



DEPARTMENT OF THE NAVY
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ASN (M&RA)
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SECNAV INSTRUCTION 1420.3

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY COMMISSIONED OFFICER PROMOTION PROGRAM

Encl: (1) References
(2) Definitions
(3) Responsibilities
(4) Commissioned Officer Promotion Plans
(5) Promotion Selection Board Guidance
(6) Post-Board Procedures
(7) All-Fully-Qualified Officers List Screening Process
(8) Withhold, Delay, and Removal Actions
(9) Posthumous Commissions
(10) Processing Deadlines for Promotion Plans and Promotion Selection Board Packages
(11) Processing Deadlines for Individual Promotion Actions

1. Purpose. This instruction implements references (a) through (d). Through guidance in enclosures (1) through (11), this instruction establishes Department of the Navy (DON) policy and procedures for commissioned officer promotion plans, Promotion Selection Boards (PSBs) and Report of Proceedings (ROPs); Promotion Review Boards (PRBs); the All-Fully-Qualified Officers List (AFQOL) screening process for promotions to O-3; posthumous commissions; and individual promotion actions. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1420.1B.

3. Definitions. See enclosure (2).

4. Applicability

a. The actions in this instruction apply to all Navy and Marine Corps commissioned officers on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the grades of O-2 through O-7, excluding those actions for officers listed in paragraph 4b.

b. This instruction does not apply to:

(1) Promotion or continuation plans, selection boards, and board reports for Navy and Marine Corps Warrant Officers (WOs) on the ADL and RASL pursuant to references (e) and (f), respectively;

(2) Temporary spot promotion of Navy commissioned officers to the grade of lieutenant commander pursuant to reference (g);

(3) Special Selection Boards (SSBs) and Special Boards (SBs) pursuant to references (a), (h), and (i);

(4) Continuation of Navy and Marine Corps commissioned officers on the ADL and RASL pursuant to references (e), (f), (j), and (k);

(5) Original or transitional appointments pursuant to references (b) and (l) through (p), and applicable Service regulations;

(6) Frocking of commissioned officers pursuant to references (a), (q), and (r);

(7) Selective retirement, early retirement, discharge, or early removal under references (a), (s), and (t);

(8) O-9 and O-10 nominations to positions of importance and responsibility pursuant to reference (a), section 601;

(9) Promotions to the grade of O-2 pursuant to reference (u) except as necessary for the establishment of promotion plans.

5. Policy. Commissioned officer promotions are discretionary. An officer does not have a right to be promoted. It is DON policy:

a. To provide an adequate officer inventory to meet projected manpower and skill requirements for each competitive category and grade. The inventory should reflect an appropriate distribution of officers by grade, experience, and skill. Active-duty competitive categories are established in reference

(v). Reserve competitive categories are established in reference (w);

b. To provide relatively similar promotion opportunity over a five-year period in each grade and competitive category;

c. To conduct all PSBs, PRBs, the AFQOL screening process, and individual promotion actions in compliance with applicable statutes, Department of Defense (DoD) issuances, and this instruction;

d. To provide careful consideration, without prejudice or partiality, of all officers eligible for promotion, with the intent of identifying those officers who are best and fully qualified for promotion, regardless of promotion zone;

e. To ensure the independence and integrity of PSBs by ensuring the impartiality of board members and by preventing unauthorized communications to boards;

f. To consider for promotion to the next higher grade officers who are below the promotion zone consistent with the eligibility established in the annual promotion plan. The number of officers in any competitive category who have been recommended for promotion and are below the promotion zone may not exceed 10 percent of the maximum number of officers to be recommended for promotion in such competitive category, except as permitted by references (a), (d), and this instruction;

g. To ensure each officer has an opportunity to review and comment on any information furnished to a board or screening process regarding that officer not in the officer's official records, consistent with references (d) and (x). An officer's statutory opportunity to communicate with the PSB or, in the case of an individual promotion action, with the Secretary of the Navy (SECNAV) or designee, shall not be abridged;

h. To inform the Secretary of Defense (SECDEF) and, in cases requiring Senate confirmation, the President and the Senate, of adverse and reportable information on officers who are the subjects of individual personnel actions, when required by references (a), (b), and this instruction;

i. To ensure that officers recommended for promotion remain

mentally, physically, morally, and professionally qualified for promotion;

j. To process promotion actions under the deadlines established in references (a), (b), and this instruction. An effective and efficient DON Commissioned Officer Promotion Program requires the timely processing of promotion actions by all stakeholders assigned responsibilities under this instruction. Failure to adhere to these deadlines, however, creates no right or remedy for an officer.

6. Responsibilities. See enclosure (3).

7. Records Management

a. Records created as a result of this instruction, regardless of media or format, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements contained in enclosures (5) and (6) are exempt from internal controls, per reference(y) part IV, paragraph 7k.



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<https://www.secnav.navy.mil/doni/>.

REFERENCES

- (a) 10 U.S.C.
- (b) DoD Instruction 1320.04 of 3 January 2014
- (c) DoD Instruction 1320.13 of 30 October 2014
- (d) DoD Instruction 1320.14 Change 1 of 07 March 2018
- (e) SECNAVINST 1412.8 Series
- (f) SECNAVINST 1412.9 Series
- (g) SECNAVINST 1421.3L
- (h) DoD Instruction 1320.11 of 12 February 2013
- (i) SECNAVINST 1402.1 Series
- (j) DoD Instruction 1320.08 of 23 October 2018
- (k) SECNAVINST 1920.7C
- (l) DoD Instruction 1310.02 of 26 March 2015
- (m) SECNAVINST 1000.7 Series
- (n) SECNAVINST 1120.9B
- (o) SECNAVINST 1301.4 Series
- (p) SECNAVINST 1301.7 Series
- (q) DoD Instruction 1334.02 of 07 December 2012
- (r) SECNAVINST 1420.2B
- (s) DoD Instruction 1332.32 of 02 May 2014
- (t) SECNAVINST 1920.8 Series
- (u) SECNAVINST 1412.6 Series
- (v) SECNAVINST 1400.1 Series
- (w) OPNAVINST 1427.1B
- (x) SECNAVINST 1401.4 Series
- (y) SECNAV M-5210.1
- (z) SECNAVINST 5200.35F
- (aa) SECNAVINST 1401.3 Series
- (ab) CJCS Instruction 1330.05A of 15 December 2015
- (ac) DoD Instruction 1300.19 of 03 April 2018
- (ad) CJCS Instruction 1331.01D of 1 August 2010
- (ae) SECNAVINST 1920.6 Series

DEFINITIONS

1. AFQOL Screening Process. The AFQOL screening process is conducted pursuant to the authority in reference (a), sections 624(a) and 14101(a). It is a non-competitive process, used in lieu of a PSB, by which the Service determines those eligible officers in the grade of O-2 who are fully qualified to perform the duties of the grade of O-3. The names of all fully qualified officers are placed on a list, known as the AFQOL, and are recommended for promotion to the grade of O-3.
2. Appointment Scroll. The document containing the names of the ADL officers selected for promotion to O-3 and below, or RASL officers selected for promotion to O-5 and below, which is approved by the SECDEF, on behalf of the President, pursuant to the delegations in Executive Orders 12396 and 13358.
3. Competitive Category. A grouping of officers who compete amongst themselves for promotion to the next higher grade. The SECNAV establishes competitive categories for specific groups of officers whose specialized education, training, or experience, and often relatively narrow career-field utilization, make separate career management desirable. ADL competitive categories are distinct from RASL competitive categories.
4. Delay. The statutory action of postponing an officer's promotion when adverse or reportable information concerning the officer must be reviewed by the SECNAV to determine if the officer remains qualified for promotion in accordance with reference (a), section 624 or 14311. An officer's name remains on the board report and promotion list until the officer is either promoted or removed from the promotion list by proper authority or by operation of law.
5. Delay of Nomination. The statutory action of postponing an officer's promotion in the specific case of an ADL officer selected for promotion to O-4 and above, or a RASL officer selected for promotion to O-6 and above, when adverse or reportable information becomes known to the DON after the Senate has given advice and consent to the officer's nomination.
6. Delay of Appointment. The statutory action of postponing an officer's promotion in the specific case of an ADL officer selected for promotion to O-3 and below, or a RASL officer

selected for promotion to O-5 and below, when adverse or reportable information becomes known to the DON after the SECDEF has approved the officer's appointment.

7. Flow Point. Promotion flow point, or timing, is the 12-month average of the total active commissioned service for all due-course commissioned officers promoted during each month of the fiscal year.

8. Nomination Scroll. The document containing the names of ADL officers selected for promotion to O-4 and above, or the names of RASL officers selected for promotion to O-6 and above, which is approved by the President and forwarded to the Senate for advice and consent.

9. Precept. In the Marine Corps, the single document that convenes the selection board and provides the SECNAV's guidance to the board. In the Navy, the core document containing the SECNAV's guidance to the board that applies by reference in a separate convening order.

10. Promotion Eligibility Period. The promotion eligibility period begins on the date when the promotion list is approved by proper authority and ends on the first day of the 18th month following the month in which the list is approved, unless the SECDEF approves a 12-month extension pursuant to authority delegated by the President in Executive Order 13598 of January 27, 2012.

11. Promotion Opportunity. The promotion opportunity is the cumulative opportunity for selection for promotion of officers who have competed for promotion to the next higher grade. For O-6 and below PSBs, it is calculated by dividing the maximum number of selections authorized for the PSB by the number of eligible officers in the zone. For general and flag officer PSBs, it is calculated by dividing the maximum number of selections authorized for the PSB by the number of eligible officers in the zone, above the zone, and below the zone.

12. Promotion Selection Board (PSB). A board of Navy or Marine Corps commissioned officers convened by the SECNAV pursuant to reference (a), section 611(a) or 14101(a), as approved in the annual officer promotion plan, to evaluate and recommend qualified Navy or Marine Corps commissioned officers on the ADL

or RASL in the grades of O-2 through O-7 for permanent promotion to the next higher grade.

13. Promotion Review Board (PRB). A board composed of at least three officers senior in grade to the officer under consideration, convened to review adverse information that was not available for review by the PSB. The PRB provides a written recommendation to the SECNAV whether, in light of the adverse information, the officer remains fully qualified for promotion to meet the needs of the Navy or Marine Corps.

14. Removal. The act of removing an officer's name from a promotion list, in accordance with reference (a), section 629 or 14310, by action of the President or delegate, by the failure of the President or the SECDEF to approve the appointment or nomination, by the Senate not giving its advice and consent to a nomination, or by an administrative removal as set forth in this instruction.

15. Running Mate System. The method of assigning an officer of the same grade on the ADL of the same armed force to an officer on the RASL. The officer on the RASL is in the promotion zone and is eligible for consideration for promotion to the next higher grade when the officer's running mate is in or above the promotion zone established for that officer's grade.

16. Time-in-grade. As used in this instruction, the period of service attributable to an officer in a particular grade.

17. Withhold. The act of removing an officer's name from an appointment or nomination scroll when adverse or reportable information concerning the officer must be reviewed by the SECNAV to determine if the officer remains qualified for promotion, in accordance with reference (a), section 624 or 14311. The officer's name remains on the board report and promotion list until the officer is either promoted or removed from the promotion list by proper authority or by operation of law.

18. Withhold of Nomination. The act of removing an officer's name from a nomination scroll specifically in the case of an ADL officer selected for promotion to O-4 and above, or a RASL officer selected for promotion to O-6 and above. A withhold may occur when adverse or reportable information becomes known to

the DON before the Senate has given advice and consent to the officer's nomination.

19. Withhold of Appointment. The act of removing an officer's name from an appointment scroll specifically in the case of an ADL officer selected for promotion to O-3 and below, or a RASL officer selected for promotion to O-5 and below. A withhold may occur when adverse or reportable information becomes known to the DON before the SECDEF has approved the officer's appointment.

20. Zones. Groupings of officers on the ADL or RASL in the same grade and competitive category. The terms for officers who are in the promotion zone, above the promotion zone, or below the promotion zone are defined in enclosure (4), paragraphs 6c through 6f.

RESPONSIBILITIES

1. The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) is responsible for the management oversight of the DON Commissioned Officer Promotion Program and performs additional functions related to commissioned officer promotion actions pursuant to express delegation by the SECNAV.

