



THE SECRETARY OF THE NAVY  
WASHINGTON, D. C. 20350-1000

JUL 07 2004

From: Secretary of the Navy  
To: President, FY-05 Naval Reserve Chief Warrant Officer, W-3  
and W-4 Promotion Selection Board

Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARDS TO  
CONSIDER CHIEF WARRANT OFFICERS IN THE NAVAL RESERVE FOR  
PROMOTION TO THE PERMANENT GRADES OF CHIEF WARRANT  
OFFICER, W-3 AND W-4

Encl: (1) Boards' Membership  
(2) FY-05 Reserve Officer Promotion Selection Board  
Guidance

1. Membership, Date, Location, and Function

a. The promotion selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 12 July 2004, or as soon as practicable thereafter. The function of the boards is to consider Naval Reserve chief warrant officers for promotion to the permanent grades of chief warrant officer, W-3 and W-4. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards. The names of those officers who are above, in and below the promotion zone will be indicated, as appropriate.

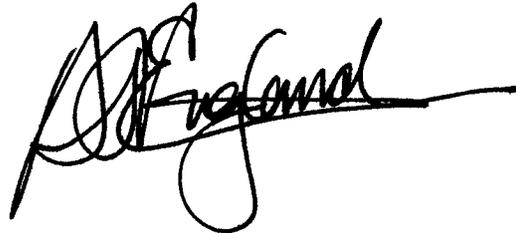
b. The boards shall proceed in accordance with the FY-05 Reserve Officer Promotion Selection Board Guidance, enclosure (2), and any other guidance contained in this letter.

2. Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below, of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-05 Reserve Officer Grade Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Chief Warrant Officer, W-3	90
Chief Warrant Officer, W-4	90

4. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

A handwritten signature in black ink, appearing to read "R. England", with a long horizontal line extending to the right.