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

From: Secretary of the Navy
To: PRESIDENT

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

Encl: (1) Board's Membership
(2) FY-04 Reserve Officer Promotion Selection Board Guidance

1. Membership, Date, Location, and Function

a. The promotion selection board, consisting of you as president and the officers listed in enclosure (1), is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 10 February 2003, or as soon as practicable thereafter. The function of the board is to consider Reserve Active-Status List officers in the Limited Duty Officer (Staff) 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 and in the promotion zone will be indicated, as appropriate.

b. The board 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 the 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 percentage set forth in the FY-04 Reserve 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.

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

COMPETITIVE CATEGORY	PERCENT TO SELECT
Limited Duty Officer (Staff)	75

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.

//S//