



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

1430
Ser 00/165
25 Aug 09

From: Chief of Naval Personnel
To: President, FY-10 Active-Duty Navy and Full Time Support
Enlisted Performance-Based Continuation Board

Subj: PRECEPT CONVENING AN FY-10 ACTIVE DUTY NAVY AND FULL TIME
SUPPORT ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

Encl: (1) Board's Membership
(2) Selection Board Guidance

1. Membership, Date, Location, and Function

a. The 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, 21 September 2009, or as soon as practicable thereafter.

b. The function of the board is to consider Active-Duty Navy and Full Time Support (FTS) enlisted members, with greater than 20 years of service, for continuation on active-duty. The board shall consider carefully, without prejudice or partiality, the record of every eligible candidate. The records and names of all eligible candidates, determined as of the date the board convenes, will be furnished to the board.

c. I have personally appointed the members of this board. During the board process, the personnel assigned as board members work directly for me, under oath. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents years of service by the individual candidate. It is absolutely essential that our evaluation afford each eligible candidate fair and equitable consideration.

Subj: PRECEPT CONVENING A FY-10 ACTIVE DUTY NAVY AND FULL TIME
SUPPORT ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

d. The board shall proceed per the guidance provided in enclosure (2), and any other guidance contained in this letter.

2. Selection Standard. The board shall recommend for continuation those candidates whom a majority of the board considers fully qualified to serve in their current pay grade and rating. That is, the candidate's qualifications and performance of duty must clearly demonstrate that they would be fully capable of performing the duties normally associated with their current pay grade.

3. No quotas are set for this board. The board is directed to select or not select as many as deemed appropriate within the guidance provided.

4. Unless expressly authorized or required by me, neither you nor any member of the board or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the board. All board members and administrative support personnel must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

5. In order to continually improve the selection board process, you are directed to offer written feedback regarding the guidance contained in the precept at the selection board call out to me. Your feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist you and the other board members in your duties as board members.


M. E. FERGUSON III

BOARD MEMBERSHIP
FY-10 ACTIVE-DUTY NAVY AND FULL TIME SUPPORT (FTS)
ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

1. Enlisted Performance-Based Continuation Board:

RDML David H. Buss, USN, [REDACTED] 1320 (President)
CAPT John W. Peterson, USN, [REDACTED] 1110
CAPT Craig Goodman, USNR, [REDACTED] 1605
CAPT Steven P. Davito, USN, [REDACTED] 1120
CAPT Richard D. Cook, CEC, USN, [REDACTED] 5100
CAPT John A. Rothacker III, NC, USN, [REDACTED] 2900
CAPT James R. Oakes, USN, [REDACTED] 6410
CAPT Christopher W. Plummer, USN, [REDACTED] 1310
CAPT Leland D. Taylor, USN, [REDACTED] 6330
CAPT Tito M. Arandela, Jr., USN, [REDACTED] 6490
CAPT Michael W. Gill, USN, [REDACTED] 1440
FLTCM(SW/AW/SCW) Scott A. Benning, USN, [REDACTED]
FLTCM(SW/AW) Thomas M. Howard, USN, [REDACTED]
FLTCM(SW/AW/NAC) Bradley N. LeVault, USN, [REDACTED]
FLTCM(SW/AW) John T. Minyard, USN, [REDACTED]
FORCM(FMF/SW/DV/PJ) Christopher R. Angstead, USN, [REDACTED]
FORCM(SS/AW/SW) Charles L. Dassance, USN, [REDACTED]
FORCM(AW/SW) James e. DeLozier, USN, [REDACTED]
FORCM(EWS/EXW/SW/AW) Farris W. Foresman, Jr., USN, [REDACTED]
FORCM(SS) Jeffery D. Garrison, USN, [REDACTED]
FORCM(SCW) Michael E. Holdcraft, USN, [REDACTED]
FORCM(SS) David C. Lynch, USN, [REDACTED]
FORCM(SW/AW) Stephen R. Markum, USN, [REDACTED]
FORCM(FMF) Laura A. Martinez, USN, [REDACTED]
FORCM(SW) Eric W. Page, USN, [REDACTED]
FORCM(SW/AW) Christopher L. Penton, USN, [REDACTED]
FORCM(SS) John J. Snyder, USN, [REDACTED]
CMDPCM(SS) Rick L. Atkins, USN, [REDACTED]
CMDPCM(SS/SW) Gale W. Bond, USN, [REDACTED]
CMDPCM(SS/SW/FMF) Sherman E. Boss III, USN, [REDACTED]
CMDPCM(SW/AW) Stephen J. Bowes, USN, [REDACTED]
CMDPCM(EXW/SW/AW/PJ) David B. Carter, USN, [REDACTED]
CMDPCM(AW/SW) Jeffrey R. Clark, Sr., USN, [REDACTED]
CMDPCM(SW) James A. Collins, USN, [REDACTED]
CMDPCM(SW/AW) Herbert M. Ellis, Jr., USN, [REDACTED]
CMDPCM(SS) Mitchell A. Erhardt, USN, [REDACTED]
CMDPCM(SCW) James D. Fairbanks, USN, [REDACTED]
CMDPCM(EOD/EWS) Eric A. Frampton, USN, [REDACTED]
CMDPCM(SS) Andre L. Green, USN, [REDACTED]
CMDPCM(SW/AW) Linda L. Handley, USN, [REDACTED]
CMDPCM(SW/AW) Kathleen A. Hansen, USN, [REDACTED]
CMDPCM(SW/AW) William C. Holz, USN, [REDACTED]
CMDPCM(SW/AW) Anthony J. Johnson, USN, [REDACTED]
CMDPCM(SW/AW) Martin K. King, USN, [REDACTED]

