields not listed).

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

(a) Three ground officers (03XX, 08XX, 18XX);

(b) Three aviation officers (75XX, at least one fixed wing and one rotary wing);

(c) Three support officers (all other occupational fields not listed).

b. Grade of Members

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

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

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

(4) Lieutenant Colonel Promotion Selection Board. The president must 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 eligible and reasonably available to serve on the board. The remaining members must be lieutenant colonels or above.

(5) Major Promotion Selection Board. The president must 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 eligible and reasonably available to serve on the board. The remaining members must be lieutenant colonels or above.

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

3. Special Selection Boards. Comply with the guidelines in enclosure (2) based on the applicable category of consideration.

4. Continuation Selection Boards. Comply with the guidelines in enclosure (2).

5. Selective Early Retirement Boards. Comply with the guidelines in enclosure (2).

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

1. General Guidance. Under sections 8088 and 8089 of reference (a) officers of the Judge Advocate General's Corps may be appointed to the positions of Judge Advocate General, Deputy Judge Advocate General, and Assistant Judge Advocate General of the Navy. Under sections 8088, 8089, and 8046 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 CMC. The SECNAV selects officers for appointment to the positions of Judge Advocate General, Deputy Judge Advocate General, Staff Judge Advocate to the CMC and an Assistant Judge Advocate General. Apply the procedures applicable to promotion selection boards convened under chapter 36 of reference (a) to the extent practicable, and the guidance below. For the purposes of determining successive membership, both the last AJAG selection board and the last AJAG selection board for that particular position will be compared. As an illustrative example, the AJAG (Civil Law) selection board membership will be checked against the last AJAG selection board held and the last AJAG (Civil Law) selection board. Each board must be comprised of five or more members from the ADL.

2. Successive Membership Policy for Assistant Judge Advocate General Boards

a. No officer will be a member of two successive boards convened under reference (a), section 8089(b), for the consideration of Navy judge advocates for detail as Assistant Judge Advocate General of the Navy.

b. No officer will be a member of two successive boards convened under reference (a), section 8089(b), for the consideration of Navy judge advocates for detail as Assistant Judge Advocate General (Civil Law).

c. No officer will be a member of two successive boards convened under reference (a), section 8089(b), for the consideration of Navy judge advocates for detail as Assistant

Judge Advocate General (Chief Judge of the Department of the Navy).

d. No officer will be a member of two successive boards convened under reference (a), section 8089(b), for the consideration of Navy judge advocates for detail as Assistant Judge Advocate General (Operations and Management).

e. No officer will be a member of two successive boards convened under reference (a), section 8089(c), for the consideration of Marine Corps judge advocates for detail as Assistant Judge Advocate General of the Navy and Assistant Judge Advocate General (Military Law).

3. Guidance for Boards Convened to Select Nominees for Judge Advocate General and Deputy Judge Advocate General

a. Representation. In the case of consideration of officers of the Judge Advocate General's Corps, at least three of the members must be URL officers of the Navy, one from each major warfare specialty (i.e., air warfare, surface warfare, and submarine warfare). One or more members must be Marine Corps officers and one or more members must 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.

4. Guidance for Boards Convened to Select Nominees for Assistant Judge Advocate General (Navy)

a. Representation. In the case of consideration of officers of the Judge Advocate General's Corps, at least three of the members must be URL officers of the Navy, one from each major warfare specialty (i.e., air warfare, surface warfare, and submarine warfare). One or more members must 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 except that one or more of the current Assistant Judge Advocates General (Civil Law, Chief Judge of the Department of the Navy, or Operations and Management) may serve as members.

5. Guidance for Boards Convened to Select Nominees for Assistant Judge Advocate General (Military Law)

a. Representation. One or more members must be officers of the Judge Advocate General's Corps. Additionally, one or more members may be Navy officers. The remaining members must be Marine Corps officers.

b. Grade. All members must be serving in a grade higher than that of the officers under consideration. However, the current Assistant Judge Advocate General (Military Law) may serve as a member.

6. 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 officers of the Judge Advocate General's Corps. The remaining members must be Marine Corps officers.

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