BUPERS NOTICE 1401

From: Chief of Naval Personnel

Subj: DIVERSITY IN SELECTION BOARD RECORDER ASSIGNMENT

Ref: (a) SECNAVINST 1401.3B
     (b) BUPERSINST 1401.5C
     (c) CNO memo 5000 Ser N1/127133 of 31 Aug 2007
     (d) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. **Purpose.** To provide guidance regarding the sourcing of diverse officer and enlisted selection board participants. In an effort to provide greater exposure to senior Navy leaders serving as board members, knowledge of board processes, and a better understanding of career progression, this note formally encourages expanded diversity of recorders and assistant recorders in support of Navy promotion and administrative boards.

2. **Discussion.** Reference (a) provides guidance for selection board membership and directs board members be selected from a wide range of leadership positions that reflect the overall composition of the officer corps, to include women and racial and ethnic minorities. This diversity guidance has been historically and consistently applied to board voting members, but not to other supporting board roles (e.g., recorder and assistant recorder(s)). Moreover, gender and racial and ethnic minority considerations for recorder and assistant recorder(s) are not discussed in reference (b). As selection boards provide a unique opportunity to advance the ideals of inclusion, diversity, and equal opportunity as a central tenet of naval service, the guidance of reference (a) concerning assignment of gender and racial or ethnic minorities to selection boards is now formally extended to the selection/assignment of selection board recorders and assistant recorders.

3. **Action.** Effective immediately, when sourcing for selection board recorder and assistant recorders, promotion and administrative selection board sponsors will seek to attain a 30% diversity fill rate that will take into consideration gender, race, and ethnicity in order to ensure assigned personnel represent the overall diversity of the naval workforce. The 30% diversity sourcing is for the entire board and not for each individual competitive category, designator, rating, etc. Under certain circumstances it may not be possible to attain a 30% diversity sourcing rate due to scheduling conflicts, eligibility for consideration by the board, and/or limited numbers of minority representation within a specific community group (e.g., female submarine officers). Given these conditions, using a minimum of one recorder or assistant recorder of gender and racial or ethnic minority status is acceptable. This requirement applies to all promotion selection boards and administrative boards whose recorders and assistant recorders are staffed by sources external to the Bureau of Naval Personnel (BUPERS) Millington/Navy Personnel Command (NAVPERSCOM).
4. Methodology and Definitions

   a. Defined by reference (c) and issued via reference (d), MILPERSMAN 1000-090, gender, race, and ethnicity are reflected in the Officer Assignment Information System (OAIS) and the Enlisted Assignment Information System (EAIS) by the sex, race, and the ethnic fields, respectively.

   b. For the purposes of satisfying this diversity of recorder or assistant recorder(s) requirement, the following personnel are considered a gender, racial, or ethnic minority:

      (1) Gender: Any Sex field other than an “M” (Male)

      (2) Race/Ethnicity:

         (a) Any Race field other than an “E” (White) or “F” (Declined to Respond), or

         (b) Any Race field in conjunction with an Ethnic field of “1” (other Hispanic descent), “4” (Puerto Rican), “6” (Mexican), “9” (Cuban), or “S” (Latin American descent).

   c. When applying the percent requirement to the number of total recorders or assistant recorders, if the computation results in a fraction of a number of 0.5 or greater, that fraction is rounded up to the nearest whole number. If the computation results in a fraction of a number less than 0.5, that fraction is rounded down to the nearest whole number, unless that number is less than 1, in which case that number must be 1.

      (1) Example 1: Where 9 recorders and assistant recorders are required for a board - 3 of them (30 percent of 9 = 2.7, rounded up) should be gender and racial and ethnic minorities.

      (2) Example 2: Where 8 recorders and assistant recorders are required for a board - 2 of them (30 percent of 8 = 2.4, rounded down) should be gender and racial and ethnic minorities.

5. Records Management

   a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.
6. **Cancellation Contingency.** This notice will remain in effect until reference (a) or (b) is revised or for 1 year, whichever occurs first. This notice may be retained for reference purposes only.

J. W. HUGHES  
Deputy Chief of Naval Personnel

Releasability and distribution:  
This note is cleared for public release and is available electronically only via BUPERS Web site, [https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/%20Pages/default.aspx](https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/%20Pages/default.aspx)