MEMORANDUM FOR CHIEF OF NAVAL PERSONNEL

FROM: CAPT T. E. Broderick *12 June, 2002*
Director, Personnel Progression, Performance and Security
Prepared by: LTJG C. E. Johnson, PERS-8E, DSN: 882-3252

SUBJECT: FY-03 Active Duty Chief Petty Officer Selection Board Precept - ACTION MEMORANDUM

PURPOSE: To approve the FY-03 Active Duty Chief Petty Officer Selection Board precept.

DISCUSSION: Attachment 1 provides the board membership matrix, showing members' qualifications.

The precept, Attachment 2, contains all required regulatory guidance.

RECOMMENDATION: Sign Attachment 2.

Attachments:
1. Panel Membership Matrix
2. FY-03 Chief Petty Officer Selection Board Precept

CHOP	PERS-8C	PERS-00L		DSP	MA
DATE	6/18/02	6/25/02		6/7/02	7/1

Routing

123000800

1401
PERS-322C
3 Jul 02

MEMORANDUM

From: Branch Head, Executive Services (PERS-322)
To: PNCM(SW) Victor R. Smallwood, USN

Subj: CHANGE THREE TO THE ACTIVE E-7 SELECTION BOARD CONVENING 8 JULY 2002

Ref: (a) NAVPERSCOM memo 1401 PERS-322C dtd 17 Jun 02

1. Request the following changes be made to reference (a):

MEMBERS	SSN/DESIG	ADDRESS
DELETE:		
MMCM(SW/AW) P. M. White, USN		USS CARL VINSON (CVN 70)
ADD:		
MMCM(SW) R. S. Fransk, USN		NAVRESCEN Great Lakes, IL

D. A. WILSON

1401
PERS-322C
3 Jul 02

MEMORANDUM

From: Branch Head, Executive Services (PERS-322)
To: PNCM(SW) Victor R. Smallwood, USN

Subj: CHANGE TWO TO THE ACTIVE E-7 SELECTION BOARD CONVENING 8 JULY 2002

Ref: (a) NAVPERSCOM memo 1401 PERS-322C dtd 17 Jun 02

1. Request the following changes be made to reference (a):

MEMBERS	SSN/DESIG	ADDRESS
DELETE:		
CDR K. D. Scott, USN	/1310	JFSC Norfolk, VA
ADD:		
CDR G. P. Curth, USN	/1310	TACRON TWO ONE Norfolk, VA

ASSISTANT RECORDERS

DELETE:	
EMC(Seal) R. M. Smith, USN	NAVSPEWARGRU TWO Norfolk, VA
ADD:	
ATC(AW) C. L. Duncan, USN	PERS-404CT1

D. A. WILSON

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON DC 20370-5000

JUL 2 2002

From: Chief of Naval Personnel
To: CAPT Stephen G. Squires, USN,

Subj: PRECEPT CONVENING FY-03 SELECTION BOARD TO CONSIDER FIRST CLASS PETTY OFFICERS OF THE NAVY AND NAVAL RESERVE, SERVING ON ACTIVE DUTY, FOR ADVANCEMENT TO 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 members listed in enclosure (1), is ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 8 July 2002 or as soon as practicable thereafter. The function of the board is to recommend active duty first class petty officers for advancement to 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 in accordance with guidance provided at 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 for advancement 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.

3. Confidentiality. Except as authorized or required by the Chief of Naval Personnel or higher authority, no person shall disclose the proceedings, deliberations, or recommendations of a selection board.

