



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 22055-0000

1401
BUPERS-00B
16 Oct 24

From: Deputy Chief of Naval Personnel
To: President, FY-26 Training and Administration of the Reserve Aviation Major Command Screen Board

Subj: ORDER CONVENING THE FY-26 TRAINING AND ADMINISTRATION OF THE RESERVE AVIATION MAJOR COMMAND SCREEN BOARD

Ref: (a) DCNP ltr 1401 BUPERS-00B of 4 October 24
(b) NAVPERSCOMINST 1401.1B
(c) OPNAVINST 1412.14
(d) OPNAVNOTE 5450

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 CST, 21 October 2024, or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter and reference (a), the FY-26 Administrative Selection Board Precept, in addition to the guidance contained in reference (b) and the eligibility criteria defined in references (c) and (d).

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

a. Recommend Training and Administration of the Reserve (TAR) Aviation Officers for TAR Aviation Major Command and TAR Aviation Major Shore Command.

b. Recommend eligible officers as Qualified but Insufficient Opportunity (QIO).

c. Conduct Bank Review (Re-screen).

3. **Board Authorized Selections.** The maximum number of candidates that may be recommended for selection in each competitive category is listed below. All officers within each competitive category have been screened to ensure compliance with the eligibility criteria outlined in paragraph 4.b. Individuals may be recommended for selection in only one competitive category. (Selection for QIO is addressed in paragraph 3.b.)

Subj: ORDER CONVENING THE FY-26 TRAINING AND ADMINISTRATION OF
THE RESERVE AVIATION MAJOR COMMAND SCREEN BOARD

Competitive Category	Maximum Selects	Recommended Number of QIOs
Aviation Major Command (Fleet Logistics Support Wing)	1	1
Aviation Major Command (Tactical Support Wing)	1	1
Aviation Major Shore Command (Installation Command)	2	2

a. 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. Should the board deem that an insufficient number of officers of Major Command caliber exist in a particular competitive category, this finding will be included in the board report.

b. Qualified but Insufficient Opportunity (QIO). In each competitive category there may be officers whose records clearly meet selection criteria but miss selection because of limited quotas. The board should identify such officers to the recorder and those names will be annotated in the recorder's ledger. In the board report, officers selected for QIO will be ranked in order of merit within each competitive category. However, the QIOs will not be published to the Navy or the public.

(1) Unlike a recommendation for selection, an individual may be recommended as a QIO in multiple competitive categories.

(2) Should a need arise during the year for an additional officer to fill a major command, an officer so identified in the board report shall be considered qualified and additional administrative screen procedures need not be pursued. Officers shall be selected from the board report according to order of merit and subject to assignability.

(3) QIOs may be on multiple QIO lists until such time as the individual is required to fill a major command billet. Once the QIO officer has been notified of the intent to employ him/her in a specific major command billet, he/she is considered a major command select and is no longer eligible as a QIO on any other major command list.

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. Proven and sustained superior performance in command or other leadership positions in difficult and challenging in-service assignments, joint and/or major staff assignments, in-residence graduate education, Individual Augmentation (IA) assignments, and Global War on Terrorism support assignments (GSA) is the definitive measure of fitness for selection.

Subj: ORDER CONVENING THE FY-26 TRAINING AND ADMINISTRATION OF
THE RESERVE AVIATION MAJOR COMMAND SCREEN BOARD

Furthermore, successful performance and leadership in combat conditions demonstrate exceptional selection potential and should be given special consideration. Each board member shall apply this guidance when deliberating and voting.

b. Competitive Categories and Eligibility. All officers under consideration for Aviation Major Command and Aviation Major Shore Command have been screened to ensure compliance with the eligibility criteria outlined below:

(1) Officers must have held squadron command or Navy Talent Acquisition Group Command and been selected for Captain by the FY-24 or FY-25 Reserve O-6 Line Promotion Selection Board.

(2) Officers shall have a designator of 1317 or 1327.

(3) Officers who have held squadron command are eligible for both Aviation Major Command and Aviation Major Shore Command. Officers who have held Navy Talent Acquisition Group Command are eligible for Aviation Major Shore Command.

c. Tank Waterfall Flow. Each Aviation Major Command and Aviation Major Shore Command competitive category will be screened in a separate tank.

