DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON,D.C. 20370-5000

APR 5 2004

From: Chief of Naval Personnel
To: President, FY-05 Active Duty Senior Chief Petty Officer Selection Board

Subj: PRECEPT CONVENING FY-05 SELECTION BOARD TO CONSIDER CHIEF PETTY OFFICERS OF THE NAVY AND NAVAL RESERVE, SERVING ON ACTIVE DUTY, FOR ADVANCEMENT TO SENIOR CHIEF PETTY OFFICER

Encl: (1) Board Membership
(2) Selection Board Guidance
(3) Rating Quotas

1. Membership, Date, Location and Function

a. The selection board, consisting of you as president, and the officers and master chief petty officers listed in enclosure (1), is ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 12 April 2004 or as soon as practicable thereafter. The function of the board is to recommend active-duty chief petty officers for advancement to senior chief petty officer. The records and names of all service members eligible for advancement consideration, determined as of the date the board convenes, will be furnished to the board.

b. The board shall proceed per the guidance provided in enclosure (2).

2. Authorized Selections. From among those service members eligible for consideration, the board may select candidates for advancement in each rating, the numbers of which are not to exceed the quotas specified in enclosure (3). The board need not select to the numbers provided. The board shall consider carefully, without prejudice or partiality, the case of every service member whose name is furnished. The names of those eligible candidates who are selected for advancement will be indicated, as appropriate.

Subj: PRECEPT CONVENING FY-05 SELECTION BOARD TO CONSIDER CHIEF PETTY OFFICERS OF THE NAVY AND NAVAL RESERVE, SERVING ON ACTIVE DUTY, FOR ADVANCEMENT TO SENIOR CHIEF PETTY OFFICER

3. Confidentiality. Unless expressly authorized or required by higher authority or or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the selection board. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

G. L. HOEWING
Vice Admiral, U.S. Navy

FY-05 ACTIVE DUTY SENIOR CHIEF PETTY OFFICER
SELECTION BOARD MEMBERSHIP

1. Master Chief Petty Officer Board:

CAPT Lawrence S. Cotton, Jr., USN, [redacted]
CDR Winford W. Knowles, USN, [redacted]
CDR Kevin J. Wilson, USN, [redacted]
CDR Terry K. Davis, USN, [redacted]
CDR Henry B. Villareal, MSC, USN, [redacted]
CDR Charles G. Emmert, USN, [redacted]
CDR Enrique L. Sadsad, USN, [redacted]
CDR Mark J. Allbritton, USN, [redacted]
CDR Amos M. Gallagher, USN, [redacted]
CDR Stanley M. Robertson, USN, [redacted]
CDR Shoshana S. Chatfield, USN, [redacted]
CDR Michele M. Burk, USN, [redacted]
CDR Clemia Anderson, Jr., [redacted]
CDR Frand E. Hughlett, USN, [redacted]
CDR Stephen M. Anderjack, USN, [redacted]
CDR Rodney O. Worden, USN, [redacted]
CDR(Sel) Mark C. Tolton, USNR, [redacted]
LCDR Richard M. Amato, USN, [redacted]
LTJG Bobby C. Stancil, USN, [redacted]
CWO5(Sel) Richard A. Brasko, USN, [redacted]
CWO4 David A. Zimmerman, USN, [redacted]
CWO3 Barry L. Larson, USN, [redacted]
ABCM(AW/SW) Benjamin C. Rape, Jr., USN, [redacted]
ACCM(AW) Charles L. Kent, USN, [redacted]
AFCM(AW) David M. Lawhun, USN, [redacted]
AFCM(AW) Rolando D. Indiongco, USN, [redacted]
AFCM(AW/SW) Joseph F. Radeker, Jr., USN, [redacted]
AFCM(AW/SW/NAC) Patrick Blewett, USN, [redacted]
AOCM(AW) Mark S. Parkstone, USN, [redacted]
AVCM(AW) Kenneth T. Shivers, USN, [redacted]
AVCM(AW) Ralph L. Gallaugher, Jr., USN, [redacted]
AVCM(AW) Scott C. Carlson, USN, [redacted]
AVCM(AW/SW) Susan B. Hippen, USN, [redacted]
AWCM(AW/NAC) Stephen P. Fishbein, USN, [redacted]
BMCM(SW/AW) Gladean A. Medeiros, USN, [redacted]
CMDCM(AW/NAC) Lawrence T. Weldon, USN, [redacted]
CMDCM(AW/SS) Joseph G. Clough, USN, [redacted]
CMDCM(AW/SW) James V. Rockwood, USN, [redacted]
CMDCM(AW/SW) Ruben A. Watson, USN, [redacted]
CMDCM(FMF/DV/PJ) Christopher R. Angstead, USN, [redacted]
CMDCM(SCW) Wade C. Howk, USN, [redacted]
CMDCM(SS) David D. Williams, USN, [redacted]
CMDCM(SW) Darlene A. Lovell, USN, [redacted]
CMDCM(SW) David A. Lajoie, USN, [redacted]
CMDCM(SW) Howard B. Friedman, II, [redacted]