Norbert R. Ryan

NORBERT R. RYAN, JR.
Vice Admiral, U.S. Navy

FY-03 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD'S MEMBERSHIP

1. Chief Petty Officer:

CAPT Larry B. Olsen, USN, /1120
CDR Diana T. Cangelosi, USN, /1320
CDR David T. Norris, USN, /1120
CDR Kent V. Flowers, USN, /1110
CDR Craig W. Pruden, USN, /1630
CDR Rene R. Del Rosario, USN, 1110
CDR Francis X. Martin, USN, /1110
CDR William M. Condon, USN, /1110
CDR Alexander T. Casimes, USN, /1110
CDR Frederick M. Niles, USN, /1320
CDR Sharon M. McDonald, MSC, USN, /2300
CDR Jeffrey P. Sassone, USN, /6360
CDR Raymond C. O'Donnell, USN, /6180
CDR Patrick J. Gibbons, CEC, USN, 5100
CDR Bernadette M. Semple, USN, /1600
CDR Robert K. Findley, USN, /6410
CDR Gregory P. Curth, USN, /1310
CDR Adam J. Guziewicz, USN, /1140
CDR Kathryn M. K. Helms, USN, /1610
CDR Rodney E. Duggins, USN, /6510
CDR Kenneth W. Kearly, SC, USN /3100
LCDR Myron C. Weaver, USN, /1460
LCDR Jerri A. Bell, USN, /1630
LCDR Jon B. Lundquist, USN, /6160
LCDR Steven K. Renly, USN, 1130
LT Adam Donaldson, USN, /6260
CWO4 Leon A. Cole, USN, /7521
CWO3 Michael J. Skelton, USN, /7111
CWO3 Amos Bankhead, USN, /7341
CWO3 Lana C. Hicks, USN, /7381
ABCM(AW/SW) Scott C. Teves, USN,
ABCM(AW/SW) Homer T. Maristela, USN,
ABCM(AW) William R. Place, II, USN,
ACCM(AW/SW) Anna C. Gohranson, USN,
AFCM(AW/NAC) Gary B. Carter, USN,
AFCM(AW) Carlos S. Guzman, USN,
AFCM(AW/NAC) Frank R. Nelson, USN,
AFCM(AW/SW) Eduardo S. Castro, USN
AFCM(AW) Joseph W. Seabolt, USN,
AGCM(AW/SW) Michael W. Joern, USN.
AOCM(AW) Marc A. Toll, USN,
AOCM(AW/SW/NAC) Aaron A. Shipley, Jr., USN,

FY-03 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD'S MEMBERSHIP

ASCM(AW) Bruce A. Pickinpaugh, USN,
AVCM(AW/SW) Antonio B. Chua, USN,
AVCM(AW/SW/NAC) Matthew W. Washkewicz, USN,
AVCM(AW) Leonard W. Brown, Jr., USN,
AVCM(AW) Michael P. Heape, USN,
AVCM(AW/SW) Charles A. Kramer, USN,
AVCM(AW/SW) Robin S. Noe, USN,
AWCM(AW/SW/NAC) Richard S. Carmean, USN,
AZCM(AW) Frederick O. Pharr, USN,
BMCM(SW/AW) Raymond R. Ramos, USN,
BMCM(SW/AW/PJ) Robert J. Merkle, USN,
BMCM(SW) Matthew C. Gelatt, USN,
BMCM(SW) James M. Webb, USN,
CTACM(SW) Thaddeus S. Apa, USN,
CTMCM(SW) Ronald N. Schwartz, Jr., USN,
CTOCM(SW) Craig Taylor, USN,
CTTCM(NAC) Richard J. Hinkle, USN,
CUCM(SCWS) Larry L. Greenwood, USN,
DCCM(SW) Reginald G. Alexander, USN,
DCCM(SWCC) Charles J. Ballard, USN,
DCCM(SW) John P. Ullery, USN,
DKCM(SW) Nicholas Rodriguez, USN,
DTCM(SW/AW) Juan A. Torres, USN,
DTCM(SW) Denise M. Sorensen, USN,
EMCM(SS) Glen C. Baker, USN,
EMCM(SW) David A. Enos, USN,
EMCM(SS/SW) Gerald W. Tarhovicky, USN,
EMCM(SW/AW) Jerrold H. Bjerke, USN,
ENCM(MDV/SW) James G. Evans, USN,
ENCM(SW) Josefino T. Sadural, USN,
ENCM(SEAL) David K. Brayden, USN,
EQCM(SCWS) Jeffrey S. Robinson, USN,
ETCM(SW) Harold Long, USN,
ETCM(SS/DV) Robert C. Ashton, USN,
ETCM(SS) David R. Johnson, USN,
ETCM(SW/AW) Edgar F. M. Becerra, USN,
ETCM(SS) Timothy A. Butler, USN,
ETCM(SW/AW) Martin D. Weinbaum, USN,
ETCM(SW) Michael J. Conran, USN,
EWCM(SW/AW) Kurt D. Worden, USN,
FCCM(SW) Bernard B. Quibilan, USN,
FTCM(SS) Gale W. Bond, USN,

