



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

1401  
BUPERS-00B/392

From: Deputy Chief of Navy Personnel  
To: President, FY-21 Surface Warfare Officer Lieutenant and  
Lieutenant Commander Early Command Screen Board  
Subj: ORDER CONVENING THE FY-21 SURFACE WARFARE OFFICER  
LIEUTENANT AND LIEUTENANT COMMANDER EARLY COMMAND SCREEN  
BOARD  
Ref: (a) DCNP ltr 1401 BUPERS-00B of 9 Aug 19  
(b) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.2C  
(c) COMNAVSURFOR 232139Z Mar 18  
(d) COMNAVSURFOR 232136Z Mar 18  
(e) COMNAVSURFOR 091740Z Sep 19

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 0745, 28 October 2019, 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).

2. Function. The function of the board is to recommend officers in the Surface Warfare Officer (SWO) (111X) community who have met the application requirements set forth in references (b) through (e) for Lieutenant and Lieutenant Commander Command Afloat.

3. Board Authorized Selections. There are no quotas for SWO Lieutenant and Lieutenant Commander Command. All qualified officers who have completed all application requirements for SWO Lieutenant and Lieutenant Commander Command may be screened.

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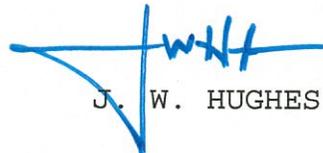
4. **Additional Guidance**. The below information is provided to clarify community requirements and any specific needs, but in no way should replace the "Best and Fully Qualified" standard of reference (a).

a. Screening does not guarantee assignment. Historically, more officers screen for Lieutenant and Lieutenant Commander Command than are required in order to maintain flexibility in the detailing process. Slating to Lieutenant and Lieutenant Commander Command is dependent upon screening, billet availability, the officer's projected rotation date, and preferences. Officers that are screened but not slated will be assigned to a traditional follow-on tour as required by their career path.

b. Failure to screen for SWO Lieutenant and Lieutenant Commander Command is not documented in an officer's record and will not negatively impact subsequent slating to their next milestone tour.

c. Surface Lieutenant and Lieutenant Commander Command is open to all qualified Surface Warfare Officers.

d. Sustained superior performance at sea is a hallmark of command screening in the Surface Warfare community. As such, applicants exhibiting superior performance in shipboard division officer and department head assignments should be considered when determining the best and fully qualified.

  
J. W. HUGHES



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From: Deputy Chief of Naval Personnel  
To: President, FY-21 Surface Warfare Officer Lieutenant and  
Lieutenant Commander Early Command Screen Board

Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

1. Congratulations on your selection as president of the FY-21 Surface Warfare Officer Lieutenant and Lieutenant Commander Early Command Screen Board. Thank you for taking time away from your busy schedule to serve in this critical capacity.

2. As the convening authority for this board, the below information on the board process is provided to ensure a mutual understanding and expectation of the process for completion of the board and approval of your board report. Please take this information into consideration in making travel arrangements to depart Millington once all board responsibilities have been completed.

3. This board requires an adverse information memo (AIM) be included as part of the board report and a legal review be conducted before board report approval. The board report must be reviewed by the Office of Legal Counsel (BUPERS-00J) before any members of the board, including you, can be released from their duties as members of this board. An explanation of these processes and the time frame in which they occur are provided below.

4. Once the board report is complete, it must be provided to the Office of Legal Counsel (BUPERS-00J) for a legal review to ensure accuracy of the board report and compliance with the convening order.

a. BUPERS-00J ensures the board report is in the proper format with all necessary enclosures and conducts a legal review to confirm the following: all appointed members and recorders signed the board report, and no others; all selects were eligible; the number of selects and alternates or qualified insufficient opportunity officers were authorized by the convening order; all actions taken by the board were authorized by the convening order; the number of selects reviewed by PERS-833, as stated in the AIM, is consistent with the number of

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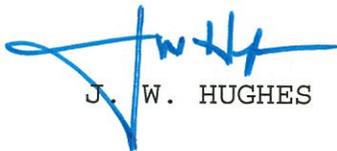
selects in the board report; and the number of eligibles and selects listed on the board statistics report is consistent with the number of eligibles and selects in the board report.

b. This legal review is vitally important to ensure accuracy of the board report and, if necessary, enables issues discovered to be resolved while the members are still available to review revisions and sign a revised board report. The legal review is completed as quickly as the size and complexity of the board report allows. For smaller boards it may be completed in one hour, but larger or more complex boards it may take up to four hours. For planning purposes and to ensure time is available for board report corrections, if needed, please plan for at least four hours for this legal review to be completed.

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5. Once the legal review is complete, the board report is provided for approval, followed by a board callout with you as the president of the board and the board sponsors. Topics for the board callout session include: the effectiveness of the board convening order and precept, satisfaction with board support, any recommended changes for improvement of the board process, why quotas were not utilized if applicable, and disposition of selects who appear on the AIM.

6. Depending on the board size and complexity, the entire process outlined above can take two to six hours. Please ensure travel plans for all members are planned with this time frame in mind. Thank you again for your time and dedication in selecting the future leaders of the Surface Warfare Officer community.



J. W. HUGHES