



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1401
PERS-00
17 Jul 16

From: Commander, Navy Personnel Command
To: President, FY-17 Navy Reserve National Command and Senior Officer (O5/O6) Non-Command Billet Screening and Assignment Board

Subj: ORDER CONVENING THE FY-17 NAVY RESERVE NATIONAL COMMAND AND SENIOR OFFICER (O5/O6) NON-COMMAND BILLET SCREENING AND ASSIGNMENT BOARD

Ref: (a) COMNAVPERSCOM ltr 1401 PERS-00 of 31 Jul 15
(b) CNO WASHINGTON DC 291734Z Mar 16 (NAVADMIN 077/16)
(c) COMNAVRESFORNOTE 5400 of 28 Jan 16

Encl: (1) Board Membership
(2) Board Guidance

1. Date and Location

a. This administrative selection board, consisting of you as president and the members listed in enclosure (1), is ordered to convene at Navy Personnel Command, Millington, TN at 0800, 9 August 2016, or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter, the FY-17 Administrative Selection Board Precept, NAVADMIN 077/16 and COMNAVRESFORNOTE 5400, references (a) through (c).

2. Function. The function of the Board is to recommend Reserve officers for appointment to national command and senior officer (O5/O6) non-command billets. General Apply guidance is provided in enclosure (2). The board shall consider carefully, without prejudice or partiality, the record of every eligible applicant. The records and names of all eligible applicants will be furnished to the board.

3. Additional Guidance. Unless expressly authorized or required by Commander, Navy Personnel Command or higher authority, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the Board. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.


DAVID F. STEINDL

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APPENDIX A

GENERAL GUIDANCE

1. General APPLY Guidance

a. You will first screen and rank all applicants based upon documented performance. Then, you will slate each officer based upon applicant preference, qualifications, unit mission, and the requirements of the supported command and billet. Per reference (c), billets for Engineering Duty Officer and Aerospace Engineering Duty/Aerospace Maintenance Duty Officer require a résumé for the slating process. Officers who fail to complete the required résumé will be removed from consideration for the respective billet(s). Per the Uniform Code of Military Justice, Judge Advocate General (JAG) Corps designated billets will require an Article 6 review before the screening and slating process.

b. The screening process will begin with the electronic distribution of applicant records within the competitive category to each board member for review. Distribution is subject to the discretion of the board President and the panel Heads and can be random, within respective designator, or a combination of both. Each record will include: (1) all available fitness reports; (2) Officer Summary Record (OSR) and Performance Summary Record (PSR); (3) electronic field codes provided in the Electronic Military Personnel Record System (EMPRS) Tech Refresh for Board member review, and (4) any properly executed correspondence received by 2359 (CDT), 13 August 2016. Records marked "Command Screened" have been verified with a certified copy of the Command Screening Letter provided to the board sponsor. Each reviewer will prepare and deliver a briefing to include the following highlights: (1) performance as recorded on fitness reports and OSR; (2) challenging active and inactive duty assignments including mobilization/recall; (3) significant annual training (e.g., Boards, professional schools/courses, exercises); (4) personal awards/decorations; (5) the contents of correspondence addressed to the Board President (if applicable); and (6) a summary of any FC-17 entries. Copies of all correspondence to the Board President will be made available to each Panel Head and the Board President. A confidence factor grade will be recommended by the briefer.

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c. Before conducting the first record briefing and secret ballot, each Board member must be knowledgeable of the review and briefing process. Panel Heads will conduct one or more "dry runs" of the briefing process until satisfied the panel is prepared to brief and vote records.

d. Slating will be conducted utilizing the confidence factors from highest to lowest. Officers with the same confidence factor will be considered for slating based on seniority.

e. In your slating deliberations, your goal will be to select the best qualified officer to a billet which the majority of the Board members consider the best match for the preference and qualifications of the officer, the mission of the unit, and the requirements of the supported command and billet. The requirements of references (a) through (c) and the applicant's online APPLY application will help guide your decision.

f. You should consider all officers with the same confidence factor as a group for assignment purposes. You may also, by majority vote, include within a group those officers with nearly the same confidence factor, particularly when there are clear separations or "breaks" between the confidence factor groupings in the rankings.

g. In deliberating billet assignments within each group of officers, you should consider the rank, designator, Additional Qualification Designator (AQD), and Subspecialty (SSP) code requirements of the billet. These billet requirements are displayed under the "Billet Specifications/Requirements" in the slating system and are the only hard requirements for billet assignment. The supported command and Commanding Officer comments should also be reviewed and considered to aid in the assignment process. However, these comments are provided for amplifying information and should not supersede the billet requirements. Priority will be given to assigning officers to billets in exact paygrade and skill (designator, AQD) match. Officers will be assigned based on those who are best and fully qualified. In situations where a qualified officer in exact grade and skill is not equally or substantially qualified for assignment, the panel may consider Reserve Functional Area and Sex (RFAS) substitution criteria for billet assignment.

h. Officers may be assigned to billets other than those selected on their billet application only when the applicant has specifically indicated a willingness to accept other billets not listed in their billet application. Such assignments are subject to the needs of the service and travel/drilling limitations cited by the applicant in their billet application.

i. During the slating process, your goal will be to fill all available billets to the maximum extent possible. While a quality standard must be maintained, these billets represent valid requirements that are expected to be continuously manned.

j. With the termination date for receiving Board correspondence so close to the end date for Captain fitness reports, some applicants may not be able to submit their July 2016 FITREP for Board consideration. Therefore, the absence of a valid July 2016 regular fitness report should not be viewed negatively or detract from a Captain's overall record. However, Captain fitness reports will be accepted up to 2359 (CDT) 8 August 2016.