From: Deputy Chief of Naval Personnel  
To: President, FY-19 Aviation Department Head Screen Board  

Subj: ORDER CONVENING THE FY-19 AVIATION DEPARTMENT HEAD SCREEN BOARD  

Ref: (a) FY-19 Administrative Selection Board Precept  
(2) Board Membership  
(3) Administrative Support Staff  
FY-19 ADHSB Eligibility Criteria  

1. Date and Location  

   a. This administrative selection board, consisting of you as president, the officers listed in enclosure (1) as members, and the personnel listed in enclosure (2) as administrative support staff, is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 30 April 2018, or as soon as practicable thereafter.  

   b. The board shall proceed in accordance with all guidance in this letter and the FY-19 Administrative Selection Board Precept, reference (a).  

2. Function. The function of the board is to:  

   a. Recommend Unrestricted Line (URL) officers for Operational (OP) and Operational Training (OP-T) Aviation Department Head.  

   b. Recommend officers as Qualified Insufficient Opportunity (QIO).  

3. Board Authorized Selections  

   a. Maximum Number of Selects. The maximum number of candidates that may be recommended in each competitive category is listed below. All officers within each competitive category have been reviewed to ensure compliance with the eligibility criteria as outlined in enclosure (3).
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<table>
<thead>
<tr>
<th>Competitive Category</th>
<th>Maximum Number of Selects</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM OP</td>
<td>7</td>
</tr>
<tr>
<td>HSC OP</td>
<td>39</td>
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<tr>
<td>HSM OP</td>
<td>48</td>
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<tr>
<td>VAQ 1310 OP</td>
<td>16</td>
</tr>
<tr>
<td>VAQ 1320 OP</td>
<td>10</td>
</tr>
<tr>
<td>VAW 1310 OP</td>
<td>7</td>
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<tr>
<td>VAW 1320 OP</td>
<td>11</td>
</tr>
<tr>
<td>VRC/VRM OP</td>
<td>8</td>
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<tr>
<td>VFA 1310 OP</td>
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<tr>
<td>VFA 1320 OP</td>
<td>15</td>
</tr>
<tr>
<td>VP/VQ(P) 1310 OP</td>
<td>20</td>
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<tr>
<td>VP/VQ(P) 1320 OP</td>
<td>26</td>
</tr>
<tr>
<td>VQ(T) 1310 OP</td>
<td>4</td>
</tr>
<tr>
<td>VQ(T) 1320 OP</td>
<td>4</td>
</tr>
<tr>
<td>Operational Training</td>
<td>56</td>
</tr>
</tbody>
</table>

(1) The board need not select to the numbers provided. The maximum number to select should only be attained if there are a sufficient number of candidates determined fully qualified. Should the board deem that an insufficient number of qualified officers exist in a particular competitive category then the finding will be included in the board report.

b. Qualified Insufficient Opportunity (QIO). In each competitive category there may be officers whose records clearly meet selection criteria but are not selected because of limited quotas. The board shall identify such officers to the Recorder and those names shall be annotated in the board report. In the board report, officers selected as QIOs will be ranked in order of merit within each competitive category. However, the QIOs will not be published to the Navy or the public.

(1) The maximum number of QIOs in each competitive category is listed below. The ultimate number of QIOs in each competitive category will be determined by the board.
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<table>
<thead>
<tr>
<th>Competitive Category</th>
<th>Maximum Number of QIOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM OP</td>
<td>4</td>
</tr>
<tr>
<td>HSC OP</td>
<td>15</td>
</tr>
<tr>
<td>HSM OP</td>
<td>15</td>
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<tr>
<td>VAQ 1310 OP</td>
<td>0</td>
</tr>
<tr>
<td>VAQ 1320 OP</td>
<td>5</td>
</tr>
<tr>
<td>VAW 1310 OP</td>
<td>5</td>
</tr>
<tr>
<td>VAW 1320 OP</td>
<td>8</td>
</tr>
<tr>
<td>VRC/VRM OP</td>
<td>5</td>
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<tr>
<td>VFA 1310 OP</td>
<td>15</td>
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<tr>
<td>VFA 1320 OP</td>
<td>7</td>
</tr>
<tr>
<td>VP/VQ(P) 1310 OP</td>
<td>18</td>
</tr>
<tr>
<td>VP/VQ(P) 1320 OP</td>
<td>14</td>
</tr>
<tr>
<td>VQ(T) 1310 OP</td>
<td>5</td>
</tr>
<tr>
<td>VQ(T) 1320 OP</td>
<td>5</td>
</tr>
<tr>
<td>Operational Training</td>
<td>0</td>
</tr>
</tbody>
</table>

(2) Unlike a recommendation for selection, an individual may be recommended as a QIO in multiple competitive categories (i.e., OP and OP-T).