2. The Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) shall ensure Navy and Marine Corps compliance with this instruction and issue supplemental regulations, as required, to implement the policy and procedures herein. In accordance with reference (z), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the Naval Services will provide ASN (M&RA) with copies of the sections of their reports that are relevant to the DON Commissioned Officer Promotion Program. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

3. The Chief of Naval Personnel (CNP) and Deputy Commandant for Manpower and Reserve Affairs (DC (M&RA)) respectively, have primary responsibility for implementing and executing the DON Commissioned Officer Promotion Program within the Navy and Marine Corps. The CNP and DC (M&RA) are responsible and accountable to the SECNAV, ASN (M&RA), and CNO or CMC, as applicable, for implementing this instruction and for maintaining written standard operating procedures as required. CNP and DC (M&RA) will use their Defense Criminal Investigation Index (DCII) accounts to generate investigative tracings to identify commissioned officers who are recommended for promotion who may have adverse or reportable information. CNP and DC (M&RA) will forward a list of identified investigations to Naval Criminal Investigative Service (NCIS) to obtain applicable records.

4. The Director, NCIS shall review a list of DCII investigations identified by CNP and DC (M&RA) and shall release to the CNP and DC (M&RA) all available, relevant information necessary to process promotion actions, pursuant to applicable

law, regulations, and the timelines in enclosures (10) and (11) of this instruction. The timely processing of DCII reviews is essential to an effective and efficient DON Commissioned Officer Promotion Program, and such reviews shall be completed within 14 calendar days of the request.

5. The Naval Inspector General (NAVIG) shall review NAVIG investigative files to identify adverse or reportable information on commissioned officers who are recommended for promotion, and shall release to the CNP all available, relevant information necessary to process promotion actions, pursuant to applicable law, regulations, and the timelines in enclosures (10) and (11) of this instruction. Similarly, the Deputy Naval Inspector General for Marine Corps Matters (DNIGMC) will review investigative files that concern Marine Corps officers and release to the DC (M&RA) all available, relevant information necessary to process promotion actions, pursuant to applicable law, regulations, and the timelines in enclosures (10) and (11) of this instruction. The timely processing of NAVIG and DNIGMC database reviews is essential to an effective and efficient DON Commissioned Officer Promotion Program, and such reviews shall be completed within 10 calendar days of the request.

6. The Judge Advocate General of the Navy (JAG) shall review, as appropriate, promotion actions under this instruction for statutory and regulatory compliance.

7. Commanders and commanding officers of commissioned officers whose promotions are in a withhold or delay status shall expeditiously respond to all requests from the CNP or DC (M&RA) to process actions covered by this instruction.

COMMISSIONED OFFICER PROMOTION PLANS

1. Purpose. The annual five-year commissioned officer promotion plan is the foundation of the DON Commissioned Officer Promotion Program. Annually, the CNO and CMC will submit to the SECNAV, via ASN (M&RA), a five-year commissioned officer promotion plan for each grade and competitive category in accordance with this enclosure.

a. The promotion plan should fill projected vacancies to meet authorized strength in each grade and competitive category for the first fiscal year of the plan.

b. The promotion plan is the mechanism by which the SECNAV approves the CNO's and the CMC's recommendations for:

(1) The number of officers that a PSB may recommend for promotion to any grade within a competitive category, or the number of officers that an AFQOL screening process may recommend for promotion to O-3;

(2) The time-in-grade requirements to determine promotion eligibility for each grade;

(3) The number of officers eligible for promotion in the zone, above the zone, and below the zone for each PSB;

(4) The specified Navy and Marine Corps PSBs that the SECNAV should convene with scheduled convening dates and AFQOL screening processes that the SECNAV should approve;

(5) Authorizing a PSB to recommend officers of particular merit, from among those selected for promotion, to be placed higher on a promotion list, pursuant to section 616 of reference (a); and

(6) Permitting officers to be removed from consideration, i.e. "opt out," by a selection board for promotion to the next higher grade.

2. Contents. The plan will provide:

a. The proposed convening dates of all PSBs and, if applicable, the AFQOL screening process(es). When proposing

such dates, the CNP and DC (M&RA) must ensure that their respective Service can comply with the processing deadlines in enclosure (10) relative to the earliest requested date, and account for the schedules of the SECNAV, CNO or CMC, and JAG.

b. The number of officers authorized to be on active duty on the last day of each fiscal year for each grade, including the control grades governed by reference (a), sections 523 and 12011.

c. The estimated number of officers needed in each grade and competitive category to attain authorized strength.

d. The estimated number of officers serving in each competitive category for each grade.

e. A recommended promotion opportunity and projected flow point for each grade and competitive category.

f. For each grade and competitive category, the number of officers to be placed in the promotion zone, and the number of officers authorized to be selected for each grade and competitive category to attain the proposed promotion opportunity.

g. Rationale, and analysis as necessary, to support proposed deviations from the flow point and opportunity guidelines in paragraph 5 of this enclosure.

h. Any proposed below-zone opportunity. Per reference (a), sections 616 and 14307, and with respect to PSBs that consider officers for promotion to the grades of O-4 in a competitive category, any plan proposing a below-zone opportunity exceeding 10 percent of the maximum number of officers that the PSB is authorized to recommend for promotion shall include a request for the SECDEF's approval of such opportunity. Unless reference (a) is amended to permit otherwise, plans may not propose below-zone opportunity greater than 15 percent.

i. Time-in-grade requirements for eligibility for consideration by PSBs in each grade and competitive category pursuant to reference (a), sections 619 and 14303. If a waiver of the minimum time-in-grade is requested to permit two below-zone opportunities for promotion, then the plan shall so state.

If the plan requests to deviate from the standard 24 months time-in-grade as an O-1 for promotion to O-2, then the plan shall so state.

j. If a Reserve PSB will apply the running mate system to one or more competitive categories, then the applicable Reserve plan shall so state.

k. The expected need, if any, for the selective retirement, early retirement, discharge, or early removal of officers pursuant to references (a), (s), (t), and (ae), and the selective continuation of officers pursuant to references (e), (f), (j), and (k), to aid in meeting authorized strength and appropriate distribution of grade, experience, and skills. Selection boards approved under reference (t) may not be used solely to enhance promotion opportunity or promotion flow points. Requests for selective early retirement, selective early removal, and selective continuation, as required, will normally be submitted as soon as feasible after the annual promotion plan is approved.

l. If requested by the CNO or CMC, the recommendation to place officers of particular merit higher on a promotion list. Officers of particular merit are those officers whose records contain documented performance consistently superior to the performance of other officers recommended for promotion.

m. If requested by the CNO or CMC, an estimate of the number of officers to be removed from consideration by a selection board for promotion to the next higher grade.

3. Promotion Plan Routing and Approval

a. Annually, the CNO and CMC will submit to the SECNAV, via ASN (M&RA), a five-year commissioned officer promotion plan for each grade and competitive category. The promotion plans for WOs that are required by references (e) and (f) may be combined with the annual five-year commissioned officer promotion plan or submitted separately. Of note, WO plans are not subject to the five-year requirement of reference (a), section 623(b)(4).

b. Deadlines. Enclosure (10) of this instruction contains the processing deadlines for the annual promotion plans.

(1) The CNO and CMC will submit annually to the SECNAV, via the JAG and ASN (M&RA), a five-year promotion plan for Navy and Marine Corps commissioned officers on the ADL and RASL. The SECNAV shall receive the promotion plan no later than 45 calendar days before the proposed convening date of the first PSB of the fiscal-year promotion cycle.

(2) If the promotion plan requires selective continuation, selective early retirement, or selective early release, the CNO and CMC shall submit to the SECNAV, via the JAG and ASN (M&RA), applicable plans either concurrently with the promotion plan, or as soon feasible after the promotion plan is approved, but no later than 45 calendar days before the proposed convening date of the first applicable board of the fiscal-year promotion cycle

c. The CNO and CMC shall submit requests to the SECNAV for any significant changes to the promotion plan in any grade or competitive category required by events occurring after the plan has been approved. Any proposed changes must account for the notice requirements of reference (a), sections 614 and 14105.

4. Numbers to be Recommended for Promotion

a. Required Determinations. Before establishing the number of officers that a PSB may recommend for promotion to any grade within a competitive category, the SECNAV, in accordance with reference (a), sections 622 and 14307(a), and based on the recommendations in the plan, will determine:

(1) The number of officers authorized to serve on active duty or in an active status in the grade and competitive category under consideration;

(2) The number of positions, needed to accomplish mission objectives, that require officers in each grade and competitive category for which the boards will consider and recommend officers for promotion; and,

(3) The estimated number of officers needed to fill vacancies in such positions when the selected officers will be promoted.

b. Guidelines. In accordance with reference (d), when making the determinations in paragraph 4a of this enclosure, the SECNAV will apply the following information and guidelines:

(1) The officer inventory should reflect the appropriate distribution of officers by grade, experience, and skill;

(2) Requirements for each grade and competitive category are the validated numbers needed based on skill and experience considerations;

(3) Estimated vacancies include unfilled requirements at higher grades;

(4) The number of officers authorized to serve on active duty or in an active status in a grade and competitive category may be set lower than actual DON requirements based on grade limitations established in reference (a);

(5) The number authorized may also be set higher than actual requirements when warranted by promotion flow point considerations in a specific competitive category;

(6) Promotion opportunity and flow point, as determined by the SECNAV, may vary based on needs. Paragraph 5 of this enclosure contains amplifying guidance on promotion opportunity and flow point;

(7) The minimum time-in-grade may be waived for officers in the grades of O-3 through O-5 to permit two below-zone opportunities for consideration for promotion to the next higher grade.

5. Promotion Flow Point and Opportunity

a. ADL Officers

(1) Reference (c), enclosure (3), provides the DoD guidelines for the desired promotion opportunity and flow point for ADL promotions to the grades of O-4 through O-6. These guidelines are shown in Figure 1 below. The definitions of flow point and opportunity appear in enclosure (2) of this instruction.

Figure 1. ADL Promotion Plan Guidelines

| Promotion To Grade | Flow Point* | Variance | Opportunity | Variance |
|--------------------|-------------|------------|-------------|----------|
| O-4 | 10 years | +/- 1 year | 80 % | +/- 10 % |
| O-5 | 16 years | +/- 1 year | 70 % | +/- 10 % |
| O-6 | 22 years | +/- 1 year | 50 % | +/- 10 % |

*Years of active commissioned service plus all entry grade credit

(2) Deviations. The promotion opportunity and flow point of ADL officers should normally be consistent with DoD guidelines. If the CNO or CMC recommends a temporary deviation from DoD guidelines to attain or maintain the authorized grade strength, then the promotion plan must include the rationale, and analysis as necessary, to support the proposed deviation(s) and an estimated time frame within which compliance with the guidelines will become possible.

b. Medical and Dental Corps. Promotion flow point for the Medical Corps and Dental Corps will normally be 6 years time-in-grade based on date of rank.

c. RASL Officers. In accordance with reference (c), the SECNAV will establish promotion opportunity and flow point guidelines for officers on the RASL based on force requirements.

d. Promotion zones will be established to meet the separate promotion requirements of each competitive category. This may result in different promotion opportunity and flow points among the competitive categories. Within a grade and competitive category, promotion zones will provide relatively similar promotion opportunity and flow point over a period of five years.

e. Consistent with authority in reference (a), section 619(a)(4), a proposed flow point that will exceed the minimum 3 years time-in-grade for eligibility for promotion, established in reference (a), section 619(a)(2), is prescribed in the plan by identifying the junior officer in the promotion zone and the junior eligible officer, and providing their respective dates of rank for their current grade. Prescribing a longer time-in-grade for eligibility shall not be identified in the plan unless it results in promotion timing that deviates from the maximum flow point established in Figure 1.

6. Establishment of Zones for Promotion Eligibility

a. In the promotion plan, the SECNAV will establish the zones for all eligible officers for each PSB that will consider officers within a competitive category for promotion to the next higher grade. Adjustments may be made to the zone to account for officers "opting out" of consideration, if permitted.

(1) PSB. The limits of each zone will be indicated by the name, precedence number, and date of rank of the designated junior and senior officer in each zone. Below-zone eligibility, if prescribed, will be indicated by the name, precedence number, and date of rank of the designated junior officer eligible for consideration in each competitive category.

