



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1530
PERS-00
11 Jun 15

From: Commander, Navy Personnel Command
To: President, FY-16 Surface Warfare Officer Department Head
Screening Board

Subj: ORDER CONVENING THE FY-16 SURFACE WARFARE OFFICER
DEPARTMENT HEAD SCREENING BOARD

Ref: (a) FY-16 Administrative Selection Board Precept
(b) COMNAVSURFOR MSG 222111Z May 14

Encl: (1) Board Membership

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, June 15, 2015 or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter and the FY-16 Administrative Selection Board Precept, reference (a).

c. As announced in reference (b), the Surface Warfare Community eliminated the fourth screening look for Department Head.

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

a. Recommend Surface Warfare (SWO) (111X, 116X) and Limited Duty Officers (LDO) (611X, 612X, 613X, 616X, 618X) for assignment as Department Head (DH) Afloat.

b. Review the performance of previously screened (bank) officers who have not yet reported to Department Head School. A recommendation to the board to remove an officer from the bank will be given if there is a substantiated decline in performance or a significant event subsequent to the last board.

c. Adjudicate officers in the Surface Warfare (111X, 116X) community who have petitioned the board, in writing, for a

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delayed third look. A delayed third look will be available upon petition when the officer can show that he/she was somehow disadvantaged, or that his/her record was unfairly considered during the normal administrative screening process. Petitions must be made in writing to the selection board president, via COMNAVPERSCOM (PERS-41) who will attach an endorsement recommending approval or denial of the petitioner's request. A majority vote of members will determine final adjudication.

d. Adjudicate officers in the Surface Warfare (111X/116X) community who have petitioned the board, in writing, for a special additional look. A special additional look will be made available to officers who are past their final look and upon petition can reasonably demonstrate that he/she was somehow disadvantaged, or that his/her record was unfairly considered during the normal administrative screening process. Such petition is made in writing to the selection board president, via PERS-41, who will attach an endorsement recommending inclusion or exclusion of the petitioner's record for an additional look. Officers approved for an additional look by a majority vote of members will then be considered with those officers receiving regular consideration.

e. Provide list of officers from Year Group (YG) 2010 past their final look that did not screen for Department Head.

3. Board Authorized Selections. The total number of candidates that may be recommended in each competitive category is:

a. For YG 2012 111X/116X Officers, the Board shall not select more than 80% of the eligible Officers.

b. For YG 2010-2011 111X/116X Officers, the Board is not held to any minimums or maximums.

c. The Board is not held to any minimums or maximums for Officers from YG 2009 who were previously approved for a delayed look, or for those Officers who were approved for a special additional look by the FY16 Surface Warfare Officer Department Head Board.

d. For YG 2010-2012 Limited Duty Officers (LDO) (611X, 612X, 613X, 616X, 618X), the Board is not held to any minimums or maximums.

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e. To support the lengthy training pipeline for Littoral Combat Ship (LCS) Engineer Officer billets, all fully qualified 613X Limited Duty Officers in Year Group (YG) 2013 may be recommended.

4. Additional Guidance. The below information is provided to clarify community requirements and to supplement the best and fully qualified standard as defined in reference (a).

a. To be considered fully qualified for DH Afloat selection, officers must:

(1) Have obtained their SWO qualification,

(2) Be a lieutenant or eligible for promotion,

(3) Be recommended in writing for DH or a higher career milestone by an Afloat Commanding Officer or Commander on their most recent afloat fitness report, and

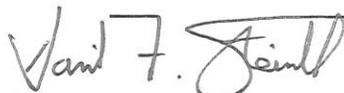
(4) Have no clearly substantiated decline in performance.

b. For LDOs, a DH recommendation is not necessarily a normal career milestone recommendation. Documented leadership and a recommendation for a position of increased responsibility, such as Officer-in-Charge, Repair Officer, First Lieutenant, Combat Systems Officer, etc., shall satisfy the recommendation for DH.

c. The board will be provided a certified list of officers who exceed the basic standards for consideration. In addition to being fully qualified, Officers on the certified list will have no PFA failures and be at or above the Summary Group Average on their most recent at sea Fitness Report. The list will be certified by PERS-41 as accurate (each record having been reviewed by at least three separate officers within PERS-41) and will be provided for review and final approval by the board. The board may review any record from the certified list provided a majority of the board members vote to do so; otherwise, the board will not review the records on the certified list.

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d. The board must review and consider for selection all eligible officers who are not on the certified list.



DAVID F. STEINDL