THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

DEC 14 2018

From: Secretary of the Navy
To: FY-20 Active-Duty Navy Officer and Chief Warrant Officer Continuation Selection Boards

Subj: FY-20 ACTIVE-DUTY NAVY OFFICER AND CHIEF WARRANT OFFICER CONTINUATION SELECTION BOARD PRECEPT

Ref: (a) Community Briefs
(b) Competency/Skills Information

Encl: (1) FY-20 Active-Duty Navy Continuation Selection Board Guidance

1. Function and Membership

a. The function of the continuation selection boards is to consider officers for continuation on active duty as indicated in each board's convening order. Continuation boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the board. The officers selected will be those whom a majority of the members of the board consider fully qualified for continuation on active duty. Officers selected for continuation must be capable of performing the duties of their current grade and their continuation must be in the best interest of the Navy.

b. I will personally appoint the members of the continuation selection boards. During the board process, the officers assigned as board members work directly for me, under oath. Board members are entrusted with selecting the enduring leadership of the Navy. 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 officer. It is absolutely essential that your evaluation afford each eligible officer fair and equitable consideration.

2. Continuation boards shall proceed in accordance with the continuation board convening order and the FY-20 Active-Duty Navy Continuation Selection Board Guidance, enclosure (1).

3. Reference (a), and when applicable, reference (b), will be provided in the selection board spaces as general information and guidelines to inform the selection board members of community-specific and competency/skill-specific information, respectively. The information contained in references (a) and (b) must not be used as a substitute for the guidance contained in the convening order and specifically shall not alter the "fully qualified" selection standard. These references are not selection criteria, nor is it expected that each officer will meet the typical career path and guidelines contained in reference (a). Rather, the references contain general information and guidelines that are used to assist officers, community leaders, community managers, and detailers with career management.

4. Unless expressly authorized or required by the President, Secretary of Defense, or me, neither you nor any member of the board or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the continuation boards. All board members, recorders, assistant recorders, 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, each board president is directed to provide written feedback immediately after the board, regarding all written guidance that I provide for the selection board, to me and the Chief of Naval Operations. Further, an office call and debrief regarding the board process should be offered to both of us. The Chief of Naval Operations and I will typically choose to accept the office call based on the written feedback. Feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist board members in performing their duties.

Richard V. Spencer

FY-20 ACTIVE-DUTY NAVY CONTINUATION SELECTION BOARD GUIDANCE

Appendix	Subject
A	**General Guidance** - Duties of the Board President - Board Proceedings - Marital Status - Area Tours - Adverse Information
B	**Equal Opportunity and Diversity Guidance** - Addresses Equitable Consideration for All Officers
C	**Board Reports** - Addresses Content and Routing of Continuation Selection Board Reports
D	**Oaths** - Provides Oaths for Board Members, Recorder, Assistant Recorders, and Administrative 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 fully qualified officers whom the majority finds fully qualified to meet the needs of the Navy and whose continuation is in the best interest of the Navy.

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

a. Each of you (president, members, recorder, assistant recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this continuation selection board, and for fostering the careful consideration, without prejudice or partiality, of all eligible officers.

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

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a continuation selection board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the board, and any information about his or her own record communicated to you by individual eligible officers in accordance with regulations I have issued.

d. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law or Service regulations from consideration by a continuation selection board or inclusion in an officer's military personnel record. You 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.

e. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, 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 officer's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should an officer's record reveal the removal of a fitness report, the member may not discuss any personal knowledge regarding the circumstances which resulted in the removal of the report, nor should any member conjecture or draw any inference as to the underlying circumstances involved.

f. I am the only person 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.

g. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the continuation selection board. As a general rule, communications of any kind or method with outside parties (i.e., persons other than board members, recorders, assistant recorders, board sponsors, and administrative support personnel) before, during, or after the board relating in any way to the continuation selection board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. The proceedings, discussions, deliberations, or recommendations of the continuation selection board may not be disclosed, nor shall any written or documentary record of such proceedings, discussions, deliberations, or recommendations be used for any purpose, unless expressly authorized or required by the President of the United States, the Secretary of Defense, me, or as outlined in paragraphs 2.i. and 2.j. below.

h. To ensure the integrity of the board process, it is imperative that you advise the board sponsors of any relationship with any eligible officer that may affect the perceived integrity of the board. Such relationships include, but are not limited to, spousal, immediate relative by blood, marriage, adoption, or blended family up to the fourth degree of kinship (i.e., first cousin), fiancé(e), significant other or

other intimate partner, ex-family member, business relationship, or an accuser/accused in legal proceedings. If you have any doubts or reservations, err on the side of disclosing the relationship. This is a continuing obligation throughout the board proceedings. If necessary, take such action as will protect the integrity of the board process as outlined in paragraph 2.j. below.

i. Before the report of the continuation selection board is signed by each board member, recorder, and assistant recorder, the recommendations and proceedings may be disclosed only to members of the board, recorders, assistant recorders, and those administrative support personnel I have designated in writing. After you sign the board report and the public release has been made, only the recommendations of the board may be disclosed. Procedures and processes of the board may be discussed only in general terms. The disclosure of recommendations and proceedings of the board are governed by section 613a of title 10, U.S. Code. The proceedings of the board may not be disclosed to any person who is not a board member, recorder, or assistant recorder, except to request relief from board duties in accordance with the law, as discussed in paragraph 2.j.

j. 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 you believe 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, you have a duty to request from me or the Under Secretary of Defense for Personnel and Readiness relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

3. **Marital Status**. Continuation selection boards are prohibited from considering the marital status of an eligible officer or the race, religion, color, sex (including gender identity), sexual orientation, national origin, employment, education, or volunteer service of an eligible officer's spouse.