(1) Officers not picked in their respective community's Aviation Major Command tank to include those picked as QIO, will "waterfall" into the Aviation Major Shore Command tank.

d. Bank Review (re-screen). To ensure that standards of performance are maintained, the records of those officers previously selected to major command, who have not yet assumed command for non-fleet-up units or assumed the duties of the deputy commander position for fleet-up units, shall be re-screened. Board members should review these records for indications of a significant decline in performance or for material submitted subsequent to the last board which casts doubt upon their qualifications for Aviation Major Command.

(1) Those officers whose records, in the opinion of a simple majority of the board members, contain indications of declining performance shall be reported to the Deputy Chief of Naval Personnel. This report shall include a recommendation regarding their continuance on the Aviation Major Command list.

(2) The re-screen selectees under review are not to be considered for a change in competitive category. They are only reviewed for continuance in the previously selected major command category.

Subj: ORDER CONVENING THE FY-26 TRAINING AND ADMINISTRATION OF
THE RESERVE AVIATION MAJOR COMMAND SCREEN BOARD

e. Disqualifying Events

(1) Previously selected/slanted officers. Those officers who have been previously selected for and slated to Aviation Major Command are ineligible for subsequent Aviation Major Command selection.

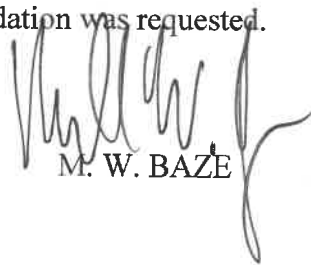
(2) Declining Command. Any officer who previously declined Aviation Major Command or Aviation Major Shore Command is ineligible.

(3) "Don't Pick Me" Letter Submission. Any Officer who submits a "Don't Pick Me" letter to the board is ineligible for subsequent year's boards unless an Exception to Policy (ETP) is approved by the Commander, Naval Air Force Reserve (CNAFR).

(4) Resignation, retirement and lateral transfer. Effective at 0800 on October 21st, 2024, all officers with an approved resignation or retirement or who have been selected for lateral transfer to another community are ineligible.

f. The Official Navy Record Markup Program (ONRMP) will be utilized to "mark up" records with fitness report trend lines, individual trait averages above reporting senior cumulative average, rank changes, and tour lines in advance of board member review. The board member assigned is responsible to ensure ONRMP's accuracy during record review.

g. Boards are not to consider any adverse information related solely to COVID vaccine refusal in cases where a religious accommodation was requested.



M. W. BAZE

BOARD MEMBERSHIP
FY-26 TRAINING AND ADMINISTRATION OF THE RESERVE AVIATION MAJOR
COMMAND SCREEN BOARD

Training and Administration of the Reserve Aviation Major Command:

VADM Shoshana S. Chatfield, USN, 1310
RADM Richard T. Brophy, Jr., USN, 1310
RADM Darryl L. Walker, USN, 1320
RDML Bradley D. Dunham, USNR, 1315
RDML David J. Faehnle, USNR, 1315
CAPT Jonathan R. Townsend, USNR, 1317
CAPT David Loo, USN, 1310
CAPT Kathleen M. Ellis, USN, 1310
CAPT Quinton S. Packard, USNR, 1317
CAPT Alex L. Hampton, USN, 1310
CAPT James T. Ward, USNR, 1317
CAPT Lena C. Kaman, USNR, 1317
CAPT Borya I. Celentano, USNR, 1317

ADMINISTRATIVE SUPPORT STAFF
FY-26 TRAINING AND ADMINISTRATION OF THE RESERVE AVIATION MAJOR
COMMAND SCREEN BOARD

1. Training and Administration of the Reserve Aviation Major Command: LCDR Matthew J. Heaster, USNR, will act as a recorder with the following personnel acting as assistant recorders:

LCDR Katie A. Erwin

The recorder or an assistant recorder will be present during all deliberations.