(3) Should a need arise during the year for an additional officer to fill a command, an officer from the QIO list so identified in the board report shall be considered qualified and additional administrative screen procedures need not be pursued. Officers shall be selected from the board report according to order of merit and subject to assignability.

(4) QIOs may be on multiple QIO lists until such time as the individual is required to fill a Department Head (DH) billet. Once the QIO officer is selected to fill a DH billet, that officer will be removed from all other QIO lists.

4. **Additional Guidance.** Naval Aviation is first and foremost an aerial combat force, and values the attainment of warfare qualifications and leadership both in the air and on the ground. The Naval Aviation Enterprise continues to value the war fighting ability and tactical excellence required for Operational Commanders to excel in combat. Therefore, as an aviation officer progresses in his/her career, achievement of community specific warfare qualifications should be documented
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in the officer's official record. The ultimate measure of success within the aviation community is sustained performance in operational environments.

[Signature]
J. W. HUGHES
BOARD MEMBERSHIP
FY-19 AVIATION DEPARTMENT HEAD SCREEN BOARD

Aviation Department Head:

RDML Stuart P. Baker, USN, 1310 (President)
CAPT Marcello D. Caceres, USN, 1320
CAPT Ryan T. Carron, USN, 1310
CAPT Colin P. Day, USN, 1310
CAPT Ryan T. Keys, USN, 1310
CAPT John W. Kurtz, USN, 1320
CAPT Matthew T. Pottenburgh, USN, 1320
CAPT Joshua A. Sager, USN, 1310
CAPT Michael J. Weaver, USN, 1310
CDR Brannon S. Bickel, USN, 1310
CDR Daniel A. Boman, USN, 1310
CDR Samuel C. Bryant, USN, 1310
CDR Stephen J. Bury, USN, 1310
CDR Charles E. Dale III, USN, 1320
CDR Michael D. France, USN, 1310
CDR Katrina L. Hill, USN, 1310
CDR Brian L. Holmes, USN, 1310
CDR Richard D. Payne, USN, 1320
CDR Rodney A. Thomas, USN, 1320

Enclosure (1)
ADMINISTRATIVE SUPPORT STAFF
FY-19 AVIATION DEPARTMENT HEAD SCREEN BOARD

1. Aviation Department Head: LCDR Jeremiah W. Farwell, USN, will act as a recorder with the following personnel acting as assistant recorders:

CDR William R. White
LCDR Marc W. Hines
LCM Dr. Matthew A. McCormick
LCM Dr. Brian H. Pennell
LCM Dr. Christopher M. Seguine

2. The recorder or an assistant recorder will be present during all deliberations.

3. The following person is designated to serve as the board sponsor:

CAPT Michael W. Baze

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

RDML Jeffrey W. Hughes
CAPT Richard J. Cheeseman, Jr.
CAPT James M. Lucci
CAPT Robert P. Schulhof
CDR Carvin A. Brown
CDR Charles A. Chmielak
CDR Matthew E. Davin
CDR Robert K. Elizondo
CDR Jeffrey A. Farmer
CDR Jared D. Goul
CDR Richard D. Haley
CDR Steven S. Hatch
CDR Teague R. Laguens
CDR Vincent W. Logan
CDR Steven S. Moss
CDR Daniel M. I. Murphy
CDR Chandra S. Newman
CDR James O. Samman
CDR Jonathan E. Spore
CDR Robert A. Stanley
CDR Joseph A. Torres
CDR Carl J. Wells
CDR Christopher J. Wood
CDR Stephen V. Yenias
CDR Kevin P. Zayac

LCM Dr. Joshua M. Ales
LCM Dr. Alexander P. Armatas
LCM Dr. Aaron G. Berger
LCM Dr. Zachary R. Brown
LCM Dr. Jordan A. Brye
LCM Dr. Nicholas K. Bullard
LCM Dr. Alan J. Carlson
LCM Dr. Kevin M. Chambers
LCM Dr. Jeffrey J. Creighan
LCM Dr. Bryan Dahlgquist
LCM Dr. Kent L. Davis
LCM Dr. Michael E. DeBoer
LCM Dr. Thomas J. Doran
LCM Dr. Jonathan J. Faraco
LCM Dr. Roger L. Fringer
LCM Dr. Joseph A. Gueary
LCM Dr. Mark E. Kennedy
LCM Dr. Thomas G. Kolwicz
LCM Dr. Kevin A. Kraemer
LCM Dr. Michael M. Lanzillo
LCM Dr. Steven C. Parente
LCM Dr. Michael A. Perez
LCM Dr. Zachary M. Pleis
LCM Dr. Timothy E. Rogers
LCM Dr. Kyle L. Terwilliger