(2) AFQOL Screening Process. There will be at least one zone of eligibility indicated by the names and dates of rank of the senior and junior officers in the zone. Officers in the zone must be eligible for consideration for promotion to the grade of O-3 by a PSB convened under reference (a), section 611(a) or 14101(a), upon the convening of such a board.

b. In accordance with reference (a), sections 623 and 14305, when determining the promotion zone from among officers who are eligible for promotion in a specific grade and competitive category, the SECNAV shall base the promotion zone determination on the estimate of:

(1) The number of officers needed in that competitive category in the next higher grade in each of the next five years;

(2) The number of officers to be serving in that competitive category in the next higher grade in each of the next five years;

(3) The number of officers who should be placed in the promotion zone for each grade and competitive category in each of the next five years to provide a relatively similar promotion opportunity and flow point across fiscal years; and

(4) In the case of a promotion zone considering officers for promotion to the grade of O-4, O-5, or O-6 (i.e., the "control grades"), the number of officers authorized for the

grade, regardless of competitive category, under reference (a), section 523 or 12011, to be on active duty or in an active status on the last day of each of the next five fiscal years. Plans must ensure that the total of all officers in all competitive categories for a particular grade does not exceed the number authorized for that control grade, except as provided by reference (a), sections 523(c) and 12011(c).

c. In-Zone. Per reference (a), sections 645 and 14302, the term "in-zone" or "in the promotion zone" refers to officers on the ADL or RASL in the same grade and competitive category who:

(1) Are senior to the officer designated by the SECNAV as the junior officer in-zone, including the junior officer so designated; and

(2) For officers in grades of O-5 and below, have neither Failed Of Selection (FOS) for promotion to the next higher grade when considered in-zone, nor been removed from a promotion list for the next higher grade following an in-zone selection; or

(3) For officers in the grades of O-6 or O-7, have neither not been recommended for promotion to the next higher grade when considered in-zone, nor been removed from a promotion list for the next higher grade following an in-zone selection.

d. Above-Zone. The term "above-zone" or "officers above the promotion zone" refers to a group of officers on the ADL or RASL who:

(1) Are eligible for consideration for promotion to the next higher grade in a competitive category;

(2) Are senior to the officer designated by the SECNAV as the senior officer in-zone; and

(3) Previously failed of selection for promotion to that next higher grade in the competitive category following consideration as an in-zone eligible officer.

e. Above-Zone, Not Previously Considered. Designation as an eligible officer "above-zone, not previously considered" may result from an inter-service transfer, a lateral transfer,

approval to opt-out of the previous board, or a remedial action by the SECNAV, acting through the Board for Correction of Naval Records (BCNR), to correct an error or injustice with respect to an officer's service record (e.g., removing an in-zone FOS). The term "above the zone, not previously considered" refers to a group of officers on the ADL or RASL who:

(1) Are eligible for consideration for promotion to the next higher grade in a competitive category;

(2) Are in the same grade as the in-zone officers in that competitive category;

(3) Are senior to the officer designated by the SECNAV as the senior in-zone officer; and

(4) Do not have an in-zone failure of selection for that grade and competitive category, in the same component.

f. Below Zone. The term "officers below the promotion zone" means a group of officers on the ADL or RASL who:

(1) Are eligible for consideration for promotion to the next higher grade;

(2) Are in the same grade as the officers in the promotion zone for that competitive category; and

(3) Are junior to the junior officer in the promotion zone for that competitive category.

g. Removed from Consideration. A record shall be made of those officers who voluntarily opted out of PSB consideration.

h. Officers in the grades of O-6 or O-7 who are eligible for consideration for promotion to the next higher grade in a competitive category will be considered according to the eligibility categories established in the annual general or flag officer promotion plan.

i. Paragraph 7f of this enclosure governs the determination of running mates and zones for the consideration of eligible Reserve officers on the Navy and Marine Corps RASL.

7. Eligibility for Promotion Consideration

a. Time-in-grade. In the annual promotion plan, the SECNAV will determine promotion eligibility by establishing the minimum period of service required in the grade and competitive category.

(1) Reference (a), sections 619 and 14303, establish the statutory minimum time-in-grade requirements to determine eligibility of ADL and RASL officers for promotion to the next higher grade, and authorize the SECNAV to prescribe a longer period when the needs of the Service require.

(2) Under reference (a), section 619(a)(4), the SECNAV may waive minimum time-in-grade to the extent necessary to permit ADL officers to have at least two opportunities for consideration for promotion to the grades of O-4, O-5, and O-6 from below-zone. Plans affecting such waivers will be clear as to the grades and competitive categories to which they apply.

b. Component. An active-duty PSB or AFQOL screening process will consider only officers who are on the ADL on the convening date. Similarly, a Reserve PSB or AFQOL screening process will consider only officers who are on the RASL on the convening date.

c. Transition to ADL. Officers who transition from the RASL to the ADL, who are on the ADL on the convening date of the active-duty PSB or AFQOL screening process, and who meet all eligibility requirements for promotion to the next higher grade are eligible for consideration by the active-duty PSB or AFQOL screening process unless eligibility is deferred under paragraph 9 of this enclosure.

d. One-Year Rule for RASL. Per reference (a), section 14301, an officer is eligible for consideration by a PSB convened under reference (a), section 14101(a), if the officer is on the RASL and has continuously performed service on the RASL, or on a combination of the RASL or the ADL, for a one-year period ending on the convening date of the PSB. This statutory one-year rule does not apply to the Reserve AFQOL screening process.

e. Accounting for Entry Grade Credit. The SECNAV may convene an AFQOL screening process at any time to recommend for promotion to the grade of O-3 officers who were initially appointed in the grade of O-2 due to entry grade credit, but whose names are not on an AFQOL for which they would have been eligible based on their lineal position upon appointment. Likewise, officers who were initially appointed in the grade of O-2 due to entry grade credit but who were not considered by an O-3 PSB for which they would have been eligible based on their lineal position upon appointment may also be recommended by an AFQOL screening process, but only when the needs of the Service so require. When either the CNO or CMC requests that the SECNAV approve the use of this authority, plans will specify the number of periodic AFQOL screening processes which will be conducted during the fiscal year and the criteria used to identify the officers who will be eligible for each. Enclosure (7) establishes detailed policy and procedural guidance for the AFQOL screening process.

f. Running Mate System. The running mate system is used to ensure consistency of promotion timing between the ADL and RASL, and to determine the eligibility of RASL officers for promotion to the grades of O-4 through O-8. The annual Reserve promotion plan must state if the running mate system applies and must specify the grades and competitive categories to which it will apply. When the running mate system applies, the following procedures are applicable:

(1) The zones shall be established in accordance with reference (a), section 14306.

(2) Per reference (a), section 14301, in order to be eligible for promotion, a RASL officer must have served continuously on the RASL, or a combination of the ADL and RASL, for a period of one year immediately preceding the convening date of the board. The RASL officer's active-duty running mate must be in-zone or above-zone for the corresponding active-duty PSB in the same grade and competitive category.

(3) Promotions will be effected per reference (a), section 14308(d).

8. Certain Officers Not to be Considered

a. ADL Select Status. Per reference (a), section 619, an ADL PSB may not consider for promotion to the next higher grade any of the following officers:

(1) An officer whose name is on a promotion list for that grade as a result of his selection for promotion to that grade by an earlier ADL PSB convened under reference (a), section 611(a);

(2) An officer who is recommended for promotion to that grade in the report of an earlier PSB convened under reference (a), section 611(a), in the case of such a report that has not yet been approved by the President;

(3) An officer in the grade of O-2 who is on an approved AFQOL under reference (a), section 624(a)(3).

b. RASL Select Status. Per reference (a), section 14301, a RASL PSB may not consider for promotion to the next higher grade any of the following officers:

(1) An officer whose name is on a promotion list for that grade as a result of recommendation for promotion to that grade by an earlier selection board convened under reference (a), section 14101(a) or section 14502;

(2) An officer who is recommended for promotion to that grade in the report of an earlier selection board convened under a provision referred to in paragraph (1), in the case of such a report that has not yet been approved by the President;

(3) An officer who has been nominated by the President for promotion to that grade under any other provision of law, if that nomination is pending before the Senate;

(4) An officer in the grade of O-2 who is on an approved AFQOL under reference (a), section 14308(b)(4).

c. Citizenship. Additionally, per reference (a), section 619, and reference (d), an ADL PSB may not consider officers in the grade of O-3 who are not U.S. citizens.

d. Grade. Notwithstanding any other provision of law which might permit continued service on the ADL, reference (a),

section 631, directs that commissioned officers in the grade of O-2 who have twice failed selection to the grade of O-3 while on the ADL are not eligible for subsequent consideration by an ADL PSB or AFQOL screening process. This eligibility restriction is not applicable to LDOs.

e. Educational Delay. An officer on the RASL is ineligible for consideration for promotion, but shall remain on the RASL, while the officer is pursuing a program of graduate-level education in an educational delay status approved by the SECNAV and is receiving financial assistance from the DON in connection with pursuit of that program while in that status.

f. Opt Out. An officer may request to be excluded from consideration by a selection board convened under sections 611(a) or 14101(a) of reference (a) when:

(1) The basis for the request is to allow an officer to complete a broadening assignment, advanced education, another assignment of significant value to the Department of the Navy, or a career progression requirement delayed by the assignment or education;

(2) ASN (M&RA) determines the exclusion from consideration is in the best interest of the Department of the Navy; and

(3) The officer has not previously failed of selection for promotion to the grade for which the officer requests the exclusion from consideration.

9. Deferred Eligibility for Consideration by an ADL PSB

a. Per reference (a), section 619, the SECNAV may prescribe a period of time, not to exceed one year from the time an officer is placed on the ADL, during which the officer shall be ineligible for consideration for promotion. Deferral of eligibility is intended to provide officers who otherwise would have been in-zone or above-zone an opportunity to obtain active-duty experience, qualifications, and significant evaluation on the ADL before being considered by an active-duty PSB. An officer whose initial promotion eligibility is deferred will be considered by a subsequent board as an eligible officer in-zone,

above-zone (not previously considered), or above-zone, as appropriate.

b. Deferred eligibility is not applicable to RASL officers. Per reference (a), section 14301, Reserve officers must complete one year on the RASL or ADL (or a combination of these lists) prior to promotion consideration.

c. Eligibility will be deferred as follows:

(1) Marine Corps Officers. Officers who would be eligible for consideration by a PSB as an in-zone or above-zone eligible officer within one year of placement on the ADL shall be informed that their eligibility for such consideration will be deferred unless they specifically request consideration. The officer may waive this deferment and request consideration for promotion, in writing, as specified in the MARADMIN which announced the officer's eligibility. Requests must be received no later than the convening date of the board. The DC (M&RA) shall normally place such officers' records before the PSB.

(2) Navy Officers. Officers who would be eligible for consideration by a PSB as an in-zone or above-zone eligible officer within one year of placement on the ADL shall be informed that their eligibility for such consideration will be deferred unless they specifically request consideration. The officer may waive this deferment and request consideration for promotion, in writing, as specified in the NAVADMIN which announced the officer's eligibility. Requests must be received no later than the convening date of the board. The CNP shall normally place such officers' records before the PSB.

d. Reinstatement. An eligibility deferral, waived under this paragraph, will not be reinstated.

10. Limitations on Eligibility. In the annual promotion plan, the SECNAV may prescribe limitations on eligibility for promotion in any grade and competitive category in accordance with reference (a), sections 619 and 14301, and reference (d). The CNO and CMC will make recommendations in proposed promotion plans for exercising the following limitations:

a. Below-Zone Officers Eligible for O-6 and Below PSBs. The CNO and CMC may recommend the criteria and procedures for

limiting the number of below-zone officers to be considered for promotion to the grades of O-6 and below to those officers determined to be exceptionally well qualified for promotion. If authorized by the SECNAV, the PSB precept will state the SECNAV-approved criteria and procedures for determining which below-zone officers are exceptionally well qualified for promotion.

b. Promotion Screening Boards to Limit Officers Eligible for O-7 PSBs. The CNO and CMC may recommend that the SECNAV seek the SECDEF's approval to convene a promotion screening board for the purpose of limiting the number of officers to be considered for selection for promotion to the grade of O-7 in accordance with the requirements set forth in reference (d), enclosure (3), paragraph 4d. If authorized, the SECNAV, CNO, and CMC will comply with the applicable procedures in reference (d).

c. Officers Pending Separation. The CNO and CMC may recommend that the SECNAV exclude from consideration for promotion those officers whose established separation dates are within 90 calendar days after the convening date of the PSB for which they would have otherwise been eligible. Modifications to established separation dates made on or after the date the board convenes will not change the eligibility status of such officers for consideration by that board.

PROMOTION SELECTION BOARD GUIDANCE

1. Each person assigned as a member, recorder, or assistant recorder of a PSB, or designated as administrative support staff shall receive a copy and review the contents of reference (d) and this enclosure, upon receipt of notification that they have been assigned duties associated with the conduct of a PSB.