2. The following person is designated to serve as the board sponsor:

CAPT Benjamin J. Heinemeier

LCDR Matthew J. Heaster

3. The following personnel are designated to serve as administrative support staff to the board:

RADM Michael W. Baze
RDML Michael J. Schwerin
RDML Jeffrey L. Heames
CAPT Dana Chapin
CAPT Brett E. Elko
CAPT Cassius A. Farrell
CAPT Steven F. Friloux
CAPT Colin Thompson
CAPT Thomas H. Van Hoozer III
CDR Ryan P. Aldrich
CDR Steven C. Bednash
CDR Brian T. Boland
CDR James T. Burt
CDR Michael C. Conrad
CDR James B. Cremean
CDR Kelcey J. Cruser
CDR Treven S. Feleciano
CDR Michael A. Freas
CDR Jeffrey A. Gerring
CDR Katherine R. Gardner
CDR Joseph T. Griffo
CDR Michelle V. Higingbotham
CDR Ian J. Kimball
CDR Douglas A. Kettler
CDR Russell A. Lannutti
CDR Lindsay R. McCammond
CDR Margan H. Melhorn
CDR Thomas O. Mennerich
CDR Andrew M. Menocal
CDR Jill E. Moore

CDR Jacob N. Norris
CDR Kristel D. Ramsay
CDR Matthew S. Scheel
CDR Nicholas B. Stampfli
CDR Christian I. Suszan
CDR Matthew S. Swartz
CDR William A. Revell
CDR Ernesto R. Villalba
CDR Timothy D. Wood
LCDR Mark C. Baker
LCDR Bradford C. Brodersen
LCDR Lisa A. Brown
LCDR Jason J. Brown
LCDR Lauren C. Buss
LCDR Jeremy R. Cooper
LCDR James B. Corrin
LCDR Simon S. Davies
LCDR Darren J. Elder
LCDR Nicholas S. Elliott
LCDR Desmond R. Fournier
LCDR Jonathan L. Harris
LCDR Joseph M. Heredia
LCDR Willis W. Hobson VI
LCDR Adam C. Howe
LCDR Aaron D. Howell
LCDR Olivia Jones
LCDR Anthony M. Joseph
LCDR Eric M. Kemp
LCDR Douglas A. Kesterson
LCDR Andrew P. Kirchert

LCDR Flannery W. Macynski
LCDR Warlin E. Marte
LCDR Patrick J. Norwood
LCDR Calvin A. Stark
LCDR Lawrence W. Stoulig II
LCDR Albert J. Schrautemyer III
LCDR Gregory C. Sutter
LCDR Mark R. Trask
LCDR Michael W. Vaughn
LCDR Mark J. Vanorden
LCDR Alec J. Verone
LCDR Jon K. Weissberg
LCDR Parker A. Whitworth
LCDR Nathan J. Willard
LCDR Caleb J. Zeid
LT Michael D. Alsbrook
LT Julio A. Delgado
LT Sean I Hawley
LT James B. Henson
LT Quinn A. Kahsay
LT Marion R. Low
LT Alexandra E. McIntosh
LT Joseph D. Meier
LT James R. Mihalco
LT Aaron M. Connolly Nutting
LT Natasha M. Reyes
LT Trevor J. Smith
LT Paul W. Wilson
CWO5 Tameka J. Reid
CWO4 Xavier D. Ware
FORCM(SW/AW) William Houlihan
FORCM Tracy Hunt
CMDM(SW) Monica Kuhl
PSCM(AW) Molly M. Bergeronconway
HMCM(SW/AW) Jaymie A. Isom
HMCM(SW/FMF) Tameeka Washington
YNC(SW/AW/EXW) Aaron J. Buss
YNC(SW/AW) Giovanni J. Van Niel
YNC(SW/AW/SCW) Christopher B. Kalb
YNC Trista L. Panni
YNC(SCW/EXW/SW/AW) Helana Ross
YNC(EXW) Ricardo A. Ruiz
PSC(AW) Kimberly J. Thompson
NCC(AW/SW) Shanita Williams
LNC(SW/AW) Courtney W. Wilson
IT1 Willie J. Allen