FY-05 ACTIVE DUTY SENIOR CHIEF PETTY OFFICER
SELECTION BOARD MEMBERSHIP

CMDCM(SW) Joel H. Nissen, USN, [redacted]
CMDCM(SW) Paul H. Turban, USN, [redacted]
CMDCM(SW) Sammie L. Lymon, USN, [redacted]
CMDCM(SW) Thomas L. Meglen, USN, [redacted]
CMDCM(SW) William R. Clouse, USN, [redacted]
CMDCM(SW/AW) David S. Kenneweg, USN, [redacted]
CMDCM(SW/AW) Donald M. Magnes, USN, [redacted]
CMDCM(SW/AW) Eric W. Emery, USN, [redacted]
CMDCM(SW/AW) Loretta Glenn, USN, [redacted]
CMDCM(SW/AW) Odie J. Cook, USN, [redacted]
CMDCM(SW/AW) Sandra J. Huffman, [redacted]
CMDCM(SW/AW) Terry A. Woodcock, USN, [redacted]
CMDCM(SW/AW/FMF) James G. Parlier, USN, [redacted]
CSCM(SS) Mark D. Dohse, USN, [redacted]
CSCM(SW/SS) Larry D. Askew, USN, [redacted]
CTMCM(SW/AW) Richard T. Hatton, USN, [redacted]
CTRCM(SW) Robert L. Ouellette, Jr., USN, [redacted]
CTTCM(AW/NAC) Mark J. Schofield, USN, [redacted]
DCCM(SW) Reginald G. Alexander, USN, [redacted]
DCCM(SW/AW) Keith A. Tucker, USN, [redacted]
DKCM(SW/AW) Loran M. Bather, USN, [redacted]
DTCM(SCW/FMF) Rigoberto M. Hernandez, USN, [redacted]
EMCM(SS) Michael P. Stefurak, USN, [redacted]
ENCM James R. Ferens, USN, [redacted]
ENCM(SW/MDV) David L. Davidson, USN, [redacted]
EQCM(SCW) Thomas A. Hickenbottom, USN, [redacted]
ETCM(SS) Timothy D. Dever, USN, [redacted]
ETCM(SW/AW) Ray A. Joaquin, USN, [redacted]
FCCM(SW/AW) Jonathan D. Song, USN, [redacted]
FCCM(SW/AW) Kenneth G. Schmidt, USN, [redacted]
GMCM(SEAL) James R. Culley, USN, [redacted]
GMCM(SW) Terry W. Piper, USN, [redacted]
GSCM(SW) Dennis A. Guiriba, USN, [redacted]
GSCM(SW) Keith M. Carlson, USN, [redacted]
HMCM(SS/SW/FMF) Stephen R. Mitchell, USN, [redacted]
HMCM(SW/AW) Jessie L. Barone, USN, [redacted]
HTCM(EOD) Leon M. Ford, USN, [redacted]
HTCM(SW/AW) Nicanor D. Ducusin, USN, [redacted]
ISCM(SW/AW) Gary L. Bernhard, USN, [redacted]
ITCM(SEAL) Britt K. Slabinski, USN, [redacted]
ITCM(SW/AW) Mary D. Kleitz, USN, [redacted]
ITCM(SW/AW) Patricia A. Barlow, USN, [redacted]
ITCM(SW/AW) Perry L. Wilson, USN, [redacted]
ITCM(SW/AW) William A. Seegars, USN, [redacted]
JOCM(SW/AW) Barbara C. Mendoza, USN, [redacted]
LNCM(SW/AW) Calvin N. Richards, USN, [redacted]
MACM(SW) Mitchell J. Smith, USN, [redacted]

