



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1401.5B  
PERS-80  
10 Sep 2014

BUPERS INSTRUCTION 1401.5B

From: Chief of Naval Personnel

Subj: SUPPLEMENTAL GUIDANCE FOR U.S. NAVY SELECTION BOARDS

Ref: (a) 10 U.S.C.  
(b) DoD Instruction 1320.14 of 11 December 2013  
(c) SECNAVINST 1401.3A  
(d) SECNAVINST 1420.1B

Encl: (1) Selection Board Rules of Engagement

1. Purpose. To provide additional guidance for both statutory and administrative selection boards sponsored and or conducted by Navy Personnel Command (NAVPERSCOM).

2. Cancellation. BUPERSINST 1401.5A.

3. Definitions. For purposes of this instruction, the following definitions apply:

a. Statutory Selection Board. A selection board established by reference (a) and governed by references (b) and (c). Examples of statutory selection boards include boards for promotion, special selection, temporary promotion, continuation, and selective early retirement.

b. Administrative Selection Board. A selection board established by order of Commander, Navy Personnel Command (COMNAVPERSCOM) or higher authority. Examples of administrative selection boards include senior enlisted selection boards, screening boards for command or other leadership positions, selection for non-statutory in-service procurement opportunities, scholarship or other degree programs, and duty under instruction positions.

c. The use of "officer" shall include chief petty officers when applied to senior enlisted selection boards.

d. Unless otherwise noted, the term member shall apply to selection board members and recorders.

e. The term board recorder refers to the former title of "senior recorder" or "head recorder". Assistant recorder will refer to all recorders other than the board recorder. Recorders refer to both the board recorder and assistant recorders as a group.

#### 4. Administrative Selection Board Policy

a. Administrative selection boards shall conform to the policies and format for statutory selection boards per references (a), (b), and (c) to the maximum extent possible. Because there are basic differences in their creation, purpose, and make-up, additional guidance is provided herein. Unless expressly indicated within the specific board's precept/ convening order, all policies herein shall apply equally to statutory and administrative selection boards.

b. COMNAVPERSCOM approves the board schedule. Formal requests for additions to the approved board schedule must be routed to NAVPERSCOM, Career Progression Division (PERS-80).

c. The following criteria should be used for establishing or determining the validity of an administrative selection board:

(1) The board should be a competitive process;

(2) The board should screen eligibles to valid milestones or programs;

(3) The board should not be used as a screen for other boards. The board should not be used to select a group of eligibles from which actual selects will be chosen at another board or via another process; and

(4) The board should have a reasonable number of eligibles and selects. Due to the amount of cost and resources required for a selection board, serious consideration should be given to any board containing less than 30 eligibles.

#### 5. Membership

a. Board Membership is Primary Duty. Board members are personally appointed to the selection board by Secretary of the

Navy (SECNAV) or other convening authority and work directly for that authority under oath. During the board process, all other duties of assigned members are secondary to their board duties.

b. Removal from Board

(1) Acceptable medical reasons for pre-board removal are: Imminent death or hospitalization of a board member's immediate family member or hospitalization or convalescence of the actual board member. If at any time members request relief from duty due to a belief they cannot perform their duties without prejudice or partiality, such requests will be honored. Operational commitments are not normally a valid reason for removal.

(2) If a board member or their current command requests the members removal from a board prior to convening for any non-medical reason not directly specified above, a formal request must be made by the first flag officer, or civilian equivalent, in their chain of command to COMNAVPERSCOM, routed through NAVPERSCOM, Board Membership Branch (PERS-805).

(3) Once the board convenes, board member removal will be at the discretion of the convening authority.

c. Prior Membership. An officer may not be a voting member of two successive selection boards to consider officers of the same competitive category and grade. A voting member of a selection board which was disbanded or its recommendations set aside is also prohibited from sitting on either the superseding selection board or the successive selection board.

d. Military Spouse or Relative. Officers may not be members of a board that is considering their spouse or other immediate relative. Immediate relative shall include any relationship by blood, marriage, adoption, or blended family up to the fourth degree of kinship (first cousin). Additionally, spouses shall not serve on the same board in any capacity.

e. Other Relationships. Selection board members are expected to recognize that certain personal relationships, other than kinship, with an eligible under consideration, while not disqualifying, may affect the perceived integrity of the board. Such situations may include: fiancée, significant other or

other intimate state, ex-family member, business relationship, or accuser/accused in legal proceedings. Professional relationships or friendships shall not normally be considered such a relationship. In these cases, the board member shall advise the president, board recorder, or board sponsor of the relationship and take such action as will protect the integrity of the board process, up to and including requesting relief from board duties.