BOARD MEMBERSHIP
FY-10 ACTIVE-DUTY NAVY AND FULL TIME SUPPORT (FTS)
ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

CMDCM(AW/SW) Eddie L. Knight, Jr., USN, [REDACTED]
CMDCM(SS/SW/AW) Donald J. Krampert II, USN, [REDACTED]
CMDCM(SW/AW/FMF) Alfred H. Lamb, USN, [REDACTED]
CMDCM(SS) Mark A. Mandile, USN, [REDACTED]
CMDCM(AW/SW) Garry A. McClure, USN, [REDACTED]
CMDCM(SW/EXW/AW) John D. McKinney III, USN, [REDACTED]
CMDCM(AW/SW) Edward Moreno, USN, [REDACTED]
CMDCM(SCW) John F. Mulholland, Jr., USN, [REDACTED]
CMDCM(AW/SW) Joann M. Ortloff, USN, [REDACTED]
CMDCM(SS) Rafael Perez, USN, [REDACTED]
CMDCM(SW/AW) Terry W. Piper, USN, [REDACTED]
CMDCM(SW/AW/NAC) Jon D. Port, USN, [REDACTED]
CMDCM(SS) James R. Roberts, USN, [REDACTED]
CMDCM(AW/SW) Eric M. Schmidt, USN, [REDACTED]
CMDCM(AW/SW) Tyler R. Schoeppey, USN, [REDACTED]
CMDCM(AW/SW/NAC) Aaron A. Shipley, Jr., USN, [REDACTED]
CMDCM(SW/AW) Marcos F. Sibal, USN, [REDACTED]
CMDCM(SW/SW/NAC) John R. Stigler, Jr., USN, [REDACTED]
CMDCM(SCW/AW) Pamela K. Taylor, USN, [REDACTED]
CMDCM(SW/AW/SS) Brent W. Williams, USN, [REDACTED]
CMDCM(AW/SW) Rosa L. Wilson, USN, [REDACTED]
ASCM(AW) William J. Brunner, USNR, [REDACTED]
AVCM(AW) Ronald T. Eggert, USNR, [REDACTED]
AZCM(AW) Eric S. Mann, USNR, [REDACTED]
CTRCM Pamela R. Buelow, USNR, [REDACTED]
HMCM(FMF) Ronney A. Wright, USNR, [REDACTED]
PSCM(SW) Jody W. Yatzor, USNR, [REDACTED]