2. Notice of Convening. Per reference (a), sections 614 and 14105, the SECNAV will issue a notice of the convening of a PSB at least 30 calendar days before the board is convened. The CNP or DC (M&RA), as applicable, may release this notice, and any subsequent changes to the notice, via NAVADMIN or MARADMIN. The notice will include:

a. The names, precedence numbers, and dates of rank of the junior and senior officers in the promotion zone as of the date of notification;

b. The name, precedence number, and date of rank of the junior officer eligible as of the date of notification, if applicable;

c. The date the board will convene;

d. Information to eligible officers regarding their right to communicate with the PSB and their responsibility to ensure their personnel records are substantially accurate and complete;

e. Whether SECNAV will allow officers of particular merit to be placed higher on a promotion list;

f. The process by which an officer may request approval to "opt out" of consideration for promotion.

3. Authority to Issue Written Instructions, Information, and Guidance to PSBs. The SECNAV, or designee, will issue written instructions and will review and approve all information and guidance provided to each PSB in accordance with reference (a), sections 615 and 14107, reference (d), and this instruction.

a. Except as provided in paragraph 3b of this enclosure, the written instructions, information, or guidance provided to a PSB may not be modified, withdrawn, or supplemented after that

board submits its report to the SECNAV, or designee, pursuant to reference (a), sections 617 and 14109.

b. In accordance with reference (a), sections 618(a)(2) and 14110(b), the SECNAV may return a report of a board for further proceedings based on a determination that the board acted contrary to law, regulation, or guidelines. In such case, the SECNAV may modify, withdraw, or supplement such instructions as part of the written explanation to the board.

c. All information furnished to a PSB shall be made part of the board record. Instructions, information, and guidance shall not include information on particular officers. No person may direct that a particular officer be selected for promotion by a PSB or that a PSB not select a particular officer. At the SECNAV's discretion, the information and guidance that will be provided to PSBs may be forwarded via the JAG for legal review.

4. Administrative Briefings. Annually, the CNO and CMC shall forward the content of the administrative briefings provided to PSBs for review and approval by the SECNAV, via ASN (M&RA). Administrative briefings will address administrative matters related to the conduct of the board. Administrative briefings are not a substitute for the SECNAV's precept and convening order, and shall not repeat information or guidance contained therein.

5. Precept. PSBs shall be convened by precept addressed to the board president and signed by the SECNAV, or designee. The precept will include instructions governing the board proceedings and selection guidance, and will appoint the board president, members, recorders, and administrative support personnel. The board shall adhere to all instructions in the precept.

a. Deadline for Submission to SECNAV. Enclosure (10) contains detailed deadlines for the submission of draft precepts to the SECNAV and subordinate principals. The SECNAV must receive precepts for review and approval no later than 20 calendar days before the board convening date.

b. Content of Written Instructions and Guidelines. All precepts shall include the written instructions and guidelines to the board set forth in reference (d), enclosure (3),

paragraph 2b. The language in these written instructions and guidelines may be altered as necessary to accommodate specific circumstances that pertain to a particular board, e.g., when only one officer was considered by a board or recommended for promotion; where no officers were found fully or best qualified; when the selection standard is "fully qualified" vice "best and fully qualified;" or when the SECNAV authorizes a board to recommend officers of particular merit be placed higher on the promotion list. Precepts will also include additional content described in this enclosure and any additional written instructions prescribed by the SECNAV for a particular board. The written instructions and guidelines shall not include information on particular officers unless approved by the SECNAV in accordance with references (a) and (d), and this instruction.

c. Waivers of Approved Promotion Plan. Requests to modify any aspect of the approved promotion plan that are submitted concurrently with the precept for the SECNAV's approval shall be identified in the Service's forwarding memorandum.

d. Multiple Boards. A single precept may convene two or more different PSBs simultaneously. If a precept convenes two or more PSBs, then it must clearly identify all boards and their respective membership panels, and use appropriate language regarding the selection standard applicable to each board, and the actions and certifications required for each board.

e. Date and Time to Convene. Boards shall convene on, or as soon as practicable after, the date and time that the SECNAV specifies in the precept. No further approval from the SECNAV is required to convene a board on a later date within 14 calendar days of the ordered convening date. Board reports shall identify what date the board actually convened and should include documentation identifying why the board convened on a later date. The CNO or CMC, or their respective designee, must request the SECNAV's approval to convene a board more than 14 calendar days after the date specified in the precept.

f. Membership. The minimum composition of PSBs shall be determined under reference (a), section 612 or 14102, as applicable. The composition shall include a board president, members, recorders, and administrative support personnel as specified in references (a), (d), and (aa). Detailed membership requirements applicable to specific boards, and supplemental

guidance on board member duties and responsibilities are further outlined in reference (aa).

g. Number to Select. Precepts will specify the maximum number or percentage, as applicable, of officers in each grade and competitive category that the board may recommend for promotion from the list of eligible officers.

(1) Calculations. When a percentage is used, the CNP or DC (M&RA) will provide the board members the maximum number of officers that may be recommended for promotion after the final number of eligible officers is determined on the date the board convenes. This number shall be calculated using standard rounding rules (i.e., a selection authorization of 0.5 or higher rounds up) unless the SECNAV approves an alternative method of rounding in the annual promotion plan or precept. For purposes of this calculation, the eligible population includes the in-zone officers and officers who are above-zone, not previously considered.

(2) Below-zone Selections. The number of below-zone officers authorized to be selected may not exceed 10 percent of the total number of officers the PSB is authorized to recommend for promotion; however, where the number authorized by this calculation would be less than one, the board may recommend one below-zone officer. If the SECNAV determines that the needs of the Navy or Marine Corps require additional below-zone authorizations, the SECDEF may approve additional below-zone selections not to exceed 15 percent of the total number of officers the PSB is authorized to recommend for promotion.

h. Skill Guidance. The precept will provide the SECNAV's guidance relating to the needs of the Navy or Marine Corps for officers with particular skills, including guidelines or information for either a minimum number, or a maximum number, of officers with particular skills in a competitive category.

i. Marital Status. An officer's marital status is not relevant to board deliberations and shall neither be discussed nor considered by board members. Precepts shall provide guidance to ensure that the marital status of a member or the employment, education, gender, or volunteer service of a spouse will have no effect on the promotion opportunities of that member.

j. Joint Officers. When required by references (d) and (ab) through (ad), the precept shall include guidelines to ensure the PSB gives appropriate consideration to the performance of officers who are serving on, or have served on, the Joint Staff or who are joint qualified officers.

k. Health Professions. For boards considering officers for promotion to a grade below O-6 in a health profession competitive category, precepts shall require that the board give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives to that officer's administrative and management skills.

6. Communications with PSBs

a. General Rules. All communications with PSBs, other than those communications that are only administrative in nature, will be in writing, provided to all board members, and made a part of the board's record.

(1) An audio or video recording is an acceptable means of communication with the board, so long as a written transcript is made a part of the board record.

(2) No one, other than the SECNAV, may appear in person to address a PSB on any matter other than administrative matters. This authority is non-delegable.

(3) Should the SECNAV appear in person to address a PSB, a verbatim written transcript of the Secretary's remarks will be provided to every board member and included in the record of the board. This does not restrict the furnishing of administrative information to the PSB by the administrative support personnel designated in writing by the SECNAV, or designee, to assist the board.

(4) Oral communication of routine administrative information among board members, recorders, and support personnel is authorized to the extent that it is necessary to facilitate the work of the board.

b. Information About Particular Officers. Information about a particular officer may be communicated to a PSB in accordance with paragraphs 6b(1) through 6b(4) of this enclosure, and as required by paragraph 6e of this enclosure.

(1) Official Military Records. The CNP or DC (M&RA) will supply the PSB with all information in an eligible officer's official military record that is essential for a fair, substantially accurate, and complete portrayal of the officer's career as of the date the board convenes. Information dated and received by the board after the convening date shall not be added to these records even if received while the board is in session.

(2) Communications by Eligible Officers. Per reference (a), sections 614(b) and 14106, eligible officers may send written communication to the PSB, to arrive not later than 10 calendar days before the date the board convenes. The board shall not consider any written communication received less than 10 calendar days before the convening date of the board.

(a) The officer's written communication may include, as enclosures, correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must contain a written acknowledgment by the eligible officer that they desire such correspondence to be presented to the board. Correspondence without such an acknowledgement is considered third-party correspondence and will not be accepted. Correspondence that contains classified information will not be accepted.

(b) Officers who desire to communicate with a PSB shall forward written communication to the appropriate board, consistent with the guidance contained in the message announcing the board's convening.

(c) The PSB shall consider all correspondence that complies with the above requirements.

(d) Administrative support personnel shall retain all written communications submitted by eligible officers until the board report is approved by the appropriate authority. The

retention of this information beyond the board report approval date will be governed by regulations issued by the CNP and DC (M&RA).

(3) Information Not Part of Official Military Record. Information that is not part of an officer's official military record may be provided to a PSB only if the SECNAV, or a civilian designee appointed by the President by and with the advice and consent of the Senate, determines it to be substantiated and relevant information that might reasonably and materially affect the deliberations of the board. In making such a determination, the SECNAV, or designee, will ensure that the procedures for identifying and proposing such information for consideration apply to all eligible officers for the board concerned. Additionally, the officer must be:

(a) Notified that such information will be presented to the board;

(b) Provided a copy of the information that will be provided to the board; and

(c) Afforded a reasonable opportunity to submit written comments on that information to the board.

(4) National Security Limitations and Summaries of Information. If an eligible officer may not have access to the information for reasons of national security, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information. Upon request of the CNO or CMC, the SECNAV, or designee, may authorize procedures governing the preparation of and consideration by the PSB of factual summaries of information to ease the work of the board. The SECNAV will designate in writing those persons or offices who may prepare the summaries.

c. Information provided to a PSB in accordance with paragraph 6b(3) of this enclosure may not be provided to a subsequent PSB convened pursuant to reference (a), sections 611(a) and 14101(a), unless either:

(1) The information is in the officer's official military record; or

(2) The SECNAV, or designee, makes a new determination and the officer is again provided the notification and opportunity to comment in accordance with paragraph 6b(3)(c) of this enclosure.

d. The SECNAV may authorize a PSB to request administrative information during deliberations to amplify or clarify the official military records, instructions, and information provided to the board. If a request pertains to non-administrative information regarding a particular officer, then the rules in paragraph 6b(3) of this enclosure apply.

e. Adverse Information for O-7 and O-8 PSBs. Adverse information, as defined in reference (b), will be presented to any PSB that considers officers for selection for promotion to the grades of O-7 and O-8.

(1) Adverse information that is part of the officer's official military personnel record will be furnished to the board as required by this instruction.

(2) For adverse information that is not part of the officer's official military personnel record that is provided to the board, the officer shall be:

(a) Notified that such information will be presented to the board;

(b) Provided a copy of the information that will be provided to the board;

(c) Afforded a reasonable opportunity to submit written comments on that information to the board;

(d) Provided, to the maximum extent practicable, with an appropriate summary of the information if the officer may not have access to the information directly for reasons of national security. This summary will be prepared by personnel or offices designated in writing by the SECNAV, or designee, for that purpose.

(3) Adverse information substantiated fewer than 90 calendar days prior to the board convening date may be presented to the board if the provisions of paragraphs 6e(2)(a) through

6e(2)(d) of this enclosure are satisfied.

7. Board Proceedings

a. List of Eligible Officers. The CNP or DC (M&RA), acting for the SECNAV, shall provide the PSB with the names of all eligible officers who will be considered by the board based on the criteria specified in the annual promotion plan, as of the date the board convenes.

b. Board President. The SECNAV, or designee, will appoint a member of a PSB as president of the board and will prescribe administrative duties for that officer to perform. A board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority finds best qualified to meet the needs of the Navy or Marine Corps, as specified by the SECNAV in the precept.

c. Board Members

(1) Board members will base their recommendations on the material in each officer's official military record, any information the SECNAV, or designee, provides to the board in accordance with this instruction, and any information communicated to the board by an eligible officer in accordance with paragraph 6b of this enclosure. Board members in their deliberations may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, this instruction, or Service regulations from consideration by a PSB or inclusion in an officer's official military record. Board members may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board in accordance with paragraph 6b of this enclosure.