Enclosure (2)
ADMINISTRATIVE SUPPORT STAFF
FY-19 AVIATION DEPARTMENT HEAD SCREEN BOARD

LCDR Robert W. Whitmore
LCDR Robert E. Woodards
LT Cassandra E. Abbott
LT Kevin M. Loughman
LT Keith P. Miltner
LT Ruben M. Tapia
FORCM(SS/IUSS) S. A. Rossiter
Mr. Julion A. Bend
Mr. John R. Crotts
Mr. Max Hodge
Mr. Juan J. Jimenez
Mr. Richard P. Mason
Mr. Anthony Matthews
Ms. Karon D. Matthews
Ms. Lynda Mckinney
Mr. Tommy Owens
Mr. Stephen R. Ranne
Mr. Jay A. Rublaitus
Ms. Edna Shannon
Ms. Mindee M. Wolven
FY-19 AVIATION DEPARTMENT HEAD ELIGIBILITY CRITERIA

1. Eligibility. Overall eligibility for the FY-19 Aviation Department Head Screen Board (ADHSB) has been determined by Navy Personnel Command (PERS-43) personnel based on officers meeting the criteria listed in the applicable sections of this document. The following is provided to outline eligibility for the FY-19 ADHSB:

   a. Definition of "Looks". Selection for Aviation Department Head (ADH) occurs in three reviews, referred to as "looks" of a Screen Group (SG). The first "look" occurs in the fiscal year following selection for promotion to Lieutenant Commander, and these officers are only considered for Operational Department Head. The second and third "looks" occur in the fiscal year following the first "look." The second "look" is for consideration as Operational Department Head while the third "look" is for consideration as Operational Training Department Head.

   b. Screen Groups. The records of all eligible officers will receive two "looks" for Operational ADH. As promotion zones are not strictly aligned with year groups, individuals are considered for Department Head (DH) in a SG designated by lineal numbers in the annual Promotion Zone Forecast message. SG boundaries can shift slightly each year due to changes in the Promotion Zone Forecast. The FY-19 ADHSB consists of two screen groups, SG-08 and SG-09.

      (1) The group of "In-Zone" (IZ) officers receiving their first look for ADH on the FY-19 ADHSB is referred to as SG-09. SG-09 is comprised of those Aviation Unrestricted Line (URL) Officers selected for promotion to Lieutenant Commander by the FY-18 Active-Duty Navy Lieutenant Commander Line Promotion Selection Board and Aviation URL Officers subsequently selected for special promotion to Lieutenant Commander during a quarterly Special Promotion Board.

      (2) The group of "Above-Zone" (AZ) officers is composed of those eligible officers who were previously considered for their Operational ADH first "look" by the FY-18 ADHSB, but not selected. This group of eligible officers is referred to as SG-08.

Note One: For the purposes of the FY-19 ADHSB, the officer with Lineal number 04365050 is considered "Above-Zone" (AZ).
2. Eligibility Determination

a. Definition of Eligibility Criteria. To meet the criteria for eligibility for the FY-19 ADHSB, an officer must:

(1) Be designated a URL Naval Aviation Officer (1300/1310/1320 designators).

Note One: Officers who were previously assigned a designator of 1310 or 1320 and have been re-designated to 1300 as a result of medical disqualification from flight status are considered eligible if they are expected to be found medically qualified for flight and re-designated to 1310/1320 prior to the conclusion of FY-18. This determination must be validated by a flight surgeon.

(2) Fall within SG-08 or SG-09 and have not been previously selected for ADH.

(3) Be in the rank of Lieutenant Commander or be selected for promotion to Lieutenant Commander as a member of SG-08 or SG-09.

Note Two: All officers who entered naval service in FY-17 via inter-service transfer at the rank of Lieutenant Commander are considered eligible for selection as part of SG-08.

Note Three: All officers who were selected for promotion to Lieutenant Commander whose promotions are in a withheld or delayed status are considered eligible for the FY-19 ADHSB. If selected, they will be held in a selected status but will not receive orders to a DH billet until promotion is authorized.

Note Four: All officers who are approved for the Career Intermission Program (CIP) who are beginning CIP separation after the convening of the ADHSB are considered eligible for selection.

b. Disqualifying Events

(1) Officers IZ for Lieutenant Commander on the FY-18 Active-Duty Navy Lieutenant Commander Line Promotion Selection Board who failed to select for promotion to Lieutenant Commander will not be included in SG-09 for their first look on the FY-19 ADHSB. Officers will only be considered for DH once they have been selected for Lieutenant Commander.
(2) Resignation and Retirement. All officers with released resignation or retirement orders with a Date-Time-Group (DTG) prior to 30 April 2018 are ineligible for the FY-19 ADHSB.

