



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

NAVPERSCOMINST 1401.1A

PERS-4

15 Oct 2015

NAVPERSCOM INSTRUCTION 1401.1A

From: Commander, Navy Personnel Command

Subj: UNRESTRICTED LINE MAJOR AND COMMANDER COMMAND BOARD
NOTIFICATION PROCEDURES

1. Purpose

a. To develop a common framework for the release of administrative selection board results from Navy Personnel Command (NAVPERSCOM), Surface Warfare Officer Assignment Division (PERS-41), Submarine/Nuclear Power Distribution Control Division (PERS-42), and Aviation Officer Assignment Division (PERS-43). This instruction only applies to public release of board selection information for commander command and major command boards from PERS-41, PERS-42, and PERS-43. Maintenance of this instruction is the responsibility of NAVPERSCOM, Career Management Department (PERS-4).

b. Major revisions to this instruction include NAVPERSCOM, Career Progression Department (PERS-8) will list officers with adverse information on the adverse information memorandum (AIM), which will be made part of the board report. Also, type commanders (TYCOM) are now responsible for review and approval of board results. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVPERSCOMINST 1401.1.

3. Discussion. Selection to commander command and major command is a significant career milestone. From the moment board presidents adjourn their respective selection boards, there is a palpable demand to release the select list as quickly as possible. Prior to public release, it is imperative each select list be reviewed by PERS-8, out of look non-selects be notified in a professional and dignified manner, and the Chief of Naval Personnel (CHNAVPERS), Chief of Naval Operations (CNO), and Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), be informed of the board's recommendation. Failure to follow the instructions as written may result in invalidating the board results.

4. Policy. The presidents of the unrestricted line (URL) commander command and major command boards are appointed in writing by Commander, Navy Personnel Command (COMNAVPERSCOM) via the board convening orders. The convening orders and precepts provide the board president direction regarding the conduct of the board, but not specific direction regarding public release of information. COMNAVPERSCOM is responsible for official and public release of URL commander command and major command board results. The following approved release procedures are directed.

5. Procedures. Prior to the president adjourning a commander command or major command selection board, the senior recorder will ensure all board members are briefed and understand the official and public notification procedures. Board members remain under oath and must limit their discussion to only that of the board's recommendations (the select list) and may not discuss board recommendations until the select list is publicly released. Immediately prior to board adjournment, the board sponsor will remind board members that they remain under oath and are not authorized to release board recommendations ahead of the official release by COMNAVPERSCOM.

a. Board Adjournment. Once board members are briefed on notification procedures, board members sign the board report and are released from their selection board responsibilities; however, board members remain under oath and must limit their discussion of the board to that of the board recommendations (select list).

b. PERS-8 Validation for Adverse Screens. PERS-8 will conduct an adverse information screen of those officers selected by the board. To ensure selection board impartiality, information on unresolved investigations is withheld by PERS-8 until the board adjourns. Officers with adverse or reportable information will be listed on the AIM to be included as part of the board report. The board president will recommend to COMNAVPERSCOM if an officer's name should be removed from the list or withheld from public release.

c. COMNAVPERSCOM Legal Review. Prior to the board president's meeting with COMNAVPERSCOM or designated representative, NAVPERSCOM, Office of Legal Counsel (BUPERS-00J) will review board recommendations. This review will coincide

with a review by the flag secretary to COMNAVPERSCOM to ensure proper formatting and structure of the board report.

d. Board President Outcall with COMNAVPERSCOM. Following PERS-8 and legal reviews, the board president will meet with COMNAVPERSCOM or designated representative. The purpose of the outcall is for the board president to address any pending issues resulting from the board proceedings, PERS-8 review, or the legal review and to provide feedback to COMNAVPERSCOM on the board process.

e. Private Notification of "Non-Selects". Private notification of "non-select" officers past their final look may proceed at any time following legal review.

(1) Notification of non-select officers past their final look shall be made in a dignified and professional manner, giving special consideration to the significant contributions each of these officers has made to the naval service. Each URL community has a unique cultural process approved by its enterprise regarding the notification of "non-selects". Where feasible, notifications should be made by phone call. Prior to the board, the community should decide who will initiate calls to those that fall into this category (normally "non-select" calls are made by community detailers, board members, or a senior ranked "mentor").

(2) The following approved notification procedures will be used. Deviation from the below procedures requires notification via e-mail from the division director (DIVDIR) to PERS-4 and COMNAVPERSCOM.

(a) PERS-41 detailers will notify those officers past final look. In keeping with the traditions of the Surface Warfare Community, upon notification, these officers will be provided extensive career counseling and encouraged to remain on active duty.

