



THE SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

SEP 7 2018

From: Secretary of the Navy  
To: President, FY-19 Active-Duty Navy Captain Staff Selective Early Retirement Boards  
Subj: ORDER CONVENING THE FY-19 SELECTIVE EARLY RETIREMENT BOARDS TO CONSIDER OFFICERS ON THE ACTIVE-DUTY LIST OF THE NAVY IN THE PERMANENT GRADE OF CAPTAIN (STAFF)  
Ref: (a) FY-19 Active-Duty Navy Selective Early Retirement Boards Precept  
Encl: (1) Board Membership  
(2) Recorder and Assistant Recorders  
(3) Administrative Support Staff

1. Date and Location

a. The Selective Early Retirement (SER) boards, consisting of you as president, the officers listed in enclosure (1) as members, the officers listed as recorder and assistant recorders in enclosure (2), and the personnel listed in enclosure (3) as administrative support staff, are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, September 13, 2018, or as soon as practicable thereafter.

b. The boards shall proceed in accordance with the guidance contained in this letter, and the FY-19 Active-Duty Navy Selective Early Retirement Boards Precept, reference (a).

2. Authorized Selections. The boards may select a number of officers that does not exceed 30 percent of the number of eligible officers, as defined by the list of eligible officers provided by the Chief of Naval Personnel on the day the board convenes. The boards may also determine that no officers should be recommended for SER in a specific grade and competitive category after giving due consideration to the needs of the Navy as set forth in the guidance and selection standards herein.

3. Confidentiality and Nondisclosure. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the boards or administrative staff may disclose the proceedings, deliberations, or recommendations of the SER boards.

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Nevertheless, the Chief of Naval Personnel may provide the recommendations of the SER boards to the senior flag officer responsible for recommending community assignments and to senior community detailers, to the extent necessary to facilitate community assignments. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

#### 4. Selection Standards

a. The Navy needs the highest quality officer corps in the senior ranks of commander and captain. Each board shall consider carefully, without prejudice or partiality, the record of every eligible officer. The board will select those officers whose early retirement, in the opinion of a majority of the members of the board, is needed by the Navy.

b. When reviewing an eligible officer's record, the board members shall consider the officer's performance; whether the officer's service and conduct reflects the requirement for exemplary conduct in title 10, U.S. Code, section 5947; and any adverse information, as defined by DoD Instruction 1320.04, pertaining to the officer. Each board member will apply the following guidance below when briefing individual records, deliberating, and voting to determine those officers who should be recommended for early retirement.

c. Performance Factors. An early retirement is in the best interest of the Navy when an officer's record indicates that the officer is not fully capable of performing the duties of his or her current grade. In order to be fully capable, the officer must have the moral, mental, physical, and professional qualifications to perform the duties of the current grade. The following additional factors will guide the board's consideration of eligible officers.

(1) Adverse information concerning an officer, as discussed in paragraph 4.e, may indicate that an officer is not fully capable of performing the duties of the current grade.

(2) If an officer's record reflects "average" performance, or above, in the current grade, then the board should determine the officer is fully capable of performing the duties of the current grade.

(3) The board will give careful consideration to any fitness report that has an individual trait grade of 2.0 or

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below on a 5.0 scale, a promotion recommendation of "significant problems," comments stating an inability to perform assigned duties, or a decline in performance.

(4) A decline in performance in a fitness report is a drop of two or more evaluation trait grades or a drop in a promotion recommendation by the same reporting senior on subsequent reports within the same grade, promotion status, or billet subcategory, with the exceptions of comments stating that a drop of evaluation trait grades or drop of a promotion recommendation is not a decline in performance, is caused by forced distribution, or is otherwise explained as a positive fitness report will not be considered as an indicator for selection.

(5) Physical Fitness Assessment failures will not be considered underperformance when determining selection.

d. Exemplary Conduct. An early retirement is in the best interests of the Navy when the officer's service and performance does not reflect the requirement of exemplary conduct in title 10, U.S. Code, section 5947, which states:

All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge.

e. Adverse Information. The board members shall carefully consider adverse information, as defined by DoDI 1320.04, that is documented in an officer's official service record, with an emphasis on adverse information occurring in the current grade, when determining those officers who are to be recommended for early retirement. Adverse information may indicate that an officer is not fully capable of performing the duties of the current grade, does not meet the requirement of exemplary conduct, or is not suitable for future service in positions of

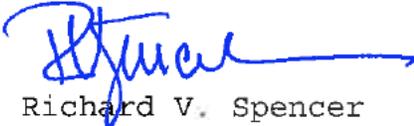
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greater responsibility and trust as a senior officer. Members will carefully consider substantiated incidents resulting in detachments for cause or relief of duties, courts-martial convictions, substantiated non-judicial punishment findings, or civilian convictions. For those officers 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 personally review the information contained therein prior to the final board decision.

f. As factors subordinate to the above criteria, when determining who should remain on active duty, you should also give consideration to:

(1) The potential impact on readiness, safety, and the credibility of the Navy's major command screening process of selecting officers screened for or serving in major command, and;

(2) The resources expended by the Navy in preparing officers for particular assignments, and the needs of the Navy in managing billets with long training pipelines.



Richard V. Spencer