FY-05 ACTIVE DUTY SENIOR CHIEF PETTY OFFICER
SELECTION BOARD MEMBERSHIP

MMCM(SS) Michael T. Sabourin, USN, [redacted]
MMCM(SS) Riccardo Giberti, USN, [redacted]
MMCM(SS) Thomas J. Kendrick, USN, [redacted]
MRCM(SW/AW) Jaime C. VelaSquez, USN, [redacted]
MTCM(SS) Frederick A. Perkins, IV, USN, [redacted]
MUCM Diana D. Ogilvie, USN, [redacted]
NCCM(SW) John S. Drenning, USN, [redacted]
NCCM Grefory L. King, USN, [redacted]
PCCM(SW) Manuel B. Mendoza, USN, [redacted]
PNCM(SW/AW) Catalino N. Chiong, USN, [redacted]
PRCM(AW) Todd B. Jargowsky, USN, [redacted]
QMCM(SW) Randy L. Bryant, USN, [redacted]
SHCM(SW) Jose D. Tiongco, USN, [redacted]
STSCM(SS) Terrance C. Wetherill, USN, [redacted]
UCCM(SCW) Paul F. Foley, USN, [redacted]
YNCM(SS) Albert Dorsett, USN, [redacted]
YNCM(SW) Duane J. Chittim, USN, [redacted]

2. ITCS(SEAL) Richard P. Bordelon, USN, will act as recorder with the following personnel acting as assistant recorder:

FCCS(SW/AW) Anthony W. Campbell, USN
HMCS(SW/FMF) Gerard R. Chiu, USN
PCCS(SW) Janet D. Muldrow, USN
AOC(AW) Brenda L. Cotter, USN
BUC(SCW) William J. Irving, III, USN
CSC(AW/SW) Gilbert V. Bitanga, USN
CTMC Christopher H. Pegram, USN
EMC(SW) Steven D. Allen, USN
ENC(SWCC) John G. McClelland, USN
GMC(SW) Joseph C. Johnson, USN
NCC(AW/SW) Cynthia D. Patterson, USN
PNC(SW/AW) Tullyne V. Barnes, USN
SKC(AW) Matthew R. Brannon, USN

The recorder or the assistant recorder will be present during all deliberations.

3. The following personnel are designated to serve as administrative support personnel to the board:

RADM John W. Townes, III
CAPT Thomas E. Broderick
CAPT Eric E. Geiser
CDR Roland Clatterbuck
CDR Stephen J. Lepp
CDR Matthew J. Martin
RDML Mark E. Ferguson, III
CAPT Henry R. Molinengo, II
CDR Denise E. Stich
CDR William C. Horrigan
CDR John A. McGuire
CDR Grant Brigger

FY-05 ACTIVE DUTY SENIOR CHIEF PETTY OFFICER
SELECTION BOARD MEMBERSHIP

CDR K. Michael Osborne
CDR Jack Barnhill
LCDR May Jacobs
LCDR Barbara T. Hanna
LCDR Jason T. Baltimore
LCDR Oudrey Hervey
LCDR Gaynell Grant
LT Tamara L. McCracken
LT David D. Furry
LT Charles E. Johnson
LT Wade J. Callender
LT Gene Mincey
LT Michael Payne
LT Aaron Wagner
LT John E. Poss
LT Gary E. Smart, Jr.
LTJG Scott Mowery
LTJG Shaun Fischer
LTJG Gary Theilecke
CWO4 Lanie Baty
CWO4 O. C. Horton
CWO2 Kenneth Kipler
CWO2 Diana Donaldson
PNCM(SW) Terrence K. Taylor
YNC(AW/SW) Yolanda D. Gandy
YNC(AW/SW) Walter Brown
Mr. William S. Morris
Ms. Patricia P. Frye
Ms. Deborah Wilson
Ms. Shirley Wakefield

