



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

13 February 2004

From: Secretary of the Navy
To: President, FY-05 Active Duty Officer Promotion Selection Board

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

Ref: (a) Title 10, U.S. Code

Encl: (1) Board Membership
(2) FY-05 Active Duty Officer Promotion Selection Board Guidance
(3) FY-05 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, 18 February 2004 or as soon as practicable thereafter.

b. The function of the promotion selection board is to consider Active-Duty List officers in the line for promotion to the permanent grade of 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, Line lieutenant commanders who are subject to discharge or retirement under section 632 of reference (a) for twice failing of selection; and those permanent Line Limited Duty Officer (LDO) lieutenant commanders who are on an FY-05 selection list for commander and are subject to involuntary retirement for years of service before they can accept their promotion appointment. The board shall also consider, and normally recommend for

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continuation, those Line LDO lieutenant commanders who are eligible for promotion to the grade of commander in FY-05 and are subject to involuntary retirement under § 6383 of reference (a) for completion of 30 years of active Naval service before the end of FY-04. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board.

d. The boards shall proceed in accordance with the FY-05 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), the FY-05 Officer Continuation Selection Board Guidance, enclosure (3), as appropriate and any other guidance contained in this letter.

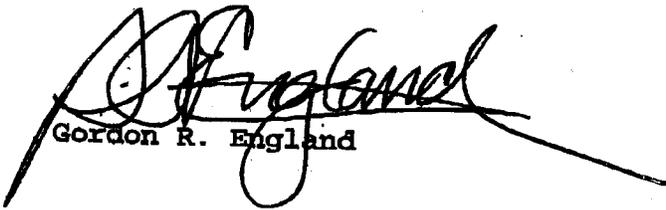
2. Promotion Board Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the board convenes. The Chief of Naval Personnel 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-05 Active Duty Officer Promotion Plan, and furnish the number to the board. The board may recommend up to the number provided by the Chief of Naval Personnel.

<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Unrestricted Line	77
Special Duty Officer (Human Resources)	80
Engineering Duty Officer	79
Aerospace Engineering Duty Officer (Engineering)	80
Aerospace Engineering Duty Officer (Maintenance)	80
Special Duty Officer (Information Professional)	80
Special Duty Officer (Cryptology)	80
Special Duty Officer (Intelligence)	80
Special Duty Officer (Public Affairs)	80
Special Duty Officer (Oceanography)	71
Limited Duty Officer (Line)	60

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


Gordon R. England