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

21 APR 2003

From: Secretary of the Navy
To: RDML Mark D. Harnitchek, SC, USN,

Subj: PRECEPT CONVENING FY-04 PROMOTION SELECTION BOARD TO CONSIDER OFFICERS IN THE LIMITED DUTY OFFICER (STAFF) ON THE ACTIVE-DUTY LIST OF THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF LIEUTENANT COMMANDER AND FY-04 CONTINUATION SELECTION BOARD TO CONSIDER LIMITED DUTY OFFICER (STAFF) LIEUTENANTS FOR CONTINUATION ON ACTIVE DUTY

Encl: (1) Boards' Membership
(2) FY-04 Active Duty Officer Promotion Selection Board Guidance
(3) FY-04 Officer Continuation Selection Board Guidance

1. Membership, Date, Location, and Function

a. The promotion and continuation selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 28 April 2003, or as soon as practicable thereafter.

b. The function of the promotion selection board is to consider Active-Duty List officers in the Limited Duty Officer (Staff) competitive category for promotion to the permanent grade of lieutenant commander. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board. The names of those officers who are above, in, and below the promotion zone will be indicated, as appropriate.

c. The function of the continuation selection board is to consider, and shall normally recommend for continuation those permanent line Limited Duty Officer (LDO) lieutenants who are on an FY-04 selection list for lieutenant commander and who will be subject to involuntary retirement for years of service before they can accept their promotion appointment. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board.

d. The board shall proceed in accordance with the FY-04 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), the FY-04 Officer Continuation Board Guidance, enclosure (3) and any other guidance contained in this letter.

2. Promotion Board 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 board convenes. 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-04 Active Duty Officer Grade Promotion Plan, and furnish the number to the board. The board may recommend up to the number provided by the Chief of Naval Personnel.

COMPETITIVE CATEGORY	PERCENT TO SELECT
Limited Duty Officer (Staff)	85

3. Continuation Board Selection Standard. The board shall consider carefully, without prejudice or partiality, the record of every eligible officer. The officers selected will be those whom a majority of the members of the board consider fully qualified for continuation on active duty, giving due consideration to the needs of the Navy for officers with particular skills. Officers selected for continuation must be capable of performing the duties of their current grade and their continuation must be in the best interest of the Navy.

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

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administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

Hansford T. Johnson
Hansford T. Johnson
Secretary of the Navy
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