DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

MAY 0 6 2004

From: Secretary of the Navy
To: President, FY-05 Active Duty Navy Lieutenant Commander Medical Service Corps Promotion Selection Board

Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARD TO CONSIDER OFFICERS IN THE MEDICAL SERVICE CORPS ON THE ACTIVE-DUTY LIST OF THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF LIEUTENANT COMMANDER

Encl: (1) Board's Membership
(2) FY-05 Active Duty 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 the Navy Personnel Command, Millington, TN, at 0800, 10 May 2004 or as soon as practicable thereafter.

b. The function of the promotion selection board is to consider Active-Duty List officers in the Medical Service Corps 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 board shall proceed in accordance with the FY-05 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), and any other guidance contained in this letter.

2. Promotion Board Authorized Selections. The total number of officers who may be recommended 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-05 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.

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COMPETITIVE CATEGORY	PERCENT TO SELECT
Medical Service Corps	80%

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 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.

Gordon R. England