



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

JAN 08 2003

From: Secretary of the Navy  
To: VADM Malcolm I. Fages, USN, [REDACTED]/1120

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

Encl: (1) Boards' Membership  
(2) FY-04 Active Duty 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 Active-Duty 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, in, and below the promotion zone will be indicated, as appropriate.

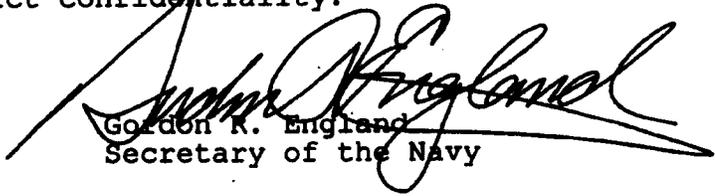
b. The boards shall proceed in accordance with the FY-04 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), and any other guidance contained in this letter.

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 Active Duty 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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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Unrestricted Line	58
Special Duty Officer (Human Resources)	50
Engineering Duty Officer	55
Aerospace Engineering Duty Officer (Engineering)	57
Aerospace Engineering Duty Officer (Maintenance)	50
Special Duty Officer (Information Professional)	50
Special Duty Officer (Cryptology)	57
Special Duty Officer (Intelligence)	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