f. Investigations or Charges Pending. Any officer who has a recent detachment for cause or punitive Field Code-17, unresolved improper conduct charges, or is the subject of an ongoing Judge Advocate General Manual or similar investigation shall not be nominated for selection board duty. "Recent" is considered to be since the officer's last selection for promotion or screening for a competitive position or program by a selection board.

g. Physical Fitness Assessment (PFA) Standards. Any officer who has failed the most recent PFA cycle is not eligible to serve as a member for any selection board until a score of "passed" or "body composition assessment (BCA) pass" is obtained. An officer who fails a PFA cycle and then is granted a medical waiver for the subsequent and most recent cycle is still ineligible for selection board membership until a score of "passed" or "BCA passed" is obtained. Any officer who was medically waived for the most recent PFA cycle and has passed the PFA prior to the waiver is still eligible for board duty.

h. Flag Aides. Flag aides shall not serve on a selection board in any capacity if their flag officer is a voting member of that board. Additionally, flag aides should not serve on any concurrent boards while their flag officer is participating in selection board duty.

i. Officers Pending Retirement. Officers with approved retirement or who are within 1 year of statutory retirement shall not be nominated for board duty. COMNAVPERSCOM normally

will not grant membership waivers for these officers, even if an officer serves in a small competitive category.

j. Detailers/Placement Officers. In addition to the restrictions concerning detailer participation on selection

boards set forth in reference (c), the following rules shall be applied:

(1) Detailers shall not serve as board recorders on statutory selection boards.

(2) Detailers may serve as assistant recorders on statutory selection boards in exigent circumstances in cases where they do not detail the eligibles under consideration.

(3) The same rules governing detailer participation on selection boards set forth in reference (c) and this instruction shall be applied to placement officers.

k. Community Managers

(1) Officers who are involved in duties related to officer community management shall not serve as voting members on officer statutory boards. They may serve as assistant recorders in exigent circumstances in cases where they are not involved in community management functions for eligibles under consideration. They may serve on enlisted selection boards on a case-by-case basis as appropriate.

(2) Officers who are involved in duties related to enlisted community management shall not serve on enlisted selection boards in any capacity. These officers may serve on officer selection boards on a case by case basis as appropriate.

(3) Enlisted personnel involved in duties related to enlisted community management may serve on enlisted selection boards in exigent circumstances only.

1. NAVPERSCOM Personnel. Personnel assigned to NAVPERSCOM, Career Management Department (PERS-4) and its subordinate codes shall not serve on selection boards as voting members. Personnel assigned to NAVPERSCOM (PERS-4) and its subordinate codes who are not directly involved in duties related to detailing may serve on selection boards in exigent circumstances and as appropriate.

m. "Banked" Officers (Administrative Selection Boards only). Officers who have screened for a specific position or qualification, e.g., major command, but yet to serve in such

position are considered being in the "bank," i.e., remain eligible for future orders. "Banked" officers shall not serve as voting members on the same administrative selection board which is to rescreen/descreen the "bank" members. Recorders and other board assistants who are in the "bank" may participate in the overall board provided they are absent from the voting tank during confirmation of the "bank." Under no circumstance shall officers be present in the voting tank when their records are reviewed.

n. Enlisted Advancement Selection Board Membership.

Typically five enlisted advancement selection boards are conducted every year, the Active E-9, E-8, and E-7, and the Selected Reserve (SELRES)/Full-Time Support (FTS) combined E-9 and E-8, and E-7 advancement selection boards. Board membership consists of both officer and enlisted voting members and enlisted recorders.

(1) The president of an active enlisted advancement selection board shall be an Active Component (AC) unrestricted line (URL) captain. The president of a SELRES/FTS enlisted advancement selection board shall be a Reserve Component (RC) captain. The president of a SELRES/FTS enlisted advancement selection board should rotate annually between SELRES and FTS.

(2) Enlisted advancement selection board panel heads should be commanders, but lieutenant commanders may be utilized at the discretion of NAVPERSCOM (PERS-80). Active enlisted advancement selection board panel heads shall be AC officers, but FTS officers may be utilized in exigent circumstances. SELRES/FTS enlisted advancement selection board panel heads shall be RC officers, but AC officers may be utilized in exigent circumstances.

(3) Enlisted advancement selection board voting members are generally master chief petty officers (MCPOs). Frocked MCPOs may also serve as voting members on any enlisted advancement selection board. If a fleet master chief (FLTCM) or force master chief (FORCM) is serving on an enlisted advancement selection board, he or she shall serve as an advisor to the board president and a voting member of each tank group.