CDR John Hunt
LCDR Debora Goodman
LCDR Mary S. Seymour
LCDR Meredith L. Robinson
LCDR Howard Gray
LCDR Mark Springer
LT Randy B. Cole
LT William G. Perdue
LT Kana Yang
LT Christopher G. Williams
LT Christopher Slayman
LT Rodney Adams
LT Angelin Graham
LT Terri N. Jones
LT Stephen R. Ranne
Capt Martin E. Adams
LTJG Rodney Bell
LTJG Michael Lincoln
LTJG Murray L. Schultz
CWO4 Tommy D. Owens
CWO3 Moe Kehrer
CWO2 Gary W. Dedmon
CNOCM(AW/SW) James E. Abeyta
PNCM(SW) Victor R. Smallwood
YNC(AW) Michelle Lang
OS2 Malcolm Stafford
Mr. Kimric Chapman
Mr. Dwight Stanton
Mr. Donald P. Marshall
Mr. Carl R. Waelde

CDR Matthew J. Martin
CDR K. Michael Osborne
CDR Jack Barnhill
LCDR May Jacobs
LCDR Barbara T. Hanna
LCDR Jason T. Baltimore
LCDR Oudrey Hervey
LCDR Gaynell Grant
LT Tamara L. McCracken
LT David D. Furry
LT Charles E. Johnson
LT Wade J. Callender
LT Gene Mincey
LT Michael Payne
LT Aaron Wagner
LT John E. Poss
LT Gary E. Smart, Jr.
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PNCM(SW) Terrence K. Taylor
YNC(AW/SW) Yolanda D. Gandy
YNC(AW/SW) Walter Brown
Mr. William S. Morris
Ms. Patricia P. Frye
Ms. Deborah Wilson
Ms. Shirley Wakefield

CDR Grant Brigger
CDR John Hunt
LCDR Debora Goodman
LCDR Mary S. Seymour
LCDR Meredith L. Robinson
LCDR Howard Gray
LCDR Mark Springer
LT Randy B. Cole
LT William G. Perdue
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CNOCM(AW/SW) James E. Abeyta
PNCM(SW) Victor R. Smallwood
YNC(AW) Michelle Lang
OS2 Malcolm Stafford
Mr. Kimric Chapman
Mr. Dwight Stanton
Mr. Donald P. Marshall
Mr. Carl R. Waelde

SELECTION BOARD GUIDANCE

Appendix	Subject
A	**General Procedural Guidance** - Duties of the Board President - Board proceedings - Marital status - Area tours - Adverse Information
B	**Selection Standard and Skills Guidance** - Application of the Best Qualified Standard - Innovation Guidance - Special Duty Assignment - Overseas and Arduous Duty - Public Quarters and Flag/Executive Mess Management Specialists and Flag Writers - Performance Trends
C	**Equal Opportunity Guidance** - Addresses equitable consideration for all candidates
D	**Board Report** - Addresses content and routing of selection board report
E	**Oaths** - Provides oaths for board members and support personnel

APPENDIX - A

GENERAL PROCEDURAL GUIDANCE

1. **Duties of the Board President**. The president of the board has been appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for selection those fully qualified candidates that the majority finds best qualified to meet the needs of the Navy. The board president shall ensure that the board proceedings listed below are read to each board member, recorder, and administrative support person on the convening date of the board or on the date of assignment to the board, whichever is later.

2. **Board Proceedings**. The following directions concerning communications and information apply to all board proceedings:

a. Each of you (president, members, recorders, and administrative support personnel) is responsible to maintain the integrity and independence of this selection board, and to foster careful consideration, without prejudice or partiality, of all eligible candidates.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information that Navy Regulations preclude from consideration by a selection board. You are to base your recommendations on the material in each candidate's military record, any information I have provided to the board and any information communicated to you by individual eligible candidates under provisions I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible candidates to the extent that such matters are not precluded in law or Service regulations from consideration by a selection board or inclusion in a candidate's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning a candidate being considered unless that opinion is contained in material provided to the board under the provisions of Navy Regulations.

d. When discussing your own personal knowledge concerning the professional qualifications of eligible candidates, the board is reminded that if personal remarks, based on a member's

personal knowledge, could be considered adverse, the member cannot discuss his personal knowledge or evaluation unless such matter is contained in the candidate's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should a candidate's record reveal the removal of a fitness report via the Board for Correction of Naval Records, the member may not discuss his personal knowledge regarding the circumstances which resulted in the removal of the report.

e. I and the Master Chief Petty Officer of the Navy are the only persons who may appear in person to address you on any matter, other than administrative matters. All communications with the board, other than those that are clearly administrative or made by the Master Chief Petty Officer of the Navy, must be in writing, given to each of you, and made part of the board's record. All correspondence signed by a sitting or previous President of the United States will be read to all board members. I have designated in writing those persons authorized to provide routine administrative information to you.