(b) PERS-42 will identify mentors outside of NAVPERSCOM who will contact those officers past their final look. This identification will occur prior to commencement of the board. Those officers past final look who are unable to be contacted by mentors will be informed by PERS-42 detailers.

(c) PERS-43 will provide their spaces for board members to contact those officers past final look. Those officers past final look who are unable to be contacted by selection board members will be informed by PERS-43 detailers.

f. TYCOM Review and Approval. For active duty aviation, surface, and submarine major command boards, the respective TYCOM must review and approve the board results. For these major command boards, TYCOMs are specifically granted authority to shift command screened officers between the command categories recommended by the board, provided the officer has been recommended for a major command considered by the board and the officer meets the eligibility criteria established by the board convening order for that category of command. This review will take place prior to forwarding the selection board's recommendations to CHNAVPERS, CNO, and ASN (M&RA).

(1) PERS-41 will forward board results to Commander, Naval Surface Force for TYCOM review, approval, and apportionment. The TYCOM will not alter the status of selected or non-selected personnel; however, TYCOM will have the opportunity to apportion selected officers between community specific categories (for example: Cruiser, Destroyer Squadron, Littoral Combat Ship Squadron Major Command, Amphibious Major Command, or Shore Major Command). Upon TYCOM approval and apportionment, the board results will be considered final. PERS-41 will inform COMNAVPERSCOM once TYCOM approval and apportionment has been completed.

(2) PERS-42 will forward board results to Commander, Submarine Force for TYCOM review. Upon completion of TYCOM review, the board results will be considered final. PERS-42 will inform COMNAVPERSCOM once TYCOM review has been completed.

(3) PERS-43 will forward board results to Commander, Naval Air Forces for TYCOM review and approval. The TYCOM will not alter the status of selected or non-selected personnel; however, TYCOMs will have the opportunity to shift selected officers between board categories. Upon TYCOM approval, the board results will be considered final. PERS-43 will inform COMNAVPERSCOM once TYCOM approval has been received.

g. CHNAVPERS, CNO, and ASN (M&RA) Notification. COMNAVPERSCOM is responsible for informing CHNAVPERS, CNO, and ASN (M&RA) of board recommendations prior to official release. Following notification of those officers past final look, COMNAVPERSCOM will forward, via e-mail, the recommendations of the selection board to CHNAVPERS, CNO, and ASN (M&RA).

h. Flag and Senior Executive Service (SES) Members Notification. Upon transmission of the e-mail to CHNAVPERS, CNO, and ASN (M&RA) a 2-hour clock will commence. At the conclusion of the 2-hour period, COMNAVPERSCOM will notify all Navy flags and SES members, of the board select list only, via e-mail. This notification will begin a second 2-hour clock which, when elapsed, authorizes the appropriate DIVDIR to release the board recommendations.

i. Official Release. Upon notification by COMNAVPERSCOM front office that Navy flags and SES 2-hour time clock has elapsed, DIVDIRs are authorized to release the select list. The following approved notification procedures will be used. Deviation from the below procedures requires notification from the DIVDIR to PERS-4 and COMNAVPERSCOM.

(1) PERS-41. Official release of results to the Surface Warfare Community will occur in a two-step process. Enterprise lead provides an e-mail containing names of those officers selected and those officers past final look to all Surface flag officers. Contact data is provided with these two lists. Surface Warfare flag officers will be encouraged to follow a long established practice of mentoring those selected officers and those who did not select. Following release of this e-mail, PERS-41 will post the results to its web page on the NAVPERSCOM web site.

(2) PERS-42. Official release of results to the Submarine Community will occur via naval message from Commander, Submarine Force.

(3) PERS-43. Official release of results to the Aviation Community will occur via posting to the PERS-43 web page on the NAVPERSCOM web site.

j. Release of Names of Selected Officers. The names of the selected officers shall be released in alphabetical order

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and by command category, if appropriate. Command categories shall reflect the categories reviewed and approved by the TYCOM. No additional information such as year group, precedence, or other information indicating previous consideration (first look or second look) will be released.

6. Conclusion. Although the process outlined above may appear burdensome, it serves a valuable purpose in that it permits validation of the board results, informs the chain of command of board results, permits immediate leadership the opportunity to congratulate and counsel those officers considered before the board prior to public release, and enables notification of non-selects in a professional and dignified manner that honors their naval service.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

A handwritten signature in black ink, appearing to read "David F. Steindl". The signature is stylized with a large, sweeping initial "D" and "S".

DAVID F. STEINDL

Distribution:

Electronic only, via NAVPERSCOM Web site:

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