



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1401
BUPERS-00B
31 Aug 20

From: Deputy Chief of Navy Personnel
To: President, FY-21 Surface Warfare Officer Department Head
Screen Board

Subj: ORDER CONVENING THE FY-21 SURFACE WARFARE OFFICER
DEPARTMENT HEAD SCREEN BOARD

Ref: (a) DCNP ltr 1401 BUPERS 00B of 9 Aug 19
(b) COMNAVSURFOR 271539Z May 20
(c) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.1A of 23 Jul 18

Encl: (1) Board Membership
(2) Administrative Support Staff

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 the Navy Personnel Command, Millington, TN, at 0800, 8 September 2020, or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter and the FY-21 Administrative Selection Board Precept, reference (a).

c. The Surface Warfare Officer Department Head (DH) Screen Board will be executed in accordance with reference (b).

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

a. Review the performance of previously selected officers in the Surface Limited Duty Officer (LDO) (611X, 612X, 613X, 616X, and 618X) DH bank and recommend for removal, if warranted.

b. Recommend officers in the Surface LDO community (611X, 612X, 613X, 616X, and 618X), Year Groups (YG) 2015-2017, for DH Afloat.

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c. Review the performance of previously selected officers in the Surface Warfare (111X) DH bank and recommend for removal, if warranted.

d. Recommend officers in the Surface Warfare (111X) community, YGs 2015-2017, for DH Afloat.

e. Adjudicate officers in the Surface Warfare (111X, 116X) and Surface LDO (611X, 612X, 613X, 616X, and 618X) communities who have petitioned the board, in writing, for a delayed look. A delayed look will be available upon petition when the officer can show that he/she was somehow uniquely disadvantaged or that his/her record was unfairly considered during the normal administrative screening process. Such petitions must be made in writing to the selection board president via PERS-41, who will submit a recommendation for approval or denial of the petitioner's request. A majority vote of members will determine final adjudication.

f. Adjudicate officers in the Surface Warfare (111X, 116X) and Surface LDO (611X, 612X, 613X, 616X, and 618X) communities 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 uniquely disadvantaged or that his/her record was unfairly considered during the normal administrative screening process. Such petition must be made in writing to the selection board president via PERS-41, who will submit a recommendation for approval or denial of the petitioner's request. A majority vote of members will determine final adjudication.

g. Provide list of officers in the Surface Warfare (111X, 116X) community from YG 2014 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 below:

a. Surface LDO (611X, 612X, 613X, 616X, and 618X) community:

(1) Eligibility. Each Surface LDO will receive three looks for DH Afloat. For this board, Surface LDOs YG 2017 will receive their first look, Surface LDOs YG 2016 will receive

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their second look, and Surface LDOs YG 2015 will receive their third and final look. Each Surface LDO officer previously screened for DH afloat will be bank reviewed until they begin the DH training pipeline or are selected for Lieutenant Commander (LCDR).

(2) For Surface LDOs, the board is not held to any minimums or maximums.

b. Surface Warfare (111X) community:

(1) Eligibility. Each Surface Warfare Officer (SWO) will receive three looks for DH Afloat. For this board, SWOs YG 2017 will receive their first look, SWOs YG 2016 will receive their second look, and SWOs YG 2015 will receive their third and final look. Each SWO (111X) previously screened for DH Afloat will be bank reviewed until they begin the DH training pipeline.

(2) For YG 2017 (111X) officers, the board shall not select more than 475 of the eligible officers.

(3) For YG 2016 (111X) officers, the board shall not select more than 124 of the eligible officers.

(4) For YG 2015 (111X) officers, the board shall not select more than 34 of the eligible officers.

(5) The board is not held to any minimums or maximums for officers from YG 2014 who were previously approved for a delayed look, or for those officers who were approved for a special additional look by the FY-21 SWO DH Board.

4. Additional Guidance. The following information is provided to clarify community requirements and any specific needs, but in no way should it replace the "Best and Fully Qualified" standard of reference (a).

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

(1) Have obtained their SWO qualification (no longer applicable for LDOs per reference (c));

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(2) Be recommended in writing for DH or a higher career milestone by an Afloat Commanding Officer and/or O-5 or Senior on their most recent fitness report.

(3) Have no clearly substantiated decline in performance.

b. Limited Duty Officers. 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. Bank Review. All SWOs will be bank reviewed until they begin their DH training track and all Surface LDOs will be bank reviewed until they are selected for LCDR or begin the DH track. The board will be provided a certified list of officers (SWO and LDO) who will remain in the bank. In addition to being fully qualified, officers on the certified list will have no Physical Fitness Assessment (PFA) failures nor any documented misconduct or adverse performance since the last DH board. In accordance with NAVADMIN 304/17, effective 1 January 2018 all PFA failures will reset to zero only for officer administrative separation policy. 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.

d. Graduate Education. Some officers are afforded the opportunity to attend Graduate School immediately after commissioning due to their scholastic accomplishments as a Midshipman. As such, these officers may be senior to their peers when they begin their Surface Warfare training track and should not be penalized for the impact that this may have on their fitness reports. In these cases, in addition to being "Best and Fully Qualified," careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for DH Afloat and the recommendations for leadership and future service.

e. Delayed Entry. Often officers transfer into the Surface community late from another designator for a variety of reasons (flight attrite, Basic Underwater Demolition/SEAL training attrite, Nuclear Power School attrite, break in service, etc.).

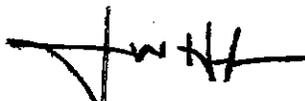
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As such, these officers may be senior to their peers when they begin their Surface Warfare training track and should not be penalized for the impact that this may have on their fitness reports. In these cases, careful consideration should be given to the fact that the Surface Community has selected them for entry based upon their previous performance and desire to serve in the Surface community. Further, in addition to being "Best and Fully Qualified," careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for DH Afloat and the recommendations for leadership and future service.

f. Nuclear-Trained SWOs and LCS SWOs. The Surface nuclear and LCS training pipelines are extremely lengthy (13 months-SWO(N), 12 months- LCS) and demanding to ensure that officers are prepared for the challenge of becoming a Nuclear and LCS-trained SWO. As such, these officers may have only one sea-tour as a DIVO and possibly no observed LTJG fitness reports before beginning a lengthy training pipeline with no observed fitness reports during this period and their first look for DH Afloat. In these cases, in addition to being "Best and Fully Qualified," careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for Department Head Afloat and the recommendations for leadership and future service.

g. Junior Service College. All SWO Department Head screened officers will also be considered as screened for junior service colleges to include in-residence graduate education.

5. The board need not select to the numbers provided. The authorized number to select should only be attained if there are a sufficient number of candidates determined fully qualified.


J. W. HUGHES