(2) Any board member who believes that he or she cannot, in good conscience, perform his or her duties as a member of the board without prejudice or partiality has a duty to request relief from such duties by the SECNAV, or designee. Such a request will be honored. Any board member who believes that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other

reason, has a duty to request from the SECNAV or the Under Secretary of the Defense for Personnel and Readiness (USD(P&R)) relief from his or her obligation not to disclose board proceedings, and, on receiving it, to report the basis for his or her belief to that authority.

d. Board Recorders

(1) The SECNAV, or designee, will designate officers to serve as recorders for PSBs convened pursuant to reference (a), sections 611(a) and 14101(a). At least one board recorder must be present during all board deliberations. Personnel so designated must have completed, during the previous 12 months, a program of instruction approved by the SECNAV, or designee. Such program will include the duties and responsibilities of board recorders to assist the board president in ensuring that the board complies with references (a), (d), and this instruction.

(2) Officers eligible for consideration by a PSB shall not serve as board recorders for any PSB for which they are eligible for consideration.

(3) Officers whose primary responsibilities involve the career management of officers eligible for consideration by a PSB, or the career management of those officers once selected for promotion, shall not serve as board recorders for the PSBs considering those officers for promotion.

(4) Officers may not serve as a board member and board recorders for the same PSB.

(5) Any board recorder who believes that he or she cannot in good conscience perform his or her duties and responsibilities has a duty to request relief by the SECNAV, or designee, from such duties. Such a request will be honored. Any board recorder who believes that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct of the board president or a member, or any other reason, has a duty to request relief from his or her obligation not to disclose board proceedings from the SECNAV or the USD(P&R) and, on receiving it, to report the basis for his or her belief to that authority.

e. Administrative Support Personnel. Administrative support personnel will be available to assist and ensure the board president, board members, and recorder(s) can execute their duties and responsibilities under the precept. Administrative support personnel are subject to the same provisions governing board integrity, impartiality, and nondisclosure as board members and recorders. An officer eligible for consideration by a PSB shall not be assigned as administrative support personnel for that PSB nor process the corresponding board report.

f. Oaths

(1) Members of a PSB shall swear, or affirm, that they will perform their duties as members of the board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of their service.

(2) Recorders shall swear, or affirm, that they will keep a true record of the proceedings of the board.

(3) Members, recorders, and the administrative support personnel shall swear or affirm that they will not disclose the proceedings of the board except as authorized or required by SECNAV or higher authority.

8. Report of Proceedings. Per reference (a), sections 617 and 14109, and reference (b), each PSB shall submit a report to the SECNAV listing the names of the officers recommended for promotion. Consolidated reports may be used for multiple PSBs for which the resulting appointment or nomination scrolls have the same approval authority. Consolidated reports must comply with the requirements of references (b), (d), this instruction, and the precept.

a. Written Report and Certifications. The report shall be in writing, and signed by each board member and recorder. The report shall certify that the board has complied with all instructions contained in the precept, the requirements of reference (d) and this instruction, and all other applicable SECNAV guidance. The report shall make all other certifications required by the precept. Because the written report is the administrative record for the board's proceedings, all board members, recorders, and administrative support personnel are

charged with carefully reviewing the contents of the board report for accuracy.

b. Promotion Merit Reorder. Per reference (a), section 617(d), when authorized by SECNAV, the PSB's ROP will include the names of those officers recommended by the board to be placed higher on the promotion list and the order in which the board recommends that those officers should be placed on the list.

c. Show Cause. Per reference (a), sections 617(b) and 14109(c), each report shall include the name of any officer considered by the board whose record, in the opinion of a majority of the members of the board, indicates that the officer should be required to show cause for retention on active duty, or in an active status on the RASL, under reference (a), section 1181 or 14902, respectively, because of substandard performance of duty, misconduct, or moral or professional dereliction, or because retention is not clearly consistent with the interests of national security. The board shall, in separate correspondence to the CNP or DC (M&RA), or their designee, as the Show Cause Authority, state the specific reason(s) the officer should be required to show cause for retention. The Show Cause Authority will act upon this correspondence in accordance with reference (ae).

d. Requests for Non-Selection. Per reference (a), section 617(c), each ADL PSB that considers officers for promotion shall include in its report the names of those officers considered, and not recommended for promotion by the board, who submitted to the board a request not to be selected for promotion or who otherwise directly caused their non-selection through written communication to the board. Any officer who submits such a request will still be considered for promotion and will incur a failure of selection if not recommended for promotion by the board. Officers who submit such requests are responsible for any consequences resulting from their failure of selection and are advised to fully review and verify separation policies, such as those affecting separation pay or reimbursement for tuition and educational expenses, prior to submitting such request.

e. Sampling of the Records. The board report shall include a list of the sampling of the records of those officers of the same grade and competitive category who were recommended for

promotion and those officers of the same grade and competitive category who were not recommended for promotion. The sampling of the records fulfills a statutory requirement related to SSBs convened by the Secretary pursuant to reference (a), sections 628 and 14502. Each board president is responsible for ensuring delivery of the sampling of records to the administrative support personnel designated for the respective board.

(1) The CNO and CMC, or their respective designees, shall issue procedures governing the selection of the sampling of the records, which must be sufficient to enable a SSB to evaluate the officer's record in accordance with reference (a), sections 628 or 14502, as applicable.

(2) The CNP and DC (M&RA) are designated as the custodians of all sample records retained under this instruction. Sample records shall be retained for a period of at least 12 years.

POST-BOARD PROCEDURES

1. Adverse or Reportable Information Memorandum (AIM). In accordance with reference (b), the names of all officers recommended for promotion in the board report shall be screened for adverse or reportable information. The CNO and CMC shall ensure that all officers recommended for promotion to the paygrade of O-4 through O-7 are screened through existing databases (NAVIG, Equal Employment Opportunity, Equal Opportunity, and DCII) to identify any adverse or reportable information on any officer recommended for promotion. This review will comply with the requirements in reference (b), established DON guidance, and should use procedures consistent with those set forth in this instruction. Upon completion of the adverse or reportable information screening, the CNP and DC (M&RA) will include an AIM with the board report for review by the CNO, CMC, and SECNAV or designee.

a. The AIM documents adverse or reportable information, as defined by reference (b), attributed to one or more individual officers recommended for selection for promotion by the PSB. The AIM will specify whether or not the adverse or reportable information was considered by the PSB.

b. The CNO or CMC will review the AIM and recommend to the SECNAV whether, in light of the adverse or reportable information, the officer remains qualified for promotion or whether further review of the adverse or reportable information is required such that the officer's name should be withheld from the appointment or nomination scroll.

c. Per DoD policy established in reference (b), the name of any officer who is the subject of a pending or ongoing investigative, administrative, or disciplinary action will normally be withheld from the appointment or nomination scroll pending final adjudication.

d. If final adjudication has been completed and, upon review, it is determined that an officer is fully qualified for promotion notwithstanding any adverse or reportable information, then the CNO or CMC, or their designee, may recommend promotion. If such officer is being recommended for promotion to the grade of O-7 or O-8, then the board report must also contain an

Adverse Information Summary (AIS) or Reportable Information Summary (RIS), as applicable, a copy of any associated report of investigation and accountability action, and all other information specified in reference (b), enclosure (5). Additionally, the SECNAV's forwarding memorandum must include the information set forth in reference (b), enclosure (5), paragraph 2.

e. The SECNAV will make a final determination on recommendations to support an officer's promotion or withhold the officer's name from the scroll.

f. Action on officers whose names are withheld shall be processed under the procedures established in enclosure (8) of this instruction.

2. Appointment Scroll and Nomination Scroll. When forwarding a board report, the CNO or CMC shall submit, via ASN (M&RA) and the SECNAV, an appointment scroll or nomination scroll, as appropriate, for approval per the guidance in reference (b). The terms "appointment scroll" and "nomination scroll" are defined in enclosure (2) of this instruction.

3. Draft ALNAV for Public Release of Promotion Selections. The CNO and CMC will submit, with the board report, a draft ALNAV containing the names of all officers who were recommended for selection for promotion by the PSB. If the SECNAV withholds an officer's name from an appointment scroll or nomination scroll on the basis of adverse or reportable information, then the CNO and CMC will ensure the officer's name is removed from the ALNAV prior to official release under paragraph 4a(2) of enclosure (8).

4. Routing of the Report

a. The CNP and DC (M&RA) will forward the ROP to the SECNAV via the CNO and CMC, as applicable, the JAG for legal review, and ASN (M&RA), in accordance with the processing deadlines set forth in enclosure (10). Per reference (a), section 618, and references (b) and (aa), a report that considered officers who are serving on, or have served on, the Joint Staff or who are joint qualified officers, will be forwarded to the Chairman of the Joint Chiefs of Staff (CJCS) for review. In addition, per reference (a), section 1731, and reference (b), a PSB that

considered ADL Acquisition Corps officers will forward the Acquisition Corps promotion statistics to the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) for review.

b. 100-Day Requirement

(1) In accordance with reference (b), the USD(P&R) or SECNAV must advise the House Armed Services Committee (HASC) and Senate Armed Services Committee (SASC) when a PSB report is not approved by the 100th calendar day after the board adjourns. The ROP processing deadlines in enclosure (10) of this instruction are designed to ensure this 100-day requirement is met.

(2) If the Office of the Secretary of Defense (OSD) will receive the board report more than 60 calendar days after adjournment for O-7/O-8 nominations, or more than 75 calendar days for O-6 and below appointments or nominations, then the CNO or CMC, as applicable, will provide the SECNAV with a draft 100-day letter that meets the requirements specified in reference (b), enclosure (4), paragraph 3, for routing to the HASC and SASC.

5. Review by SECNAV or Designee. Upon receipt of a board report, the SECNAV or designee will review the report to determine if the board acted contrary to law, regulation, or guidelines furnished to the board.

a. If the board complied with law, regulation, and guidelines, then the SECNAV will forward the report to the SECDEF via the USD(A&S) and/or CJCS as required.

b. If the SECNAV determines that the board acted contrary to law, regulation, or guidelines furnished to the board, then the SECNAV shall return the report, with a written explanation of the basis for such determination, to the board for further proceedings. The SECNAV may modify, withdraw, or supplement instructions, information, or guidelines as part of the written explanation to the board. Upon receipt of a report returned by the SECNAV, the board (or a subsequent board convened under reference (a), section 611(a) or 14101(a), for the same grade and competitive category) shall conduct such proceedings as may be necessary to revise the report to be consistent with law,

regulation, and guidelines and shall resubmit the report, as revised, to the SECNAV.

6. Approved Reports. When the board report is approved by the President or designee, the names of all officers approved for promotion within a competitive category are placed on a single list, known as a promotion list. As established in reference (a), sections 624 and 14308, the names will normally be listed in order of seniority for that grade and competitive category, with the exception of those officers selected for merit reorder. No officer recommended for promotion shall be moved down on the promotion list except by insertion of the name of an officer of particular merit above that officer's name, as established in reference (a), section 619.

7. Disclosure of Recommendations

a. Before the board report is signed, the board's recommendations may be disclosed only to board members, recorders, and those administrative support personnel designated in writing by the SECNAV.

b. After the board report is signed and prior to public release of the board results, recommendations may only be disclosed to other personnel as necessary to facilitate processing of the board results. As authorized by reference (d) and prior to public release of the board results, the SECNAV may authorize the disclosure of board recommendations to the extent necessary to prepare specific rationales to support how each officer with reported adverse information meets the requirements of being among the best qualified officers for promotion consistent with the requirement of exemplary conduct. If a report of adverse information is received while a ROP for a general or flag officer PSB is being processed, then the board recommendations may be disclosed as necessary to conduct a promotion review board as soon as reasonably practicable and, if possible, prior to approval of the ROP.

c. In accordance with reference (a), sections 618(e) and 14112, the names of officers recommended for promotion in the report of a PSB (or by an AFQOL, in the case of promotions to the grade O-3) shall be publicly released via ALNAV as follows:

(1) In the case of ADL officers recommended for promotion to the grades of O-4, O-5, and O-6, and RASL officers recommended for promotion to the grade of O-6, the names of selected officers may be disseminated upon, or at any time after, the transmittal of the nomination scroll to the President.

(2) In the case of ADL and RASL officers recommended for promotion to a grade above O-6, names of recommended officers may be disseminated upon, or at any time after, the approval of the nomination scroll by the President.

(3) The names of ADL officers selected for promotion to the grade of O-3 and RASL officers selected for promotion to the grades of O-3, O-4, and O-5 shall normally be disseminated upon the SECDEF's approval of the appointment scroll.

8. Disclosure of Proceedings. Except as authorized by reference (a), sections 613a, 616(e), 618(e), 14104, and 14108(d), and reference (d), the board proceedings shall not be disclosed to any person not a board member or recorder. The prohibition on disclosure of board proceedings is a statutory exemption from disclosure provided by the Freedom of Information Act, Title 5, U.S. Code, section 552(b)(3).

a. Before the board report is signed, the board proceedings shall not be disclosed to any person who is not a board member, recorder, or administrative support person, except to request relief from board duties.

b. After public release of the board results, board members, recorders, and administrative support personnel may discuss the procedures and processes of the board in general terms.