2. CTICM John D. Cawthorne, USN will act as recorder with the following personnel acting as assistant recorders:

CSCM(SW/AW) Dendee A. Caniban, USN
CTTCM (EXW/SW/AW/PJ) Larry H. Dean, Jr., USN
CTTCM(SW/AW) Raymond D. Young, USN
HMCM(SW/AW) Susan M. BruceRoss, USN
HMCM(EXW/FMF/SW) Hosea Smith, Jr., USN
ITCM(SW/AW) Dionne L. Archibald, USN
ITCM(EXW/CC/FPJ) Pedro Ramos, Jr., USN
MACM Scott R. Thompson, USN
NCCM(SW/AW) Tammy L. Smoot, USN
YNCM(SW/AW) William E. Hoyt, Jr., USNR

3. The following personnel are designated to serve as administrative support personnel to the board:

BOARD MEMBERSHIP
FY-10 ACTIVE-DUTY NAVY AND FULL TIME SUPPORT (FTS)
ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

RADM Donald P. Quinn
CAPT Leo O. Falardeau
CAPT George P. Norman
CAPT Eric B. Anderson
CDR Jeri L. O'Neill
CDR Mark C. Holley
CDR Thomas J. Dixon
LCDR Edward A. DeWinter
LCDR Michael J. Beal
LT Jessica L. Blazek
LT Brian S. Dembicky
LT Cheryl E. Aimestillman
LT Almond Smith III
CWO2 Clay C. Summers
MCPON(SS/SW) Rick D. West
FORCM(AW/SW) Daryl Charles
PSCM(SW) John D. Vance
ETCM(SS) John R. Crotts
PSCS(SW/AW) Paul J. Matheny
PSC(AW) Tina R. Erts
YN1(SW/AW) Debra Gethers
SK1(SW) Leketa Gaines
PS1(SW) Doyle Jacobs
Ms. Ann C. Stewart
Mr. Richard P. Mason
Mr. Dwight Stanton
Mr. Tim Suich
Ms. Ruby D. Goodwin
Mr. Christopher J. Zaller
Mr. William S. Morris
Ms. Elizabeth A. Vaughn
Ms. Linda M. Coffield
Ms. Deborah A. Wilson
Mr. Juan J. Jimenez
Mr. Ray D. Cox
Mr. Max H. Hodge
Mr. Antoine Sharp
Mr. Carl R. Waelde
Ms. Bonita K. Archie
Mr. Chris Slayman
Mr. Jay A. Rublaitus
Mr. Eric D. Montgomery
Ms. Doris A. Pembroke
Mr. Stephen R. Ranne
Mr. Clifford T. Christy

BOARD MEMBERSHIP
FY-10 ACTIVE-DUTY NAVY AND FULL TIME SUPPORT (FTS)
ENLISTED PERFORMANCE-BASED CONTINUATION BOARD

Mr. James A. Price
Ms. Mindee M. Wolven
Mr. Tommy D. Owens
Ms. Edna M. Shannon
Mr. Donald Schmidt
Ms. Tonya E. Marshall
Ms. Lynda McKinney
Mr. Bob Wilkinson
Mr. Arik Tucker
Mr. Jim C. Tanner
Ms. Darlene Gemuend
Ms. Tracy Kelly
Mr. Stanley Robinson
Ms. Karen Kumnick
Ms. Amy Ray
Mr. Michael K. Sims
Ms. Trina L. Reynolds
Mr. Richard M. Rogers
Ms. Lynn Saarinen
Mr. Leo Metoyer
Ms. Courtney Jones

**FY-10 ACTIVE DUTY NAVY AND FULL TIME SUPPORT (FTS)
PERFORMANCE-BASED BOARD FOR CONTINUATION OF ENLISTED PERSONNEL
WITH GREATER THAN 20 YEARS ACTIVE SERVICE GUIDANCE**

Appendix

Subject

- | | |
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| A | General Guidance <ul style="list-style-type: none">- Duties of the Board President- Board Proceedings- Individual Augmentee (IA)/Overseas Contingency Operations (OCO) Consideration- Marital Status- Leadership of Diverse Organizations- Area Tours- Adverse Information |
| B | Selection Standard <ul style="list-style-type: none">- Provides standards and guidelines for consideration |
| C | Equal Opportunity Guidance <ul style="list-style-type: none">- Addresses Equitable Consideration for all Sailors |
| D | Board Reports <ul style="list-style-type: none">- Addresses Content and Routing of Selection Board Reports |
| E | Oaths <ul style="list-style-type: none">- Provides Oaths for Board Members and Support Personnel |

APPENDIX - A

GENERAL GUIDANCE

1. Duties of the Board President. The president of the board has been appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for continuation those enlisted members whom the majority finds would be in the best interest of the Navy.

