From: Secretary of the Navy
To: President, FY-20 Active-Duty Navy Captain Line Selective Early Retirement Boards

Subj: ORDER CONVENING THE FY-20 SELECTIVE EARLY RETIREMENT BOARDS TO CONSIDER OFFICERS IN THE LINE ON THE ACTIVE-DUTY LIST OF THE NAVY IN THE PERMANENT GRADE OF CAPTAIN

Ref: (a) FY-20 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 and the officers listed in enclosure (1) as members, are ordered to convene at Navy Personnel Command, Millington, TN, at 0800, September 20, 2019, or as soon as practicable thereafter.

   b. The boards shall proceed in line with the guidance contained in this letter and 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 boards convene. If the computation results in a fraction of a number, that fraction will be rounded down to the nearest whole number. 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. If no officers are selected, the boards' report certification described in reference (a) Appendix C, paragraph 1.c.(6) will be omitted.

3. Confidentiality and Nondisclosure. Unless expressly authorized or required by the President, Secretary of Defense, or me, neither you nor any member of the boards, recorders, or
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administrative support staff may disclose the proceedings,
deliberations, or recommendations of the SER boards.
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, recorders, and
administrative support 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 rank of 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 in the best interests of 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 section 8167 of title 10, U.S. Code; and
any adverse information, as defined by Department of Defense
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
interests of the Navy and is needed by 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 his or her current grade. The following additional factors
will guide the board’s consideration of eligible officers.

(1) Adverse information concerning an officer, as
discussed in subparagraph 4.e, may indicate that an officer is
not fully capable of performing the duties of the current grade.
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(2) If an officer’s record reflects “satisfactory”
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
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 exception that comments stating a
drop of evaluation trait grades or a 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 and is needed by the Navy when the
officer’s service and performance does not reflect the
requirement of exemplary conduct in section 8167 of title 10,
U.S. Code, 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 inspects 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. When determining those officers who are to be recommended for early retirement, 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. 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 greater responsibility and trust as a senior officer. Members will carefully consider substantiated incidents resulting in detachment 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