9. Failure of Selection for Promotion. For officers in the grades of O-5 and below, a failure of selection for promotion to the next higher grade in the same competitive category on either the ADL or RASL results from any of the following situations:

a. If the officer is considered in-zone or above-zone, but is not selected for promotion by the board.

b. If the officer's name is on a promotion list as the

result of an in-zone or above-zone selection, but his or her name is removed from the promotion list in accordance with reference (a), section 629 or 14310:

(1) By action of the President, SECDEF, or SECNAV under the procedures in enclosure (8) of this instruction;

(2) Because the Senate does not give advice and consent to the officer's nomination;

(3) Because the officer's promotion eligibility period expires before the Senate has given advice and consent to the appointment as required by reference (a), section 624(c) or section 12203(a);

(4) Because the officer's name is administratively removed from the promotion list if the officer is discharged or dropped from the rolls or transferred to a retired status before being promoted.

c. Except as provided in paragraph 9d of this enclosure, officers who fail of selection for promotion shall remain eligible for consideration by a subsequent PSB so long as they remain on the ADL or RASL. Two or more failures of selection may subject an officer to involuntary separation or retirement under reference (a), sections 632, 14505, and 14506, and reference (ae), as applicable, unless the officer is otherwise continued under any provision of law.

d. Officers on the ADL who are subject to discharge under reference (a), section 631, as implemented by references (u) and (ae), for having twice failed of selection for promotion to the grade of O-3, are not eligible for further consideration for promotion.

e. Officers who are considered in-zone or above-zone and are selected for promotion to the grade of O-6 or below, but decline the appointment, will be above-zone for any subsequent PSB in that grade and competitive category.

10. Counseling for Officers Who Fail of Selection for Promotion. The CNP and DC (M&RA), or their designees, shall provide, upon request, counseling for officers who fail of selection for promotion to the grades of O-3 to O-6. Counseling

shall consist of reviewing the officer's record and indicating any factors that may account for not having been selected.

a. The counselor will be an officer experienced in officer personnel matters who is senior to and, when practicable, in the same competitive category as the officer requesting counseling. The counselor may not be an officer who served as a member, recorder, or administrative assistant for a PSB that failed to select the requesting officer for promotion.

b. The selection ALNAV message should provide guidance on how to request counseling for officers who were not selected.

11. Promotion of Selectees. Officers in each competitive category on a promotion list will be appointed as Regular officers or Reserve officers, as appropriate, in the next higher grade in accordance with the following procedures.

a. ADL and RASL Officers. Promotions will be made in the order in which the names of officers appear on a promotion list, and after officers previously selected for promotion in a competitive category have been promoted, on a monthly basis as determined by the CNO or CMC. Promotion of officers from one competitive category will be effected regardless of the relative seniority of officers of the same grade in other competitive categories. Flag and general officers on the ADL are promoted to the next higher grade when vacancies exist, as specified in the annual promotion plan. Flag and general officers on the RASL will be promoted as specified in the annual promotion plan.

b. Officers in Transition to or from the RASL or ADL. Per reference (a), section 14317:

(1) If an officer on the RASL, after having been recommended for promotion to a higher grade by a RASL or ADL PSB, but before being promoted, is transferred to an inactive status, or to a retired status, even if subsequently returned to an active status in the Reserves, the officer:

(a) shall be treated as if the officer had neither been considered nor recommended for promotion by that PSB; and

(b) may not be placed on a promotion list or

promoted to the higher grade after returning to an active status, unless the officer is again recommended for promotion by an ADL or RASL PSB.

(2) A RASL officer who is on a promotion list as a result of selection for promotion by a RASL PSB or a RASL SSB and who, before being promoted, is placed on the ADL of the same armed force and in the same competitive category shall be placed on an appropriate promotion list for officers on the ADL.

(3) An ADL officer who is on a promotion list resulting from an ADL PSB and who, before being promoted, is removed from the ADL and placed on the RASL of the same armed force and in the same competitive category shall be placed on an appropriate RASL promotion list.

c. The CNO and CMC shall prescribe monthly numbers, by competitive category and grade, of officers to be promoted and shall announce the names of those officers promoted from the approved promotion list within the monthly numbers authorized.

d. Authority to prescribe monthly numbers and announce promotions may be delegated to appropriate agencies under the cognizance of the CNP or DC (M&RA).

12. Effective Dates of Promotion

a. Except as provided for in this instruction, or as otherwise provided by law, the date of rank of an officer promoted to a higher grade under reference (a), sections 624 or 12203, is the date of appointment.

b. Appointments will be considered accepted and effective on the date specified in the promotion NAVADMIN or MARADMIN unless the officer concerned expressly declines the appointment, in writing, prior to the effective date of promotion published in the message. An officer's written request for declination must be submitted in accordance with the guidance provided in the promotion NAVADMIN or MARADMIN. Such requests may be submitted via electronic correspondence if accompanied by a valid electronic signature.

c. Officers on a promotion list who voluntarily request retirement or discharge from the ADL or RASL, with an effective

date of retirement or discharge which is prior to the effective date of promotion, are not required to decline the appointment in writing. The officer's retirement or discharge on any day prior to the effective date of promotion will constitute declination of appointment. The officer's name will be administratively removed from the promotion list upon the effective date of retirement or discharge.

13. Feedback. Post-board interviews, as described in reference (d), enclosure (2), paragraph 4i, will be conducted from among those boards considering officers for promotion to the grades of O-4 through O-8.

14. Frocking. When applicable, frocking requests shall be submitted and processed per references (q) and (r).

15. Commissioned Officer Promotion Report. At the completion of a fiscal year's promotion cycle, the CNP and DC (M&RA) will provide for submission to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), via ASN (M&RA), the Commissioned Officer Promotion Report as prescribed in reference (c).

ALL-FULLY-QUALIFIED OFFICERS LIST SCREENING PROCESS

1. Background

a. Reference (a), sections 611(a) and 14101(a), authorize an AFQOL screening process to recommend eligible ADL and RASL officers in the grade of O-2 for promotion to the grade of O-3 in lieu of convening a PSB.

b. When the CNO or CMC determines that an AFQOL screening process is appropriate, the annual promotion plan will recommend that an AFQOL screening process be used in place of a regularly scheduled PSB to recommend officers who are fully qualified for promotion to the grade of O-3. An AFQOL screening process may be used once annually or as required based on the needs of the Navy or Marine Corps. If more than one AFQOL screening process is used, the packages should be titled sequentially as AFQOL #1, #2, #3, etc.

c. Upon the SECNAV's approval of the plan, the non-competitive process outlined in this enclosure, as supplemented by CNO- and CMC-approved procedures, will be used to recommend eligible, fully-qualified officers in the grade of O-2 for promotion to O-3.

d. When the AFQOL is approved by the President or designee (i.e., the PDUSD(P&R)), the AFQOL shall be treated as a promotion list.

2. Applicability. The procedures in this enclosure apply to the AFQOL screening process used by the Navy. If the CMC proposes the use of an AFQOL screening process in the annual plan, it shall be accompanied by Marine Corps AFQOL procedures for review and approval by the ASN (M&RA).

3. Policy. Inherent within the standard of being fully qualified for promotion to the grade of O-3 is that such officers meet the exemplary conduct requirements in reference (a), section 5947, and reference (b). Although reference (b) does not require an exemplary conduct certification for officers recommended for promotion to the grade of O-3 by an AFQOL (unlike those who are selected by a PSB), DON policy is that all officers who are promoted to the grade of O-3 will meet the exemplary conduct requirements.

4. Navy AFQOL Procedures. The CNP or designee will execute the following procedures:

a. Identify Eligible Officers. A list of eligible in-zone and above-zone officers will be compiled based on the eligibility zones approved by the SECNAV in the active-duty and Reserve officer promotion plans. The list of eligible officers must be forwarded with the AFQOL.

b. Record Screening. The official military records of all eligible officers will be screened to identify those officers who are fully qualified for promotion to the grade of O-3.

(1) Minimum requirements. The officer's most recent fitness report must have been submitted in compliance with Navy regulations, and marked at least "promotable."

(2) Additional requirements. The CNO may establish additional criteria, by regulation, for screening the records of eligible officers pursuant to a fully qualified standard.

c. Adverse Information Screening and Adverse Information Memorandum (AIM)

(1) The proposed AFQOL will be screened through existing databases (NAVIG, Equal Employment Opportunity, Equal Opportunity, and DCII) to identify any adverse or reportable information on any officer recommended for promotion. This review will comply with the requirements in reference (b), established DON guidance, and should use procedures consistent with those set forth in this instruction.

(2) Upon completion of the screening, an AIM will document the adverse or reportable information attributed to one or more individual officers and will be forwarded with the proposed AFQOL to the SECNAV for review.

(3) The CNO or designee will review the AIM and recommend to the SECNAV whether, in light of the adverse or reportable information, the officer remains qualified for promotion or whether further review of the adverse or reportable information is required such that the officer's name should be

withheld from the O-3 appointment scroll and ALNAV message. For those officers who are otherwise qualified for promotion, but whose adverse or reportable information gives cause to believe that the officer may not be mentally, physically, morally, or professionally qualified for promotion to the next higher grade, the CNO or designee may recommend withholding the officer's name from the appointment scroll and the ALNAV message.

(4) Per DoD policy established in reference (b), the name of any officer who is the subject of a pending or ongoing investigative, administrative, or disciplinary action will normally be withheld from the O-3 appointment scroll pending final adjudication.

(5) The SECNAV will make a final determination on recommendations to support an officer's promotion or withhold the officer's name from the appointment scroll.

(6) Action on officers whose names are withheld shall be processed under the procedures established in enclosure (8) of this instruction.

d. Routing. The CNP will forward the AFQOL and certification to the SECNAV via the CNO, the JAG for legal review, and ASN (M&RA), in accordance with the processing deadlines set forth in enclosure (10) of this instruction. The AFQOL package will be accompanied by all documents and information required by reference (b).

e. Review by SECNAV. The SECNAV or designee will determine whether the officers identified in the AFQOL are fully qualified for promotion to O-3 and are needed in the next higher grade to accomplish mission objectives, consistent with the requirements of reference (a), sections 624 and 14308.

f. AFQOL and Non-Select Lists. Following the SECNAV's review, the final list of officers identified as fully qualified for promotion to O-3 will be generated. This list will be known as the AFQOL. Additionally, a list of the remaining eligible officers who were identified as not qualified for promotion to O-3 will be produced. This list will be known as the non-select list.

g. Dissemination of Results. Upon final approval of the AFQOL by the PDUSD(P&R), the names of the officers identified for promotion will be published via an ALNAV message. Officers whose names have been withheld from the appointment scroll will be withheld from the ALNAV message, and those officers will receive individual notifications under procedures outlined in enclosure (8) of this instruction. The remaining administration of the promotion process, including promotion delay, removal, and monthly promotion via NAVADMIN, will be conducted in accordance with applicable law, regulations, and instructions, to include the requirements of enclosure (8) of this instruction.

h. Counseling. Officers who are screened for promotion but not included on an AFQOL are considered to have failed of selection and shall be permitted to request counseling as provided by enclosure (6), paragraph 10, of this instruction.

5. Failure of Selection. Those officers who twice fail of selection for promotion to the grade of O-3 by an AFQOL screening process will be separated or continued in accordance with applicable law, reference (j), and DON regulations. Officers who, as a result of twice failing of selection, are subject to mandatory discharge and will not be eligible for any subsequent AFQOL screening process or PSB, even if such discharge has been deferred under other provisions of law.

6. Frocking. When applicable, frocking to the rank of lieutenant will be in accordance with reference (r).

7. Supplemental AFQOL. If an eligible officer was not placed on an AFQOL due to an administrative error, then a supplemental AFQOL screening process may consider the eligible officer's record for promotion to the grade of O-3. If recommended for and appointed to the grade of O-3, the officer shall have the same effective date of rank, the same effective date for pay and allowances, and the same position on the ADL or RASL as if placed on the AFQOL that should have identified the officer as fully-qualified for promotion. Additionally, if the original AFQOL screening process assigned a failure of selection to that officer, and the officer was placed on a supplemental AFQOL, that officer's original failure of selection shall be cleared.