2. Board Proceedings. The following directions apply to all board proceedings:

a. Each of you (president, members, recorders, and administrative support personnel) must maintain the integrity and independence of this selection board, and foster careful consideration, without prejudice or partiality, of all eligible Sailors.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information that Department of Defense (DoD) and Service regulations preclude from consideration by a selection board. Base your recommendations on the material in each Sailor's military record, any information I have provided to the board in accordance with DoD and Service regulations, and any information communicated to you by individual eligible Sailors under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible Sailors to the extent that such matters are not precluded by law, or DoD and Service regulations from consideration by a selection board or inclusion in a Sailor's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning a Sailor being considered unless that opinion is contained in material provided to the board.

d. When discussing your own personal knowledge concerning the professional qualifications of eligible Sailors, the board is reminded that if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or evaluation unless such matters are contained in the Sailor's

official record or other material placed before the board in compliance with the law and Service regulation. In addition, should a Sailor's record reveal the removal of a fitness report or evaluation, the member may not discuss any personal knowledge regarding the circumstance which resulted in the removal of the report.

e. The Master Chief Petty Officer of the Navy (MCPON) and I are the only persons who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

f. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the selection board. Communications with outside parties (i.e., other than board members, recorders, the board sponsor, and support staff) before, during, or after the board relating in any way to the selection board or its proceedings are completely prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsor. Proceedings, deliberations, or recommendations of the selection board may not be disclosed unless expressly authorized or required by me.

g. Before the report of the FY-10 performance-based board for continuation of enlisted personnel with greater than 20 years active service is signed, the recommendations may be disclosed only to members of the board, recorders, and those administrative support personnel I have designated in writing. I will release the names of the selectees for notification after the board's report is approved. Do not discuss the names of recommended selectees until after those recommended have been notified. The proceedings and deliberations of the board may not be disclosed to any person who is not a board member, board recorder, or administrative support personnel.

h. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If a member or recorder believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings,

he or she has a duty to request from me relief from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

i. During the period the board is in session, you are not authorized to hold social gatherings/meetings that involve groups of board members/recorders and non-board members. Discussions involving board actions may only be held in board spaces with recorders present.

3. Individual Augmentee (IA)/Overseas Contingency Operations (OCO) Consideration. Because of world events and the emphasis on fighting a global terrorist threat, the board shall give favorable consideration to those Sailors who have displayed superior performance while serving in IA or OCO assignments in direct support of the Overseas Contingency Operations. These individuals are developing valuable combat and nation-building skills that need to be retained and utilized for future application. Such assignments may not be typical of the Sailor's traditional community or rating related career path but are considered vital to the successful joint prosecution of the Overseas Contingency Operations.

a. Do not set aside a record simply because the timing of an IA/OCO assignment resulted in the Sailor missing the opportunity to serve in a community recognized milestone or satisfy a community recognized career gate.

b. Bear in mind that IA/OCO assignments in direct support of the Global War on Terrorism often involve arduous forward-deployed duty with joint organizations where the Sailor may not be competitively ranked against other Sailors of the same competitive category, and where the Sailor may be rated by a reporting senior unfamiliar with the Sailor's occupational specialty and the Navy Evaluation System. Additionally, some IA/GSA/mobilization assignments, while not perceived as being as geographically enhancing as others, may provide the same level of support for the Overseas Contingency Operations as in-theater assignments and it is in the best interest of the Navy having that individual at that specific IA/OCO location. I rely on the board members' experience and judgment in determining the importance of IA/OCO billet assignments.

4. Marital Status. Selection boards are prohibited from considering the marital status of an eligible Sailor or the employment, education, or volunteer service of an eligible Sailor's spouse.

