DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
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2 Oct 20

From: Chief of Naval Personnel
To: Presidents, FY-21 Active-Duty Navy Chief Petty Officer Advancement Selection Boards

Subj: ORDER CONVENING THE FY-21 ADVANCEMENT SELECTION BOARDS TO CONSIDER FIRST CLASS PETTY OFFICERS OF THE ACTIVE-DUTY NAVY FOR ADVANCEMENT TO CHIEF PETTY OFFICER

Ref: (a) FY-21 Active-Duty Navy and Navy Senior Enlisted Advancement Selection Boards Precept

Encl: (1) Board Membership
(2) Recorders and Assistant Recorders
(3) Administrative Support Staff
(4) Competitive Group Quotas

1. **Date and Location**

a. The advancement selection boards, consisting of you as presidents, the personnel listed in enclosure (1) as members, the personnel in enclosure (2) as recorders and assistant recorders and the personnel listed in enclosure (3) as administrative support staff, are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 5 October 2020, or as soon as practicable thereafter.

b. The boards shall proceed in accordance with all guidance in this letter and reference (a).

2. **Advancement Board Authorized Selections**. The total number of candidates who may be recommended in each competitive group shall not exceed the quotas specified in enclosure (4). The advancement selection boards shall only recommend up to the quota if the board determines that there are a sufficient number of fully qualified candidates.

3. **Best and Fully Qualified Selection Standard**

a. **Fully Qualified**. All candidates recommended for advancement must be fully qualified. That is, each candidate's qualifications, experience and performance must clearly

demonstrate that he or she would be capable of performing the duties of the next higher paygrade. Candidates that do not meet that standard shall not be recommended for advancement.

(1) Candidates fully qualified for advancement demonstrate a requisite level of leadership, technical expertise, managerial and communication skills, integrity, commitment to the personal and professional development of subordinates, resourcefulness in their assignments and recognition of our Navy's heritage required to perform in the next higher paygrade.

(2) Fully qualified candidates must clearly demonstrate adherence to Navy and Department of Defense ethical standards, loyalty to Navy Core Values and our Chief Petty Officer (CPO) mission, vision and guiding principles as listed on the CPO evaluations.

b. **Best Qualified**. Among the fully qualified candidates, you must recommend for advancement the best qualified candidates within their respective competitive group. Each board member shall apply this guidance when briefing individual records, discussing and voting. Additionally, members will use the considerations below to guide their determinations of the best qualified candidates.

(1) **Scope and Impact of Leadership**

(a) You must consider the scope of the candidate's primary job assignments and the impact throughout the command, area and fleet.

(b) The best qualified candidates will have proven and sustained superior performance in difficult and challenging in-service or joint leadership positions and **demonstrated skill in enhancing teamwork and individual performance** as demonstrated in unit warfighting readiness and accomplishments. You must consider that the future Navy or joint force leadership will comprise a mix of service members that have excelled in both traditional and alternate career paths. You should consider candidates who have clearly demonstrated sustained superior leadership and shown competency in mentoring and developing Sailors as measured by qualification accomplishments,

subordinate professionalism, advancement results, influence on retention/attrition and the extent to which the candidate trains and educates on the principles of leadership, watchstanding, professionalism and heritage. This demonstration of leadership and impact to command mission may include performance of major command collateral duties and management of command wide programs.

(2) **Institutional and Technical Expertise**. You must consider documented institutional and technical expertise and the extent to which each candidate used that knowledge to train on principles of leadership, professionalism, technical proficiency and heritage as measured by subordinate advancement results, qualification accomplishments, retention, etc. You shall also consider a candidate's management skill towards achieving warfighting readiness by evaluating the candidate's impact on unit mission; results with division, department, unit-level certifications, inspection, readiness exams and completion of required and recommended institutional and technical training curriculums such as service or technical schools, United Services Military Apprenticeship Program, professional licenses, credentials and other certifications.

(3) **Special Qualifications**. You must consider the attainment of special qualifications (both above rank and in and out of rating) beyond the minimum requirements, which have an impact on mission effectiveness.

(4) **History of Assignments**

(a) Every job in the Navy is important and candidates can be frequently detailed to duty outside of their rating, which may not be typical of the candidate's traditional community career path. Each of the specific types of special programs and commands cannot be listed in this document, but many such types of duty are considered arduous and require selective assignment and special qualifications. In determining which candidates are best and fully qualified, you must consider that candidates serving in these types of highly selective assignments compete within a group of individually selected personnel with equally superb records. Repeat tours in special programs should not be viewed negatively.

(b) Due to operational demands or needs of the Navy, some assignments may result in a candidate missing the opportunity to serve in a community-recognized milestone to be competitively ranked on an evaluation. A candidate serving in one of these assignments may be rated by a reporting senior unfamiliar with the candidate's occupational specialty and the Navy evaluation report system. Therefore, special attention must be taken in reviewing these candidates' records.

(c) In evaluating a candidate's history of assignments, consideration should be made that candidates are not always in control of their duty assignments or scope of responsibility. Closed-loop communities can restrict assignment diversity. The size of a command and the number within peer ranking are not controlled by the candidate.

(5) **Education and Professional Development**. You must consider the completion of professional military or advanced civilian education. Professional Military Education entails Primary Professional Military Education, Senior Enlisted Joint Professional Military Education and Leadership Development. Our Navy's future senior enlisted leaders hone and develop leadership skills from these courses required to function as future departmental leading chief petty officers.

JOHN B. NOWELL, JR