FY-03 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD'S MEMBERSHIP

GMCM(SW) Michael R. DiBiccaro, USN,
GSCM(SW) Victoriano P. Estoesta, USN,
GSCM(SW) Danilo A. Ong, USN,
HMCM(SS) William G. Sidwell, USN,
HMCM(SW/AW) Christine B. Lachman, USN.
HMCM(SW/AW) Terry A. Woodcock, USN,
HMCM(DV/PJ/FMF) Pjeter P. Vucinaj, USN,
HMCM(SS) William N. Stelzig, USN,
HTCM(SW/AW) Cheryl A. Stoops, USN,
HTCM(SW) Russell M. Hackler, USN,
HTCM(SEAL) Michael A. Spencer, USN,
ISCM(AW/SW) Gary L. Bernhard, USN,
ITCM(SW) Dale W. Harrington, USN,
ITCM(SW) Jenny L. Garrett, USN,
ITCM(SW/AW) Andrew L. Gibbs, USN,
ITCM(SW) Steven W. Harbers, USN,
ITCM(SW) Douglas W. Lattimer, USN,
ITCM(SW) Kenneth B. Linville, USN,
LNCM(SW) Dwayne O. Ramey, USN,
MACM(SW) Peter T. Yeschenko, Jr., USN,
MMCM(SW) John W. Baldwin, USN,
MMCM(AW/SW) Douglas N. Eichinger, USN,
MMCM(SW/AW) Rodney P. Oncale, USN,
MMCM(SS) Mario P. Arellano, USN,
MMCM(SS) Larry L. Franklin, Jr., USN,
MMCM(SS) Chris L. Ludwig, USN,
MMCM(SW) James E. Coombes, USN,
MMCM(SW/AW) Peter M. White, USN,
MMCM(SW/AW) Matthew J. Summer, USN,
MNCM(SW) Larry D. Walker, USN,
MRCM(SW/AW) Sharon L. Laguna, USN,
MSCM(SS) Raymond J. Atwood, USN,
MSCM(SS) Glen A. Maes, USN,
MSCM(SW) Sandra J. Huffman, USN,
MSCM(SS) Scott E. Marshall, USN,
MSCM(SW) Miguel J. V. Reyes, USN,
MTCM(SS) Michael D. Miller, USN,
MUCM Art L. Brockmeier, USN,
NCCM(SS) Daryl L. Davis, USN,
NCCM(SW/AW) Shelly A. Fletcher, USN,
OSCM(SW/AW) William P. Neubauer, USN,
OSCM(SW/AW) Paul R. Pico, USN,
OSCM(SW/AW) Alfred E. Bosse, Jr., USN,
PCCM(SW) Manuel B. Mendoza, USN,