5. Leadership of Diverse Organizations. When reviewing a Sailor's potential for continuation, consider that the Navy

benefits when Navy leadership possesses a broad spectrum of experience with a depth and breadth of vision. The Navy needs innovative and bold leaders who think creatively, challenge assumptions, and take well calculated risks that maximize effectiveness. Deckplate results and command success through team performance are significant criteria for consideration. Today's Navy is manned by Sailors representing 24 different ethnic groups and literally hundreds of cultural heritages. In light of this diversity, you should give careful attention to selecting Sailors who have demonstrated the potential to lead a diverse workforce and create circumstances for the success of all Sailors. The Navy's ability to meet this leadership challenge depends, in part, on having deckplate leaders capable of influencing diverse groups of people to successfully complete their assigned mission.

6. Area Tours. If a Sailor's record contains multiple or consecutive tours in a particular geographic location it should not be viewed negatively, provided the Sailor has progressed in billet complexity, professional development, and leadership responsibility. Likewise, you may positively consider those Sailors who have demonstrated the ability to succeed in challenging assignments in diverse geographic locations, particularly overseas.

7. Adverse Information

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance documented in a Sailor's official service record when determining those Sailors to be recommended for continuation. For those Sailors who are recommended for continuation and who have received disciplinary action, or whose privileged information record (Fiche 2E/EMPRS Field Code 38) contains matters relating to conduct or performance of duty that occurred within the past five years or since advancement to their current paygrade (E-7/E-8/E-9) whichever is later, all such incidents must be fully disclosed when the slates are briefed for recommendation for continuation and prior to the final board decision.

APPENDIX - B

SELECTION STANDARD

1. The board shall consider carefully, without prejudice or partiality, the record of every eligible Sailor. The Sailors selected for continuation by the FY-10 Active-Duty Navy and Full Time Support (FTS) enlisted performance-based continuation board for enlisted personnel with greater than 20 years active service will be those Sailors whose continued service is considered to be the best interest of the Navy by a majority of the members of the board. Sailors not selected for continuation will be required to transition to the Fleet Reserve.

2. The following considerations should guide your recommendations. Members assigned to brief individual records are expected to use these considerations to guide their briefs' review and structure. Each board member is expected to apply this guidance when deliberating and voting. Considerations are:

a. The Navy requires Master Chief Petty Officers, Senior Chief Petty Officers and Chief Petty Officers (CPO) to serve as deckplate leaders that demonstrate the ability to develop Sailors and enforce standards while conducting themselves in a consistently professional and ethical manner. Their personal and professional attributes include being a visible leader, setting the tone of the unit, and serving as the technical experts in their chosen field. They produce well trained enlisted and officer teams. They teach, uphold and enforce standards while providing proactive solutions that are well founded and linked to mission accomplishment. They demonstrate uncompromising integrity, take full responsibility for their actions while demonstrating loyalty to seniors, peers and subordinates. They encourage open and frank communication that increases unit efficiency, mission readiness and mutual respect. They define our past and guide the Navy's future to enhance pride in service to our country. They have positive command and Navy-wide mission impact. They demonstrate adherence to Navy and DoD ethical standards, physical fitness, loyalty to the Navy core values and the CPO Mission, Vision, and Guiding Principles.

b. While the above represents the "gold standard" of CPO performance, the following adverse performance indicators occurring within the last 5 years, or advancement to current grade (E-7/E-8/E-9) whichever is later, shall be specifically addressed when considering whether a Sailor's continuation is in the best interest of the Navy:

(1) Substandard performance of duty to include receipt of a "Significant Problems" or "Progressing" promotion

recommendation or declining performance with the same reporting senior;

(2) Receipt of an evaluation or fitness report with a member trait average of 2.99 or below;

(3) Two or more Physical Fitness Assessment (PFA) failures in two years;

(4) Moral or professional dereliction such as Detachment for Cause;

(5) Documented misconduct involving either UCMJ (e.g. non-judicial punishment) or civilian offenses.

