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

JAN 0 8 2003

From: Secretary of the Navy
To: VADM Charles W. Moore, Jr., USN, [redacted]/1310

Subj: PRECEPT CONVENING FY-04 PROMOTION SELECTION BOARDS TO CONSIDER OFFICERS IN THE LINE ON THE RESERVE ACTIVE-STATUS LIST OF THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF CAPTAIN

Encl: (1) Boards' Membership
(2) FY-04 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, 13 January 2003, or as soon as practicable thereafter. The function of the boards is to consider Reserve Active-Status List officers in the line for promotion to the permanent grade of captain. 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 and in the promotion zone will be indicated, as appropriate.

b. The boards shall proceed in accordance with the FY-04 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-04 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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COMPETITIVE CATEGORY	PERCENT TO SELECT
Unrestricted Line Officer	50
Unrestricted Line Officer (TAR)	50
Engineering Duty Officer	50
Aerospace Engineering Duty Officer (Engineering)	57
Aerospace Engineering Duty Officer (Maintenance)	50
Aerospace Engineering Duty Officer (Maintenance)(TAR)	50
Special Duty Officer (Cryptology)	50
Special Duty Officer (Merchant Marine)	50
Special Duty Officer (Intelligence)	50
Special Duty Officer (Intelligence)(TAR)	50
Special Duty Officer (Public Affairs)	60
Special Duty Officer (Oceanography)	50
Limited Duty Officer (Line)	48

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

Gordon R. England
Secretary of the Navy