WITHHOLD, DELAY, AND REMOVAL ACTIONS

1. Background. Per reference (a), sections 624(d) and 14311, reference (b), and this instruction, promotion withhold and delay actions are two mechanisms to hold a Navy or Marine Corps officer's promotion to the next higher grade in abeyance until the resolution of adverse or reportable information.

a. Definitions. Enclosure (2), paragraphs 4 and 17, of this instruction define the terms "delay" and "withhold," respectively. Whether an action is considered a promotion delay or withhold depends on when the action occurs during the promotion process.

b. Adverse or Reportable Information. As a general matter, if there is a legal basis to execute a withhold or a delay action with respect to an officer's promotion, then there exists adverse or reportable information concerning that officer as defined by reference (b), enclosure (4). The mere existence of adverse or reportable information, however, does not mean that the officer will ultimately not be promoted. The withhold and delay actions outlined in this enclosure exist to ensure that the SECNAV recommends for promotion only those officers who are fully qualified for promotion to the next higher grade and meet the exemplary conduct requirement of reference (a), section 5947.

2. Legal Bases for Withhold and Delay Actions. Under applicable law and regulations, the legal bases to either withhold an officer's name from an appointment or nomination scroll, or delay an officer's promotion, are the same. Specifically, a withhold or a delay action may be conducted based on one or more of the following:

a. Sworn charges against the officer have been received by an officer exercising general court-martial jurisdiction over the officer and such charges have not been disposed of;

b. An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the officer;

c. A show cause board of inquiry has been convened under reference (a), chapter 60 or section 14902, and reference (ae) to review the officer's record;

d. A criminal proceeding in a Federal or State court is pending against the officer;

e. Substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the SECDEF, SECNAV, CNO or CMC, or their respective designees;

f. There is cause to believe that the officer has not met the requirement for exemplary conduct set forth in reference (a), section 5947;

g. There is cause to believe that the officer is mentally, physically, morally, or professionally unqualified to perform the duties of the grade for which he or she was selected for promotion; or

h. A Reserve officer to be appointed to a grade above the grade of O-2 has not been awarded a baccalaureate degree by a qualifying educational institution as required by reference (a), section 12205.

3. Processing Deadlines. Withhold and delay actions will comply with the processing deadlines in enclosure (11) of this instruction.

4. Withhold Actions

a. Authority. In accordance with reference (d), the SECDEF, SECNAV, or their designees have authority to withhold an officer's name from an appointment or nomination scroll.

(1) Per enclosures (6) and (7) of this instruction, the CNO and CMC, or their designees, will recommend to the SECNAV that an officer's name be withheld from the scroll on the basis of adverse or reportable information attributed to that officer.

(2) If the SECNAV approves the withhold action, then the officer's name is removed from the scroll and corresponding

ALNAV message but remains on the promotion list unless removed pursuant to reference (a), section 629 or 14310.

b. Timing

(1) Withhold of nomination. In the case of ADL officers selected for promotion to O-4 and above, or RASL officers selected for promotion to O-6 and above, a withhold may occur when adverse or reportable information becomes known to the DON before the Senate has given advice and consent to the officer's nomination. If, after a nomination reaches the Senate but before confirmation, the DON determines that it is appropriate to withhold the officer from the nomination scroll, the CNO or CMC shall immediately inform the SECNAV and follow the procedures in reference (b), enclosure (7), paragraph 2b.

(2) Withhold of appointment. In the case of ADL officers selected for promotion to O-3 and below, or RASL officers selected for promotion to O-5 and below, a withhold may occur when adverse or reportable information becomes known to the DON before the SECDEF has approved the officer's appointment.

c. Notification to Officer. As soon as practicable following release of the ALNAV message announcing the results of a PSB or AFQOL, the CNP, DC (M&RA), or their designees shall notify the officer of the basis for the withhold action and provide him or her with an opportunity to submit matters for consideration by the SECNAV. If there is an ongoing administrative, disciplinary, or civilian criminal action pending against the officer, then the officer may await the final disposition of such action before submitting a statement.

d. Promotion Eligibility Period. The 18-month promotion eligibility period, as defined in enclosure (2), may be extended by the SECDEF to a total period of 30 months. This promotion eligibility period is a significant staffing consideration in the case of an officer who is the subject of a withhold action and whose nomination requires the advice and consent of the Senate.

(1) When an ADL officer is nominated for promotion to the grade of O-4 or above, or a RASL officer is nominated for promotion to the grade of O-6 or above, the nomination must

receive the advice and consent of the Senate during the statutory "promotion eligibility period," otherwise the officer's name will be removed from the promotion list by operation of law.

(2) Per reference (a), section 629(c)(3), if the Senate is unable to obtain information necessary to give its advice and consent to an officer's appointment because that information is under the control of a department or agency of the Federal Government other than the DoD, then that officer is not subject to removal by operation of law upon the expiration of the promotion eligibility period.

(3) The CNP, DC (M&RA), or their designees will track the promotion eligibility periods for affected officers and route promotion eligibility period extension requests to the SECDEF via the SECNAV as required.

e. Processing Individual Promotion Actions After Withhold

(1) Following the notification of a withhold, the CNP, DC (M&RA), or their designees will process the officer's promotion action in accordance with the deadlines in enclosure (11). As a general rule, the individual promotion action should be delivered to the SECNAV no later than 12 months from the start of an officer's promotion eligibility period, if applicable, or no later than 12 months from the public release of the promotion results for those officers whose appointments are approved by the SECDEF without the advice and consent of the Senate.

(2) Some withhold actions involve ongoing investigative, administrative, disciplinary, or civilian criminal proceedings that must be completed or fully adjudicated before the individual promotion action may be processed. In other cases, the matter is already fully adjudicated upon notification to the officer and processing may begin immediately.

(3) When forwarding the individual promotion action, the CNP, DC (M&RA), or their designees will route the following documents to the SECNAV:

(a) A copy of the written notification to the officer;

(b) A signed and dated acknowledgment of the officer's receipt of the notification;

(c) The officer's written statement to the SECNAV in response to the withhold action. If the officer declines to make a statement, the officer shall submit a signed document to that effect. If the officer refuses to sign a declination, or if reasonable efforts to contact the officer to obtain a statement or declination have failed, then documentation should be forwarded to that effect.

(d) A forwarding memorandum containing the recommendation of the CNO, CMC, or their designees with respect to the officer's promotion. If there is adverse or reportable information concerning the officer, the forwarding memorandum must address the information in accordance with paragraph 6 or 7 of this enclosure, as applicable.

(e) An appointment or nomination scroll, as required by reference (b), if the chain of command recommends the officer for promotion.

f. Action by SECNAV. Upon receipt of the individual promotion action, the SECNAV may either support the officer's promotion by forwarding his or her recommendation to the SECDEF and, if required, the President, together with all documents required by reference (b); remove the officer's name from an O-6 or below promotion list; or recommend the President's removal of the officer's name from an O-7 or O-8 promotion list. Procedures for removal actions are addressed in paragraph 9 of this enclosure.

5. Delay Actions

a. Authority. The CNP and DC (M&RA), or their designees, and a member's commander or commanding officer (CO), have delegated authority to delay the appointment of an officer selected for promotion under any of the bases set forth in paragraph 2 of this enclosure.

b. Notification to Officer. The CNP or DC (M&RA), or their designees, and commanders and COs, shall initiate delay by written notification to the officer that explains the basis for the delay. Notification of delay should occur prior to the

member's effective date of promotion (as published in the NAVADMIN or MARADMIN), unless it is impracticable to give written notification before that date, in which case written notification will be given as soon as practicable thereafter. If delivering written notification prior to the effective date of promotion is impracticable, then verbal notification may be provided and followed up with written notification. Written notification is considered effective upon the date the correspondence is forwarded to the officer, regardless of the date of receipt.

c. Limitations on Delay. Per reference (a), sections 624 and 14311, the appointment of an officer selected for promotion may not be delayed for more than six months after the date on which the officer would otherwise have been appointed, unless the SECNAV, or designee, specifies a further period of delay.

(1) Ratification and 12-Month Extension. The CNP and DC (M&RA), or their designees, will approve requests, with supporting rationale, for any ratification and 12-month extension of an officer's promotion delay. Such requests should normally be approved prior to the expiration of the initial six-month period of delay, but delay may be ratified and extended after the initial six-month period provided that the request is approved within the statutory 18-month delay limit under reference (a), section 624(d)(4) or 14311(d).

(2) Maximum Length of Delay. An officer's promotion may not be delayed more than the later of: 90 calendar days after final action has been taken in any criminal case against the officer in a Federal or State court; 90 calendar days after final action has been taken in any court-martial against the officer; or, 18 months after the date on which the officer would otherwise have been appointed.

d. Processing Individual Promotion Actions After Delay.

(1) Following the notification of a delay, the CNP, DC (M&RA), or their designees will process the officer's promotion action in accordance with the deadlines in enclosure (11). As a general rule, the individual promotion action should be delivered to the SECNAV no later than 12 months from the public release of the promotion results.

(2) Like withhold actions, there are delay actions that involve ongoing investigative, administrative, disciplinary, or judicial proceedings that must be completed and fully adjudicated before the individual promotion action may be processed. In other cases, the matter is already fully adjudicated upon notification to the officer, and processing of the promotion action may begin immediately.

(3) When forwarding the individual promotion action, the CNP, DC (M&RA), or their designees will route the following documents to the SECNAV:

(a) A copy of the written notification to the officer. If written notification was not given to the officer before the effective date of the promotion, an explanation as to why it was impractical to do so will be submitted;

(b) A signed and dated acknowledgment of the officer's receipt of the notification.

(c) The officer's written statement to the SECNAV in response to the delay action. If the officer declines to make a statement, the officer shall submit a signed document to that effect. If the officer refuses to sign a declination, or if reasonable efforts to contact the officer to obtain a statement or declination have failed, then documentation should be forwarded to that effect.

(d) A forwarding memorandum containing the recommendation of the CNO, CMC, or their designees with respect to the officer's promotion. If there is adverse or reportable information concerning the officer, the forwarding memorandum must address the information in accordance with paragraph 6 or 7 of this enclosure, as applicable.

e. Action by SECNAV. Upon receipt of the individual promotion action, the SECNAV may either support the officer's promotion by terminating the delay; remove the officer's name from an O-6 and below promotion list; or recommend the President's removal of the officer's name from an O-7 or O-8 promotion list. Procedures for removal actions are addressed in paragraph 9 of this enclosure.

6. Reporting Adverse or Reportable Information for O-6 and Below Actions

a. When the CNO or CMC attributes adverse or reportable information to an officer who is recommended for promotion to the grade of O-6 and below, the memorandum to the SECNAV will include:

(1) Detailed information concerning the adverse or reportable information;

(2) An affirmative statement regarding the officer's judgment with respect to the specific information;

(3) The specific rationale for support or non-support of the officer's promotion as it applies to the adverse or reportable information;

(4) If promotion is recommended, an explanation of how the officer meets the requirement of exemplary conduct set forth in reference (a), section 5947;

(5) A summary in those instances when an allegation is ongoing (e.g., Equal Employment Opportunity complaint or potential Anti-Deficiency Act violation), and it is likely to take months or years to resolve. The CNO or CMC will include the particulars of the complaint, the results of any completed reviews and final decisions, the status of the pending actions and the expected length of time to resolve, and the impact if the nomination is not forwarded;

(6) A complete unredacted copy of the report of investigation.

b. Typically, the DON does not report adverse or reportable information to the SECDEF, President, and Senate for nominations and appointments to the grades of O-6 and below unless, in the SECNAV's judgment, such action is appropriate in a specific case pursuant to the following guidelines.

(1) In extraordinary cases, where adverse or reportable information has received significant media attention or when the SASC brings information to the attention of the DoD or DON, the

SECNAV will report such matters in the nomination or appointment packages as provided in reference (b), enclosure (6).

(2) In other extraordinary cases, the SECNAV has the discretion to report adverse or reportable information as part of the nomination or appointment packages as provided in reference (b), enclosure (6), even if there is not a requirement to do so.

(3) In those instances where the adverse information that is to be reported to OSD has not been reviewed by a PSB that considered the officer's record and selected the officer for promotion, or was not screened prior to the inclusion of the officer's name on an AFQOL, then the adverse information and the officer's comments will be provided to a PRB or, if the officer was removed from a previous promotion list, the information will be provided to the next PSB or AFQOL screening process prior to submission of the nomination or appointment package to OSD. In all other instances, the SECNAV need not conduct a PRB unless, in the SECNAV's judgment, such action is appropriate in a specific case.

c. When the SECNAV submits adverse information or reportable information attributed to an officer to the SECDEF, the SECNAV's memorandum will include the detailed information set forth in reference (b), enclosure (6), paragraph 2a(3).