FY-03 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD'S MEMBERSHIP

PHCM(SW/AW) Mark Tibbert, USN,
PNCM(SW/AW) James M. Passaretti, USN,
PNCM(SW) David F. Fata, USN,
PRCM(AW/FPJ) Todd B. Jargowsky, USN,
QMCM(SW/AW) Jose M. Gonzalez, USN,
RPCM(SW/AW/FMF) Dwayne R. Thompson, USN,
SHCM(SW/AW) Rolando M. Carandang, USN,
SKCM(SW) Naomi E. Allen, USN,
SKCM(SS) Clarence R. Boone, USN,
SKCM(AW) Albert L. Devela, USN,
SMCM(SW/AW) Rodney A. Parks, USN,
STGCM(SW) Paul H. Turban, USN,
STGCM(IUSS) Christopher L. Weller, USN,
STSCM(SS) Timothy J. Hella, USN,
TMCM(SW/AW) Michael R. Vimislik, USN,
UCCM(SCW) Elpidio S. Bucao, USN
YNCM Larry G. Box, USN,
YNCM(SW/AW) Ellen M. Mustain, USN,
YNCM(SS) Kenneth O. Schonauer, Jr., USN,

2. PNCM(SW) Victor R. Smallwood, USN, will act as the recorder with the following officers acting as assistant recorders:

ATCS(AW/SW) Charley R. Warr, USN
BMCS(SEAL/FMF) George A. Young, USN
CTOCS(SW/AW) Nancy A. Hobart, USN
GMCS(SW/SS) Randy L. Lenker, USN
MTCS(SS) Joseph M. Eller, USN
ATC(AW) Carlton L. Duncan, USN,
BMC(SEAL/SW) Michael W. Mikuski, USN
BMC(SEAL) Keith K. Kaui, USN
BMC(SEAL) John C. McCabe, USN
CMC(SCW) Donald H. Greenawalt, USN
DTC(SW/AW/FMF) Marcus E. Douglas, USN
EMC(SW) Edison I. Malamanig, USN
ENC(SW/AW) Ronald G. Hacker, USN
GMC(SW) Douglas J. Uhler, USN
HTC(SW) Louis W. Espinosa, Jr., USN
ISC(SEAL) Michael J. Warden, USN
NCC(SW) Anne C. Cynkar, USN
NCC(AW) Martha E. Lara, USN
SKC(SW/AW) Mel A. T. Limpin, USN
SKC(SW) Bernice M. Gray, USN
YNC(SW/AW) Anthony R. Tate, USN

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

FY-03 ACTIVE DUTY CHIEF PETTY OFFICER
SELECTION BOARD'S MEMBERSHIP

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

RADM Gerald L. Hoewing
CAPT Betty J. Putnam
CDR Russell N. Mielke
CDR Brenda A. Armstrong
LCDR Ann M. Burkhardt
LCDR Gary E. Sharp
LCDR Douglas M. Warren
LCDR Christopher J. Zaller
LCDR Theresa M. Kelsay
LT Daisy M. Luttrell
LT Frederick L. Cox
LT Mindee M. Wolven
LT William G. Perdue
LT Heather M. Wheeler
LT Howard C. Gray
CWO4 Charley Baker
CWO3 Max H. Hodge, Jr.
CWO2 Juan Jimenez
Mr. Lesley Ballard
Ms. Patricia Frye
Mr. William S. Morris
Mr. Dwight Stanton

CAPT Thomas E. Broderick
CAPT Dennis J. Argall
CDR Stacy A. Pedrozo
CDR Timothy J. King
LCDR Grant A. Brigger
LCDR Stephen J. Lepp
LCDR Leith S. Wimmer
LCDR Mary S. Seymour
LCDR Jeffrey P. Cole
LT Robert J. Allshouse
LT Charles E. Schuck
LT Joseph J. Eldred
LT Keith J. Rowe
LT Eugene H. Mincey
LTJG Charles E. Johnson
CWO3 Wash Carthon
CWO2 Kenneth Kipler
PNCM(SW) Terrence K. Taylor
Mr. Kimric J. Chapman
Mr. David Lanham
Mr. David M. Nuffer

SELECTION BOARD GUIDANCE

Appendix	Subject
A	**General Procedural Guidance**
	- Duties of the Board President - Board Proceedings - Marital Status - Area Tours - Adverse Information - Early Candidates
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 - Warfare Qualification
C	**Equal Opportunity Guidance**
	- Addresses Equitable Consideration for all Eligible 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 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 each board's record. 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. I will release the names of those selected to the public after the board's report is approved. Do not discuss recommended selectees until such time. Except as authorized by the Chief of Naval Personnel or higher authority, the proceedings and deliberations of the board may not be disclosed to any person not a board member, board recorder, or administrative support personnel.