(6) Other documented adverse information clearly indicating that the Sailor's continuation may be inconsistent with national security interests or may otherwise not be in the best interest of the Navy.

c. For Sailors who do not have documented adverse performance indicators according to the above guidance, continuation shall be presumed to be in the best interest of the Navy.

d. For a Sailor who has documented information indicating adverse performance according to the above guidance, continuation shall be presumed to not be in the best interest of the Navy, unless a majority of board members find that:

(1) The Sailor can continue to effectively exercise leadership and be a positive role model for junior Sailors;

(2) For E-7 or E-8, the Sailor remains viable for further advancement; and

(3) The Sailor's record, including consideration of critical skills, is otherwise so meritorious as to overcome concerns raised by the adverse performance information.

e. Today's Navy comprises Sailors representing 24 different ethnic groups and hundreds of cultural heritages. Master Chief Petty Officers, Senior Chief Petty Officers and Chief Petty Officers must have demonstrated the ability to successfully lead diverse workforces, while executing the Navy's strategic diversity initiatives and effectively retaining the right quality and quantity of performance-proven personnel.

f. Among the eligible Sailors presented to the board, you must consider the following in your deliberations of meritorious service:

(1) Deck-plate Leadership. Proven and sustained superior performance in difficult and challenging leadership positions is the number one factor for selection to continue. When applying this factor you must consider that the future Navy leadership will comprise a mix of service members that have excelled in both traditional and alternate career paths. Demonstrated skill in developing teamwork and individual performance improvements should be carefully considered along with subordinate achievements and accomplishments. Eligible Sailors must have clearly set the tone for the personnel assigned to their units and demonstrated commitment to subordinate's personal and professional growth.

(2) Leadership in Combat. Our dynamic Navy requires consideration for those who have served in non-traditional, combat-related, nation-building roles. Successful performance and leadership in combat conditions should be given special consideration.

(3) Arduous Duty. Consideration shall be given to evidence of professional and leadership excellence under arduous conditions.

APPENDIX-C

EQUAL OPPORTUNITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, gender, or national origin. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the eligibles that are "best and fully qualified," you must ensure that eligibles are not disadvantaged because of their race, religion, color, gender, or national origin.

2. Your evaluation of all eligibles must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of records to take care that no candidate's selection opportunity is disadvantaged by service utilization policies or practices. You should evaluate each eligible's potential to assume greater, more challenging responsibilities, the overriding factor being performance of assigned duties.

3. The Navy has assigned some eligibles outside of traditional career development patterns, e.g., institutional instructors, recruiting and equal opportunity billets. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. These assignments, though beneficial to the Navy, may have precluded some eligibles from serving on traditional career development assignments. Such assignment practices should not prejudice the selection of these eligibles for selection. Successful performance of assigned duties is the key in measuring an eligible's potential for selection. Accordingly, in determining the qualification for selection of any eligible that has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by an eligible not affected by such policies or practices.

4. This guidance should not be interpreted as requiring or permitting preferential treatment of any eligible or group of eligibles on the grounds of race, religion, color, gender, or national origin.

APPENDIX - D

BOARD REPORTS

1. The record of the board's proceedings shall be compiled by the recorder, assistant recorder(s), and administrative support personnel. The written report of the board shall be signed by the board president, the board members, the board recorder, and the board assistant recorder(s). It shall contain, separately, the names of the candidates recommended for continuation and those not selected for continuation with appropriate selection statistics as well as the following items:

a. All instructions, information, and guidance that were provided to the board.

b. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept and, as appropriate, other letters of guidance or instruction provided by me;

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the records of each candidate whose name was furnished to the board;

(6) The candidates recommended for continuation are, in the opinion of the majority of the members of the board, fully qualified for continuation to meet the needs of the Navy among those candidates whose names were furnished to the board;

(7) You are aware that the names of those selected for continuation will be released to the public after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released to the public;

(8) You are aware that the names of those not selected for continuation will be released privately after the board report is approved, and you know that you may not disclose the names of those not recommended for continuation; and

(9) You understand that, except as authorized by Naval Regulations you may never disclose the proceedings and deliberations of the board to any person who is not a board member, recorder, or assistant recorder.

c. A list of all candidates eligible for consideration.

d. Precept.

2. The report shall be forwarded for approval to me via the Commander, Navy Personnel Command.

APPENDIX-E

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorder(s):

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"

2. The recorder or assistant recorder(s) shall then administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of candidates and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"

3. The recorder or assistant recorder(s) shall then administer the following oath or affirmation to other support personnel:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"