(3) Those officers who have been selected for and accepted lateral transfer outside of the 13X0 designated community, to include the Junior Permanent Military Professor Program, the Aviation Engineering Duty Officer community, and the Full Time Support community, are ineligible for the FY-19 ADHSB.

(4) Officers who were previously assigned a designator of 1310 or 1320 who have been re-designated to 1300 due to a Voluntary Termination of flight status are not eligible for the FY-19 ADHSB.

(5) Officers who were previously assigned a designator of 1310 or 1320 who have been re-designated to 1300 due to the outcome of a Field Naval Aviator Evaluation Board proceeding are not eligible for the FY-19 ADHSB.

(6) Officers who submitted a "Don’t Pick Me" letter to request non-selection on any previous ADH Screen Board are ineligible for the FY-19 ADHSB.

Note Five: Any officer who had previously submitted a "Don’t Pick Me" letter as an In-Zone (IZ) eligible of the FY-18 ADHSB (SG-08) may submit a request for consideration by the FY-19 ADHSB. These requests should be sent to PERS-43 and will be adjudicated on a case-by-case basis.

(7) Officers who were previously selected for and subsequently declined ADH are ineligible for the FY-19 ADHSB.

c. Definition of Competitive Categories. Competitive category eligibility has been determined by PERS-43 based on overall FY-18 ADHSB eligibility as well as competitive category eligibility. To be eligible for a specific competitive category, officers must qualify for overall eligibility criteria and meet the following:

(1) Helicopter Mine Countermeasures Operational (HM OP). SG-08/09 eligible officers who come from the HM community.
FY-19 AVIATION DEPARTMENT HEAD ELIGIBILITY CRITERIA

(2) Helicopter Sea Combat Operational (HSC OP). SG-08/09 eligible officers who come from the Helicopter Anti-Submarine (HS) and Helicopter Sea Combat (HSC) communities.

(3) Helicopter Maritime Strike Operational (HSM OP). SG-08/09 eligible officers who come from the Helicopter Maritime Strike (HSM) and Helicopter Anti-Submarine Light (HSL) communities.

(4) Airborne Electronic Attack 1310 Operational (VAQ 1310 OP). SG-08/09 eligible officers who come from the VAQ community with a designator of 1310.

(5) VAQ 1320 Operational (VAQ 1320 OP). SG-08/09 eligible officers who come from the VAQ community with a designator of 1320.

(6) Carrier Airborne Early Warning VAW 1310 Operational (VAW 1310 OP). SG-08/09 eligible officers who come from the VAW community with a designator of 1310.

(7) VAW 1320 Operational (VAW 1320 OP). SG-08/09 eligible officers who come from the VAW community with a designator of 1320.

(8) Fleet Logistics Support VRC Operational (VRC OP). SG-08/09 eligible officers who come from the VRC community.

(9) Strike Fighter VFA 1310 Operational (VFA 1310 OP). SG-08/09 eligible officers who come from the VFA community with a designator of 1310.

(10) VFA 1320 Operational (VFA 1320 OP). SG-08/09 eligible officers who come from the VFA community with a designator of 1320.

(11) Maritime Patrol and Reconnaissance communities VP/VQ(P) 1310 Operational (VP/VQ(P) 1310 OP). SG-08/09 eligible officers who come from the VP and VQ(P) communities with a designator of 1310.

(12) VP/VQ(P) 1320 Operational (VP/VQ(P) 1320 OP). SG-08/09 eligible officers who come from the VP and VQ(P) with a designator of 1320.
FY-19 AVIATION DEPARTMENT HEAD ELIGIBILITY CRITERIA

(13) Fleet Air Reconnaissance VQ(T) 1310 Operational (VQ(T) 1310 OP). SG-08/09 eligible officers who come from the VQ(T) community with a designator of 1310.

(14) VQ(T) 1320 Operational (VQ(T) 1320 OP). SG-08/09 eligible officers who come from the VQ(T) community with a designator of 1320.

(15) Fleet Logistics Multi-Mission Squadron VRM 1310 Operational (VRM 1310 OP). SG-08/09 eligible officers who come from the VRC community with a designator of 1310.

d. Operational Training Department Head for Two-Time Operational Department Head Non-Selects. Due to limited Operational Department Head seats, there will be competitive officers who fail to select for Operational Department Head on their second and final look. In order to provide continued career opportunity and to capitalize on Naval Aviation’s investment in these officers, every AZ officer not selected for Operational Department Head will be screened for Operational Training Department Head (VT, HT, VX, TPS, Wing Weapons School, FRS, and TACRON). To be eligible, officers must qualify for overall eligibility criteria, be a member of SG-08, and not have been selected for Operational Department Head.