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. <u>Marital Status</u>. 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 documentation in each candidate's official service record of such incidents that occurred within the past five years and must disclose fully all such incidents when briefing slates of candidates recommended for promotion.

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.

6. **Early Candidate Advancement Consideration**. DoD established Total Active Federal Military Service (TAFMS) requirements, which must be met prior to a member's advancement to a given paygrade. Candidates who do not meet TAFMS requirements are defined as "early" candidates as calculated to the end of FY-02 less than 11 years for chief petty officer). DoD has a provision whereby no more than 10% of a pay grade may be early. When applicable quota limits for early candidates are included in enclosure (3), they cannot be exceeded.

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 Guidance**. In your consideration, please be sensitive 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 have embraced change by conceiving and trying new solutions to our most challenging problems. The Navy needs bold leaders who are willing to think creatively and take well-calculated risks. Seek to select candidates who have shown initiative in finding and pursuing the most effective ways of accomplishing our mission. I note also, in this regard, that candidates with the greatest capacity for innovation 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.

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 those 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) of the basic letter 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.

7. **Warfare Qualification**. Completion of warfare qualifications is expected and mandatory for career Sailors assigned to sea duty on a warfare-qualifying platform. Therefore, extra credit toward promotion should not be given to candidates who have earned warfare devices. However, candidates who have been stationed on board warfare qualifying platforms who failed to complete warfare qualification should be adjudged appropriately. The ability to earn more than one warfare device is primarily a function of assignment to either a command authorized to conduct more than one warfare qualification program, e.g., aircraft carriers, or assignment to commands in different warfare communities. Awarding of credit for multiple warfare devices must be carefully evaluated for merit and should be considered in light of the demands of the assignment vice opportunity to qualify.

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. Navy's goal is 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 minority and women candidates, as with all candidates, must clearly afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of these records to take care that no candidate's selection opportunity is disadvantaged by past attitudes or by service utilization policies or practices. You should evaluate each candidate's potential to assume the added responsibilities of being selected, the overriding factor being performance of assigned duties.

3. Navy has assigned some minority candidates outside of traditional career development patterns, e.g., recruiting and equal opportunity billets, in order to effectively promote and administer equal opportunity policies. These assignments, though beneficial to 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. Accordingly, in determining the qualification for selection of a candidate who has been affected by these assignment practices, duty performed well in such assignments shall be given weight equal to duty performed well by a non-minority candidate not so affected.

4. Due to historic statutory restrictions on the assignment of women in the Navy, the records of female candidates before the board may show a career pattern different from that of their male counterparts. Such restrictions on duty assignments, which foreclosed to women opportunities for operational and command assignments available to men, should not prejudice the selection of women. Accordingly, in determining a candidate's qualification for selection, duty performed well by a female candidate whose assignability was constrained by law or policy shall be given weight equal to duty performed well by a male candidate not so constrained.

5. 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 recorders and administrative support personnel shall compile the record of the board's proceedings. 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 records 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.

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.

APPENDIX - E

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorders:

"You, and each of you, do solemnly swear (or affirm) you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."

2. The recorder shall then administer the following oath or affirmation to the members of the board:

"You, and each of you, do solemnly swear (or affirm) you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of candidates and the efficiency of the Naval service, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."

3. The recorder shall then administer the following oath or affirmation to the administrative and other support personnel:

"You, and each of you, do solemnly swear (or affirm) you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority. So help you God."