7. Reporting Adverse or Reportable Information for O-7 and O-8 Nominations

a. In accordance with reference (b), the DON must report adverse or reportable information to the SECDEF, President, and Senate for O-7 and O-8 nominations.

b. Per reference (b), enclosure (5), when adverse information has not been reviewed by an officer's PSB to O-7 or O-8, the adverse information and the officer's comments will be provided to a PRB or, if the officer was removed from a previous board, the information will be provided to the next PSB prior to submission of the nomination package.

(1) The PRB reviews the adverse information and the officer's statement and provides the SECNAV with a recommendation of whether the officer remains fully qualified

for promotion to meet the needs of the Navy or Marine Corps. The PRB recommendation informs, but does not control, the SECNAV's determination of the officer's suitability for promotion to the next higher grade.

(2) Reference (x) contains detailed procedural guidance for PRBs.

c. When the CNO or CMC attributes adverse or reportable information to an officer who was selected for promotion to the grade of O-7 or O-8, the memorandum to the SECNAV will include the information in paragraphs 6a(1) through 6a(6) of this enclosure, and will be accompanied by an AIS or RIS in accordance with reference (b), enclosure (4), paragraph 2.

8. Promotion Following Withhold or Delay

a. If, following a withhold or delay, the SECNAV determines that an officer should be promoted, then the officer shall, upon promotion to the next higher grade, have the same date of rank, the same effective date for pay and allowances of the grade to which promoted, and the same position on the ADL or RASL as he or she would have had if no withhold or delay had occurred, except as provided in paragraph 8b of this enclosure.

b. If the SECNAV determines that the officer was unqualified for promotion for any part of the period of withhold or delay, the date of rank, effective date for pay and allowances, and position on the ADL or RASL may be adjusted accordingly.

c. When recommending an adjusted date of rank, the CNO or CMC, or designee, will state why the officer is considered unqualified for the period prior to the date of the adjusted date of rank. This justification should reasonably relate to the basis for which the officer was delayed.

9. Removal from the Promotion List. Reference (a), sections 629 and 14301, provide the statutory authority to remove an officer's name from the promotion list. An officer whose name is removed from the promotion list incurs a failure of selection.

a. Removal by SECNAV. In accordance with reference (d), the SECNAV is delegated the authority to remove an officer's name from an O-6 and below promotion list. The SECNAV will act on requests submitted by the CNO, CMC, or their designees in accordance with paragraphs 4 and 5 of this enclosure. The forwarding memorandum containing the chain of command's recommendation must describe the reasons why the SECNAV should approve the removal action. The SECNAV will carefully consider the statement of the officer being recommended for removal.

b. Removal by the President. Only the President is authorized to remove an officer's name from an O-7 or O-8 promotion list. In accordance with paragraph 7, the CNO and CMC will submit requests to the President, via the SECNAV and SECDEF, for removal of an officer's name from an O-7 or O-8 promotion list. The forwarding memorandum must describe the reasons why the President should approve the removal action. The SECNAV will carefully consider the statement of the officer being recommended for removal.

c. Removal Request Following Withhold or Delay. If, at any time following a withhold or delay, it is determined that removal from the promotion list is appropriate, then a removal action may be initiated. During the removal action process, requests for ratification and extension of delay as provided in paragraph 5c(1) of this enclosure shall be submitted and approved as necessary until the officer's name is removed from the promotion list.

d. Removal Due to Senate Not Giving Advice and Consent. If, after consideration of a list of officers approved for promotion by the President for which appointment is required to be made by and with the advice and consent of the Senate, the Senate does not give its advice and consent to the appointment of an officer whose name is on the list, that officer's name shall be removed from the promotion list.

e. Removal after 18 months. When an ADL officer is nominated for promotion to the grade of O-4 or above, or a RASL officer is nominated for promotion to the grade of O-6 or above, the nomination must receive the advice and consent of the Senate during the statutory promotion eligibility period, otherwise the officer's name will be removed from the promotion list by

operation of law. Paragraph 4d of this enclosure contains additional guidance on promotion eligibility periods.

f. Administrative Removal. For any officer on the ADL or RASL who, before being promoted, is discharged, dropped from the rolls, or transferred to a retired status after having been recommended for promotion to the next higher grade, the officer's name shall be administratively removed from the promotion list.

g. Notification of Removal. If an officer's name is removed from the promotion list, the CNP or DC (M&RA), as appropriate, shall notify that officer in writing of the removal from the promotion list and of the resulting effect on the officer's promotion status.

10. Eligibility of Officers Removed from Promotion List

a. An officer whose name is removed from a promotion list, regardless of whether the officer was selected below, in, or above the promotion zone, shall be considered for all purposes to have failed of selection for promotion and will continue to be eligible for consideration for promotion, except as identified in paragraph 10b of this enclosure. If an officer is recommended for promotion by the next PSB convened for that officer's grade and competitive category and the officer is promoted, the SECNAV may, under reference (a), section 1552, upon such promotion, grant the officer the same date of rank, the same effective date for pay and allowances for the grade to which promoted, and the same position on the ADL or RASL as the officer would have had if the officer's name had not been removed from the first promotion list.

b. If an officer on the ADL, whose name was removed from a promotion list to the grade of O-3, is not recommended for promotion by the next PSB or AFQOL screening process convened for the officer's grade and competitive category, or if the officer's name is again removed from the list of officers recommended for promotion to the grade of O-3, the officer shall be ineligible for further consideration for promotion.

POSTHUMOUS COMMISSIONS

1. Purpose. Reference (a), section 1521, provides the authority of the President to issue posthumous commissions.
2. Authority. In Executive Order 13358 of September 28, 2004, the President delegated authority under reference (a), section 1521(a), to the SECDEF. By SECDEF memorandum of November 17, 2008, as reflected in reference (b), the SECNAV has been delegated authority to issue posthumous commissions on behalf of the President and SECDEF. This authority may not be further delegated.

3. Procedures

- a. The SECNAV may issue an appropriate commission in the name of a member of the Armed Forces who, after September 8, 1939:

- (1) was appointed to a commissioned grade but was unable to accept the appointment because of death;

- (2) successfully completed the course at an officers' training school and was recommended for appointment to a commissioned grade by the commanding officer or officer in charge of the school but was unable to accept the appointment because of death; or

- (3) was officially recommended for appointment or promotion to a commissioned grade but was unable to accept the appointment or promotion because of death.

- b. The effective date of commission issued under this enclosure shall be the date of the appointment, recommendation, or official recommendation, as applicable. The member's name shall be carried on Navy or Marine Corps records as if the member had served in the grade, and staff corps if applicable, in which posthumously commissioned, from the established effective date to the date of the member's death.

- c. When issuing a posthumous commission under this enclosure, the SECNAV must certify that, at the time of the member's death, the member was qualified for appointment to the higher grade. Accordingly, the CNO, CMC, or their designees

will submit a forwarding memorandum to the SECNAV that contains this certification.

d. No person is entitled to any bonus, gratuity, pay, or allowances by virtue of a posthumous commission.

e. When a Service member on active-duty or in an active status dies and is eligible to receive a posthumous commission, the family of the deceased member may request, through appropriate channels, that the SECNAV issue a posthumous commission expeditiously in order to permit the deceased member to receive appropriate military honors and ceremonies during the funeral service. In such case, the CNO or CMC will process the member's posthumous commission package immediately following the member's death and keep the SECNAV informed of the family's request and the date of the funeral service, if any.

PROCESSING DEADLINES FOR PROMOTION PLANS AND PROMOTION SELECTION BOARD PACKAGES

C = Convening Date ("C-50" means 50 calendar days prior to the convening date)

A = Adjournment Date ("A+30" means 30 calendar days after the adjournment date)

| Table 1 - USN and USNR | | | | | | |
|------------------------|------------------------|---|------------------------------|------------------------|----------------|---------------|
| Action Office | Plans | USN/R Core Precept/ Conv Order Template | USN/R Precepts / Conv Orders | USN/R O-6 & Below ROPs | USNR Flag ROPs | USN Flag ROPs |
| CNP | N/A (generated at CNP) | N/A (generated at CNP) | C-50 | A+23 | A+18 | A+9 |
| OJAG Code 13 /JAG | C-65 | C-94 | C-40 | A+33 | A+28 | A+18 |
| CNO | C-50 | C-79 | C-25 | A+48 | A+43 | A+33 |
| SECNAV | C-45 | C-69 | C-20 | A+55 | A+50 | A+40 |
| OSD | N/A | N/A | N/A | A+75 | A+60 | A+60 |
| SASC/HASC | N/A | N/A | N/A | A+100 | A+100 | A+100 |

| Table 2 - USMC and USMCR | | | | | |
|--------------------------|-------|------------------------------|-------------------------|---------------|--------------|
| Action Office | Plans | USMC/R Precepts/ Conv Orders | USMC/R O-6 & Below ROPs | USMCR GO ROPs | USMC GO ROPs |
| CMC | C-70 | C-45 | A+30 | A+25 | A+15 |
| OJAG Code 13 /JAG | C-60 | C-35 | A+40 | A+35 | A+25 |
| SECNAV | C-45 | C-20 | A+55 | A+50 | A+40 |
| OSD | N/A | N/A | A+75 | A+60 | A+60 |
| SASC/HASC | N/A | N/A | A+100 | A+100 | A+100 |

NOTES

1. The computations in the above tables represent the date the promotion plan or specified PSB package is due to an office.
2. All days are calendar days.
3. If the due date falls on a weekend or holiday, then the package is due to the cognizant office by close of business on the work day immediately preceding the weekend or holiday.
4. If a subordinate office cannot meet the established deadline, then that office will inform the succeeding offices and coordinate all new due dates up to, and including, the Office of the Secretary of the Navy.
5. Offices will be mindful that the travel schedules of the principals, particularly those of the CNO, CMC, and SECNAV, may impact the processing deadlines for some packages. Communication up and down the chain of command is essential to timely delivery of packages for the SECNAV's review and signature.

PROCESSING DEADLINES FOR INDIVIDUAL PROMOTION ACTIONS

B = Baseline Date ("B + 90 means 90 calendar days after the baseline date)

| Table 1 Adverse or Reportable Information Fully Adjudicated Upon Notification of the Withhold/Delay to the Officer | | |
|---|----------|---|
| Action Office | Deadline | Processing Action |
| CNP / DC (M&RA) | B + 90 | Complete review, forward to Code 13 |
| OJAG Code 13/JAG | B + 120 | Complete review, forward to CNO or CMC |
| CNO/CMC | B + 150 | Complete review, forward to SECNAV |
| SECNAV | B + 180 | Take final action or forward the appointment, nomination, or removal package to OSD |

Notes

1. For purposes of Table 1, there are three possible baseline dates depending on the type of initial action (withhold versus delay) and whether the officer's promotion requires a nomination or an appointment.

- Withhold action with nomination requiring Senate advice and consent: B = First day of the officer's promotion eligibility period
- Withhold action with appointment requiring SECDEF approval: B = Date of the ALNAV message releasing the promotion results
- Any delay action: B = Date of the ALNAV message releasing the promotion results or the date of the notification of the delay, whichever is later

2. Even if the recommended decision is removal of the officer's name from the promotion list, one of the three baselines dates

in Note 1 will be assigned, as applicable.

| <p style="text-align: center;"><u>Table 2</u></p> <p style="text-align: center;">Matter Not Fully Adjudicated Upon Notification of the Withhold/Delay to the Officer</p> | | |
|--|----------|---|
| Action Office | Deadline | Processing Action |
| CNP / DC (M&RA) | B + 90 | Complete review, forward to OJAG Code 13 |
| OJAG Code 13/JAG | B + 120 | Complete review, forward to CNO or CMC |
| CNO/CMC | B + 150 | Complete review, forward to SECNAV |
| SECNAV | B + 180 | Take final action or forward the appointment, nomination, or removal package to OSD |

Notes

1. As a general rule, an individual promotion action will not be processed until the underlying matter that was the basis for the withhold or delay action is fully adjudicated. See enclosure (8), paragraphs 4e and 5d for additional guidance.

2. For purposes of Table 2, the baseline date is the date when the Navy or Marine Corps receives documentation of the fully adjudicated matter from the cognizant disposition authority (e.g., the NAVIG or general court-martial convening authority). Typically, the disposition authority will forward such documentation to Navy Personnel Command (NPC) or Headquarters Marine Corps (HQMC) in accordance with service regulations. Accordingly, NPC and HQMC will assign the baseline date based on the foregoing guidance.