f. Before the report of the selection board is signed, the recommendations may be disclosed only to members of the board, recorders, and those administrative support personnel I have designated in writing. After you sign the board report, only the recommendations of the board may be disclosed. Except as authorized by the Chief of Naval Personnel the proceedings of the board may not be disclosed to any person not a board member or board recorder.

g. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If a member or recorder believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, he or she must request to be relieved by me from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

3. **Marital Status**. Selection boards are prohibited from considering the marital status of a member or the employment, education, or volunteer service of a spouse.

4. **Area Tours**. Repeated tours in a particular geographic location should not be considered negatively, provided the candidate has progressed in billet complexity, professional development, and leadership responsibility.

5. **Adverse Information**

a. Just as you must consider positive performance, you must consider documented incidents of misconduct and substandard performance, which are included in a candidate's official service record, in determining those candidates who are best qualified for selection. Members must give careful consideration to each such incident. For those eligible candidates who are recommended for selection and who have received disciplinary action, or whose privileged information record (Fiche Five/EMPRS Field Code 17) contains matters relating to conduct or performance of duty, every board member shall review the information contained therein, personally, prior to the final board decision.

b. Faced with many well-qualified candidates, there may be a tendency to simplify your task by summarily putting aside the folders of candidates whose past records are less than perfect; however, to do this is to fall short of your obligation. A judgment of the whole person and the whole record is required to determine whose future potential will serve Navy best. You may conclude that particular adverse information undermines a candidate's ability to serve successfully in a position of increased authority and responsibility, despite an otherwise outstanding record. On the other hand, you may find that a candidate's overall outstanding performance demonstrates such potential for future service that it outweighs the deficiency noted in the record. Some candidates will have learned from their mistakes in ways that make them stronger; others will have strengths that outweigh relative weaknesses in their records.

c. Make the best, not simply the most obviously defensible, choices. By doing this, you will not only fulfill your obligation, you will also better serve Navy.

APPENDIX - B

SELECTION STANDARD AND SKILLS GUIDANCE

1. **"Best Qualified Standard"**. Navy policy regarding application of the "best qualified" standard is as follows: The board shall consider carefully, without prejudice or partiality, the record of every eligible candidate. The candidates selected will be those whom a majority of the members of the board consider best qualified, giving due consideration to the needs of the Navy for candidates with particular skills. In addition to the standard of best qualified, each candidate recommended must be fully qualified for selection; that is, each candidate must be capable of performing the duties of the next higher paygrade. The best and fully qualified standard shall be applied uniformly to all eligible candidates.

2. **Innovation and Efficiency**. In your deliberations, give careful consideration to the fact that the needs of the Navy have changed over the years and will continue to change. Please be especially alert for candidates who embrace innovation and efficiency to find new solutions to our most challenging problems. The Navy needs bold leaders who are willing to think creatively, take well-calculated risks, develop new ideas, and maximize capabilities through sound management practices. Seek to select candidates who have shown initiative in finding and pursuing the most effective ways of accomplishing our mission. In your consideration, recognize that the continued preeminence of the Navy in the future is inextricably linked to its ability to change and to manage for efficiency. I note also, in this regard, that candidates with the greatest capacity for innovation and management efficiency may have had some billets different from the norm. In the context of a changing Navy, the best qualified candidates may reflect a variety of backgrounds and proven records of accomplishment.

3. **Special Duty Assignment**. Although the candidates presented to the board compete within their rating, they are frequently detailed to duty outside of their rating specialties. Many such types of duty require selectivity in assignment and special qualifications. Recruiting and retention of Sailors is the top priority of today's Navy. In recognition of the critical role recruiting and retention play in Navy's ability to accomplish its mission, you should give maximum consideration to those candidates who have successfully completed, or are currently serving in the extremely demanding tours of duty as Recruit Division Commanders and Recruiters. Additionally, tours of duty which the Board considers reinforcing Navy Core Values of recruits and other first term Sailors such as instructor in "A" and "C" schools, Apprenticeship Training, Fleet Training Centers,

prototype, and submarine and aircrew candidate schools must also be given maximum consideration. In determining which candidates are best and fully qualified, bear in mind that members serving in these types of highly selective assignments are evaluated among a large number of individually selected personnel with equally superb records. Due consideration shall be given to the successful accomplishment of major collateral duties affecting mission effectiveness, retention and morale; e.g., 3M coordinator, Professional Development Board member. In consideration of SEAL, EOD, SWCC and Divers, advancement quotas specified in enclosure (3) are formulated to reflect both fleet requirements and the Navy's need for personnel possessing the special NEC. To this end, the board should select the best-qualified candidates within each source rating.