(4) Senior chief petty officers (SCPOs) may serve as voting members on E-7 advancement selection boards. They may serve as recorders on the E-9 or E-8 advancement selection

boards, if not eligible. Chief petty officers (CPOs) and frocked CPOs may serve as recorders on any enlisted advancement selection board, if not eligible. Petty officers (E-6 and below) may not serve in any capacity on any enlisted advancement selection board.

(5) AC enlisted members may serve on SELRES/FTS enlisted advancement selection boards, and RC enlisted members may serve on AC enlisted advancement selection boards.

(6) Enlisted personnel interested in serving on enlisted advancement selection boards shall utilize NAVPERS 1400/2 Enlisted Selection Board Member/Recorder Application.

o. Special Enlisted Advancement Selection Board Membership.

A special enlisted advancement selection board may be granted under the same guidelines in reference (c). To the maximum extent possible, special enlisted advancement selection boards should be conducted during a regularly scheduled enlisted advancement selection board. Special enlisted advancement selection board membership shall consist of both officer and enlisted voting members and enlisted recorders. The membership shall consist of the following:

(1) The president of the concurrent regularly scheduled enlisted advancement selection board.

(2) The officer panel head of the rate specific panel.

(3) The enlisted panel members, both AC and RC as appropriate, of the rate specific panel. To the maximum extent possible, a matching rate and component (AC, SELRES, or FTS) enlisted member should be included in the special enlisted advancement membership.

(4) The board recorder and assistant recorder assigned to the rate specific panel.

(5) If the special enlisted advancement selection board is not being conducted concurrently with a regularly scheduled enlisted advancement selection board, the membership shall consist of the following:

(a) A minimum of five members.

(b) The president shall comply with paragraph 5n(1) of this instruction.

(c) The remaining members shall be enlisted members, with at least one rate and component (AC, SELRES, or FTS) match for each eligible being considered. The enlisted member's minimum rate shall comply with paragraph 5n of this instruction.

(d) One board recorder and one or more assistant recorders, as required, E-7 and above.

p. Senior Enlisted Continuation Board (SECB) Membership. Eligibility and membership requirements are established by the convening NAVADMIN. The membership generally consists of the following:

(1) An URL captain or above president.

(2) An AC FLTCM and an RC FORCM, along with the president, shall comprise the core membership. Due to force structure, repeats among the core FLTCM and FORCMs are authorized.

(3) A minimum of one commander or above panel head for each board panel.

(4) A minimum of three enlisted members which should be comprised of only MCPOs holding the 9579 or 9580 Navy enlisted classification (NEC), including FORCMs or FLTCMs if available, for each panel.

(5) If the SECB is considering RC (SELRES or FTS) eligibles, then at least one member on each panel (either officer or enlisted) shall represent the same component.

(6) A non-eligible board recorder and one non-eligible assistant recorder for each panel, E-7 and above.

(7) Enlisted personnel interested in serving on an SECB shall utilize NAVPERS 1400/2.

q. Special Senior Enlisted Continuation Board Membership. A special senior enlisted continuation board may be granted under the same guidelines in reference (c). To the maximum extent possible, special SECBs should be conducted during a

regularly scheduled enlisted selection board. The membership of the special SECB should comply with the requirements of the convening NAVADMIN. The membership generally consists of the following:

- (1) A minimum of five members.
- (2) An URL captain or above president.
- (3) A minimum of one commander or above panel head.
- (4) A minimum of three enlisted members which should be comprised of only MCPOs holding the 9579 or 9580 NEC, including FORCM or FLTCMs, if available.
- (5) If the SECB is considering RC (SELRES or FTS) eligibles, then at least one member (either officer or enlisted) shall represent the same component.
- (6) A non-eligible board recorder and one or more non-eligible assistant recorders, as required, E-7 and above.

## 6. Selection Board Sponsors and Recorders

### a. Board Sponsor Roles and Responsibilities

(1) Serves as the primary advisor to the board president and board recorder for statutory and administrative boards to guide board execution in accordance with applicable laws, instructions, and convening authority approved guidance.

(2) Maintains a running dialog with the board president on all matters pertaining to the board and its progress.

(3) Provides the list of eligibles for consideration to the selection board per the approved promotion zone or selection board convening message or order, using the Officer and Enlisted Board System.