4. **Area Tours**. If an officer's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the officer has progressed in billet complexity, professional development, and leadership responsibility.

5. **Adverse Information**

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance documented in an officer's official service record when determining those officers who are fully qualified for continuation. Adverse information may reflect negatively on an officer's suitability for continuation and future service in positions of responsibility and trust. Members must give careful consideration to each incident. For those eligible officers who are recommended for continuation and who have received disciplinary action, or whose privileged information record (Electronic Military Personnel Records System Field Code 17) contains matters relating to conduct or performance of duty, every board member shall review the information contained therein personally prior to the final board decision. In review of adverse information, you must focus on the underlying conduct or performance as it relates to whether officers remain fully qualified for continuation in their current grade. This "fully qualified" standard is distinct from the standard applied in selecting an officer for promotion or in determining whether an officer is qualified for a promotion. Accordingly, independent of any previous promotion selections, non-selections, or suitability determinations, you shall determine whether the eligible officers are fully qualified for continuation in their current grade.

b. While the Navy is, and will remain, a Service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past, the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. In selecting fully qualified officers to meet the needs of our Navy, you should not automatically discount any officer who, except for a single incident, would otherwise be considered to be fully qualified. Careful scrutiny of the adverse information at issue and the officer's overall record is necessary to ensure the board recommends the officers fully qualified for continuation. Additionally, you may favorably consider retention determinations by Boards of Inquiry who have reviewed adverse information. However, these determinations are not binding on the continuation selection board.

APPENDIX - B

EQUAL OPPORTUNITY AND DIVERSITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, sex (including gender identity), sexual orientation, or national origin. Discrimination on any of these bases is contrary to the Department's core values of honor, courage, and commitment. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, sex (including gender identity), sexual orientation, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the officers who are "fully qualified," you must ensure that officers of every race, religion, color, sex (including gender identity), sexual orientation, or national origin are given fair and equitable consideration.

2. Your evaluation of all officers must be fair and equitable. You should be particularly vigilant in your evaluation of records to take care that no officer's continuation opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to continue fulfilling the responsibilities of the current grade, including his or her ability to successfully lead a diverse organization, the overriding factor being performance of duties assigned.

3. The Navy benefits when we capitalize on the diverse experience, perspective, innovative spirit, background, and ideas in our ranks. Diversity is not founded on statistics, percentages, or quotas. Diversity is about achieving peak performance. Our Navy should draw upon the entire possible set of talents and backgrounds to maximize our warfighting capability, innovate to address new threats and challenges, and take advantage of emergent opportunities.

4. The Navy has assigned some officers outside of traditional career development patterns, e.g., institutional instructors, recruiting, diversity officers, and equal opportunity billets. These assignments, though greatly beneficial to the Navy, may have foreclosed to the officers so assigned opportunities available to other officers. 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. Such assignment practices should not prejudice the selection of these men and women for continuation,

to do so may deny the Navy diversity of talent, background, and experience we should seek and which is necessary for sustained success in our changing world. Successful performance of duties assigned is the key in measuring an officer's potential for continuation; duty performed well by men and women affected by such utilization policies or practices should be given weight equal to duty performed well by an officer not affected by such policies or practices.

5. This guidance shall not be interpreted as requiring or permitting preferential treatment of any officer or group of officers on the grounds of race, religion, color, sex (including gender identity), sexual orientation, or national origin.

APPENDIX - C

BOARD REPORTS

1. The record of the board's proceedings shall be compiled by the recorders, assistant recorders, and administrative support personnel. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain a list of the officers recommended for continuation as well as the following items:

a. Convening notice.

b. All instructions, information, and guidance that were provided to the board, except information concerning particular officers, which must be retained and transferred to the Chief of Naval Personnel.

c. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept, convening order, 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 record of each officer whose name was furnished to the board.

(6) The officers 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 officers whose names were furnished to the board, and their continuation is in the best interest of the Navy.

(7) [If required:] The officer/s who is/are not recommended for continuation who is/are within four years of qualifying for retirement on the date of discharge were carefully considered. Non-continuation of this/these officer/s is/are in the best interest of the Navy.

(8) You are aware that the names of the selectees will be released privately after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released privately.

(9) You understand that, except as authorized by section 613a of title 10, U.S. Code, you may never disclose the proceedings and deliberations of the board to any person who is not a board member, recorder, or assistant recorder.

d. A list of all officers eligible for consideration.

e. A list of all officers not recommended for continuation.

f. If applicable, a list of officers who are between two and four years of qualifying for retirement on the dates the officers would be discharged and whose non-selection the board has certified in accordance with paragraph 1.c(7).

g. A list of all officers recommended for continuation.

h. This Precept.

i. Convening Order.

2. The report of continuation boards shall be forwarded to me for approval.

APPENDIX - D

OATHS

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

> "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 Secretary of the Navy or higher authority, so help you God?"

2. The recorder or an assistant recorder 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 officers and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

3. The recorder or an assistant recorder shall then administer the following oath or affirmation to administrative 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 Secretary of the Navy or higher authority, so help you God?"