4. **Overseas and Arduous Duty**. In determining who is best qualified, emphasis shall be placed upon demonstrated evidence of professional and leadership excellence under arduous conditions. It should be recognized that some ratings do not offer an extensive opportunity for sea duty; however, candidates who have performed well in demanding sea duty billets and/or overseas sea duty units in their current pay grade should receive special consideration. This special consideration cannot, however, be used to disadvantage otherwise outstanding female candidates who have not had the opportunity to serve at sea owing to law or policy. Eligible candidates should not be judged against the norm of a preconceived career pattern.

5. **Public Quarters and Flag/Executive Mess Management Specialists and Flag Writers**. The board will give due consideration to Public Quarters and Flag/Executive Mess Management Specialists and to Flag Writers (NEC YN 2514) to ensure selection opportunity is comparable to that given Mess Management Specialists in Enlisted Galley assignments and general Yeomen at sea and ashore.

6. **Performance Trends**. In order to not disadvantage outstanding performers, the selection board should give due consideration to those records which contain both a superior trend of performance on evaluations submitted on or before 31 December 1995, and performance marks other than 5.0 and other than "early promote" evaluations submitted on or after 1 January 1996. To establish performance trends, the board should consider rankings assigned to Sailors under the former evaluation system, and trait grade averages and promotion recommendations under the current system; however, just as you must give careful consideration to positive outstanding performance, you must consider documented incidents of misconduct and substandard performance, which are included in a service member's record, in determining those service members best qualified for selection.

APPENDIX - C

EQUAL OPPORTUNITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. The Navy strives to maintain a professional working environment in which an individual's race, creed, color, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine those candidates who are best and fully qualified, you must ensure that candidates are not disadvantaged because of their race, creed, color, gender, or national origin.

2. Your evaluation of all candidates must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of records to take care that no candidate's selection opportunity is disadvantaged by service utilization policies or practices. You should evaluate each candidate's potential to assume the responsibilities of the next higher grade, the overriding factor being performance of assigned duties.

3. The Navy has assigned some candidates outside of traditional career development patterns, e.g., institutional instructors, recruiting and equal opportunity billets. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. These assignments, though beneficial to the Navy, may have foreclosed to the candidates so assigned opportunities available to other candidates. Such assignment practices should not prejudice the selection of these candidates for promotion. Successful performance of assigned duties is the key in measuring an candidate's potential for promotion. Accordingly, in determining the qualification for promotion of any candidate who has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by a candidate not affected by such policies or practices.

4. This guidance should not be interpreted as requiring or permitting preferential treatment of any candidate or group of candidates on the grounds of race, creed, color, gender, or national origin.

APPENDIX - D

BOARD REPORT

1. The record of the board's proceedings shall be compiled by the recorders and administrative support personnel. The written report of the board shall be signed by the board president, the board members, and board recorders. It shall contain the following:

a. All instructions, information, and guidance that were provided to the board.

b. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept, and, as appropriate, other letters of guidance or instruction provided by me;

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the record of each candidate whose name was furnished to the board; and

(6) The candidates recommended for selection are, in the opinion of the majority of the members of the board, fully qualified and best qualified to meet the needs of the Navy among those candidates whose names were furnished to the board.

(7) You are aware that the names of the selectees will be released to the public after the board report is approved, and you know that you may not disclose recommended selectees until the names are released to the public; and

(8) You understand that, except as authorized by higher authority or myself, you may never disclose the proceedings and deliberations of the board to any person who is not a board member or board recorder.

c. List of the candidates recommended for selection to the next higher paygrade. This list will be alphabetized by rating. The list of those service members found best qualified shall be arranged, within rating, by seniority.

d. Precept.

e. Such other lists as the board may deem necessary.

2. The report shall be forwarded for approval to the Chief of Naval Personnel.