(4) Ensures, in conjunction with board recorder, that eligible summary records are amended to identify, as required, joint service and qualifications, acquisition professional qualifications, field code 17/38 information flags, and others as identified by the applicable administrative brief.

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(5) Acts as a liaison between the board president and the convening authority to resolve board related questions concerning governing documentation (precept, convening order, eligible records, etc.) as furnished to the board.

(6) Provides training using the appropriate administrative brief, precept, and convening order(s) for the board president and board members in conjunction with the assigned NAVPERSCOM, Personnel Information Management Department (PERS-3) selection board system operator(s) (SBSO) at board convening. Provides training, in conjunction with SBSOs, and direction for the board recorders as part of pre-convening board preparations.

(7) Ensures that all documentation required by the precept/convening order is forwarded as part of the record of proceedings of the selection board. Board sponsors shall ensure all required signatures are provided by the board president and members prior to board adjournment.

(8) Acts as a liaison between the board president(s) and convening authority to support "board call-outs" as scheduled by the respective chains of command.

b. Board Recorder Roles and Responsibilities

(1) Reviews eligible officer and or enlisted records prior to the board convening to ensure accurate information is available.

(2) Assists the board president in ensuring all board actions are in accordance with law, instruction, the precept, and the convening order in accordance with reference (b).

(3) Provides an official record of the board deliberations, in accordance with reference (b), through the use of a "recorder notebook."

(4) Supports the selection board president with any and all administrative requirements.

(5) Must be present during all board deliberations, in accordance with reference (b), to certify fair and impartial proceedings of the board and integrity of the board process.

7. Procedural Guidance

a. Confidentiality. No member or administrative staff of a selection board shall disclose the proceedings, deliberations, or recommendations of a selection board, unless expressly authorized or required by the convening authority or higher authority. For members, such confidentiality begins from the time they are officially notified of membership. After notification, the only non-NAVPERSCOM personnel who should know of the membership are the member, the member's commanding officer (CO) or reporting senior and command master chief (CMC) (enlisted personnel only). You may divulge only the location and dates of travel to an individual designated by your CO/reporting senior for coordinating your travel. Communications with NAVPERSCOM, Selection Board Support Division (PERS-35), NAVPERSCOM (PERS-805), or communication initiated by the board sponsor and the board recorder prior to the board convening is authorized. Communications with any other outside parties prior to the board convening regarding selection board duty are prohibited. Particularly, members may not visit or communicate with detailers, placement officers, community managers, or eligibles immediately prior to or during the proceedings. After the board report is approved, only the recommendations of the board may be disclosed. Enclosure (1), outlining the requirements for confidentiality, shall be provided to members by NAVPERSCOM, Executive Services Branch (PERS-351) with their official notification.

b. Handling of Membership List. Prior to the convening of a selection board, the identity of the selection board's membership (to include recorders) is sensitive and shall be disseminated on a need to know basis only. The list shall be confined to cognizant administrative support staff processing that specific board. Neither the board president or other board members, nor the general public shall know the composition of a board membership prior to the board's convening date. Upon the convening of the board, NAVPERSCOM, Career Progression Department (PERS-8) may release the identity of the selection board's membership to the public.

c. Authorized Personnel in Selection Board Spaces. Only those personnel listed on applicable precepts/convening orders are allowed in the selection board record review/prep room or a voting tank in Wood Hall while a board is in session. Flag

aides for admirals and vice admirals (O10 and O9 officers), due to the need for connectivity, are permitted in the break area, phone bank, and or flag suite at Wood Hall (Building 769). In no case is a flag aide permitted in the record review/prep room or a voting tank.

d. Eligibility for Concurrent Board. Board personnel who are eligible for selection by another selection board being held concurrently in Wood Hall shall avoid the record review/prep rooms and voting tank of the concurrent board and shall refrain from contact with the personnel of the concurrent board.

e. Cellular Telephones and Other Devices. Cellular telephones, blackberries, personal laptop computers, and other personal communications devices are prohibited in the board spaces and board common areas. These areas consist of the board prep/review rooms, voting tanks, adjoining passageways, lounge area, and administrative support spaces. Public telephones are available in Wood Hall and messages to board personnel may be received by the board customer service desk at (901) 874-3225/ DSN 882. NAVPERSCOM computer support personnel are exempt from these restrictions because their phones serve as troubleshooting communication devices.

f. Travel and Business Rules. COMNAVPERSCOM will fund travel orders for members only. Other administrative personnel will not be funded by COMNAVPERSCOM; they must be funded by the sponsoring community if their presence is desired. Recorders will only be funded for continental United States travel. COMNAVPERSCOM only funds temporary additional duty orders or active duty for training orders for drilling reservists. Members on any other type orders (i.e., permanent change of station with intermediary stop) will not be funded in order to

avoid the chance of double travel claims. No leave en route is authorized. Rental vehicles are not funded by COMNAVPERSCOM for O6 and below board members. Shuttle service and government vehicles are available for transportation.