YN1(SW/AW) Tessa C. Green
PS1 Adam J. Popke
YN2(AW) Mercedes C. Becerra
LN2 Tramaine A. Hunden
ET2 Ervin F. Romero
AO3 David T. Paisano
Mr. Julion A. Bend
Ms. Lucretia Benson
Ms. Mary Berry
Ms. Alda J. Boster
Ms. Tanya D. Campbell
Ms. Donna M. Carpenter
Mr. Robert P. Carr
Mr. Bradley J. Cordts
Ms. Kaitlin Dembicky
Mr. Brent M. Dennis
Mr. Edward Dodrill
Ms. Christie Elam
Mr. Christopher J. Garner
Ms. Patrice Y. Hall
Mr. Patrick R. Harris
Ms. Jameika Hines
Mr. Juan J. Jimenez
Mr. Carl E. Johnson
Ms. Lorraine Johnson
Ms. Melissa D. Jones-McNealy
Ms. Priscilla L. Jones
Ms. Marsea K. Lewis
Mr. Joseph J. Lipko
Ms. Nancy P. Lubiani
Ms. Oberia A. Malone
Mr. Anthony Matthews
Ms. Karon D. Matthews
Ms. Sharon Moore
Mr. Tommy Owens
Ms. Leslie J. Pitts
Mr. Martin L. Pompeo
Mr. John Pucciarelli
Mr. Stephen R. Ranne
Mr. Jay A. Rublaitus
Ms. Candis L. Robinson
Mr. Kenneth Roach
Mr. Antoine Sharp
Ms. Edna Shannon
Mr. Steven J. Skretkowicz
Ms. Ruby D. Snowden

Ms. Christina A. Sullins
Ms. Faith Taylor
Ms. Elizabeth A. Vaughn
Mr. David B. Whorton
Mr. Joshua S. Williams
Mr. Aaron J. Wilson
Ms. Mindee M. Wolven



**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 22055-0000**

1401
BUPERS-00B
16 Oct 24

From: Deputy Chief of Naval Personnel
To: VADM Shoshana S. Chatfield, USN

Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

1. Congratulations, you are the president of the FY-26 Active-Duty and Training and Administration of the Reserve Aviation Major Command Screen Board convening on 21 October 2024. Thank you for taking time away from your busy schedule to perform this very important duty.
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 reports. Please take this information into consideration when making travel arrangements to depart Millington once your board responsibilities have been completed.
3. This board requires an Adverse Information Memo (AIM) to be included as part of the board reports and a legal review will be conducted before I approve the board reports. The board reports must be approved by me as the convening authority before any member of the board, including you, can be released from their duties. Once I have approved the board reports, I will conduct an in person board callout with you as the president of the board. An explanation of these processes and the time frame in which they occur are provided below.
4. After the boards have completed voting, the names of the selects must be provided to Navy Personnel Command, Post Selection Board Matters Branch (PERS-833) to determine if any of the selects have adverse information contained in the Officer Performance Tracking System. Any adverse information must be summarized and provided in an AIM to be included as an enclosure to the board reports. This process is normally completed by PERS-833 in one and a half hours; however, it may take longer depending on the number of selects and number of selects who have adverse information that must be summarized. Once the AIM has been provided to the board sponsor for inclusion in the board reports, the board reports are complete.
5. Once the board reports are complete, they must be provided to my Office of Legal Counsel (BUPERS-00J) for a legal review to ensure accuracy of the board reports and compliance with the convening orders.
 - a. BUPERS-00J ensures the board reports are 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 reports, and no others; all selects were eligible; the number of selects and alternates or qualified insufficient opportunity officers were authorized by the convening orders; all actions taken by the board were authorized by the convening orders; the number of selects reviewed by PERS-833, as stated in the AIM, is consistent with the number of selects in the board reports; 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 reports.

Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

b. This legal review is vitally important to ensure accuracy of the board reports and enables issues discovered to be resolved while the members are still available to review revisions and sign revised board reports, if necessary. The legal review is completed as quickly as the size and complexity of the board reports allow. For smaller boards it may be completed in 30 minutes, but larger or more complex boards may take up to 3 hours. For planning purposes and to ensure time is available for board report corrections, if needed, please plan for at least 3 hours for this legal review to be completed.

6. Once the legal review is complete, the board reports are provided to me to approve and conduct a board callout with you as the president of the board and the board sponsors. During the board callout I will discuss the following with you: the effectiveness of the board convening order and precept; satisfaction with board support; any recommended changes for improvement of board process; why quotas were not utilized if applicable; disposition of selects who appear on the AIM; and timeline for notification of non-selects, if desired, and release of results to Vice Chief of Naval Operations (CNO), CNO, Secretary of the Navy (SECNAV), all flag officers, and then community, as applicable.

7. Depending on the board size and complexity, the entire process outlined above can take 2 to 6 hours. Please ensure travel plans for all members are planned with this time frame in mind. Thank you again for your time and dedication to the selection of our future leaders and participants in our special programs or opportunities. Your feedback on this process is desired and will ensure the continued success of our board process.



M. W. BAZE