8. Records Management. Records created by this instruction, regardless of format and media, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Forms

a. NAVPERS 1400/2 Enlisted Selection Board Member/Recorder Application may obtained from NAVPERSCOM Web site at <http://www.public.navy.mil/BUPERS-NPC/Pages/default.aspx>.

b. Officers requesting to serve on a selection board shall utilize NAVPERS 1400/5 Officer Selection Board Member/Recorder Nomination. The form may be obtained from NAVPERSCOM Web site at <http://www.public.navy.mil/BUPERS-NPC/Pages/default.aspx>.



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<http://www.npc.navy.mil/>

SELECTION BOARD RULES OF ENGAGEMENT

Once Notified You Are Going To be A Selection Board Member

Board membership is a privilege but carries with it great responsibility and legal obligations. As a board member, you have a duty to help maintain the independence and integrity of the selection board process, including the secrecy of the board membership that is not announced until the board convenes. This duty begins the moment you are officially notified by NAVPERSCOM (PERS-8 or PERS-35) that you will be sitting on a selection board. Failure to comply with these orders is a violation of the Uniform Code of Military Justice and will result in administrative and or disciplinary action.

Do not divulge the purpose, location, or dates of travel to anyone except your commanding officer, reporting senior, and command master chief (CMC) (enlisted personnel only). You may divulge only the location and dates of travel to an individual designated by your commanding officer or reporting senior for coordinating your travel. Avoid entering the words "selection board" on your calendar or schedule.

Do not visit or communicate in any way with detailers, placement officers, or community managers, except as it pertains to your own emergent circumstance, e.g., you are in the permanent change of station orders negotiating process. Even then, if it can be avoided, delay contact until after the board ends.

Do not attempt to get information about, or discuss any officer who might be considered by the selection board you will sit. This includes officers above, in, and below the zone.

If anyone other than staff from NAVPERSCOM (PERS-8 or PERS-35), the board sponsor, or the board recorder attempts to discuss or communicate with you in any way, e.g., by phone call, in person, or by e-mail about your prospective participation in the board, let the staff at NAVPERSCOM know immediately. If in doubt, call NAVPERSCOM (PERS-8) at 901-874-4415/DSN 882 or the board sponsor. Your dealings with the staff must be limited to administrative matters related to your board service.

While At The Board

Only the convening authority, or an individual specified in writing by the convening authority, may speak to board members in person about substantive matters once the board convenes. Designated support staffs are authorized to speak to you about administrative matters only.

All substantive communications to the board must be in writing, be given to each member, and made a part of the board's record.

Limit all substantive conversations about the board to the officially designated board spaces, i.e., the boardroom and voting tank. Do not discuss substantive board matters with anyone, anywhere else, e.g., in heads, lunchroom, in the van en route to and from the board spaces, or at the bachelor quarters. All substantive discussions must take place in the boardroom or voting tank. A recorder must be present for all voting tank deliberations.

No lists, notes, or writing you compile during the board may leave the selection board area. At the end of the board all lists, notes, and other writings must be left in the deliberation room burn bags.

You may only consider official records and written or published material furnished to you by the selection board administrative staff.

You may not consider any written or published material not provided to you by the selection board administrative staff.

You may not discuss anything adverse about an officer that is not in the official record provided to you at the board.

After The Board

Your duty to maintain the confidentiality of the board's proceedings, deliberations, and results is required by law and policy. Do not disclose anything about your board's proceedings, deliberations, or results to anyone unless specifically authorized by competent authority.

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You may not counsel or advise officers who failed to select for promotion at your board as to why they may not have been selected. Direct the officers to contact their detailer or community manager for counseling.

Do not disclose the proceedings, deliberations, vote of the board, including how you voted, or names of officers selected or not selected for promotion to anyone unless authorized by competent authority to do so.

**At All Times**

If you believe that the integrity of the board process or board proceedings has been affected by improper influence from an outside source, misconduct by a board member, or for any other reason, or believe someone is exerting or attempting to exert inappropriate influence over you or the board proceedings, report it to the board president, board recorder, board sponsor, or NAVPERSCOM (PERS-8) staff immediately. When in doubt, report.