



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

1401  
BUPERS-00B/1047  
24 Nov 25

From: Deputy Chief of Naval Personnel  
To: President, FY-27 Human Resources Command, Leadership and Sea Screen Board

Subj: ORDER CONVENING THE FY-27 HUMAN RESOURCES COMMAND  
LEADERSHIP AND SEA SCREEN BOARD

Ref: (a) DEP CHNAVPERS ltr 1401 BUPERS-00B of 3 Feb 25  
(b) BUPERSINST 1401.5D  
(c) MILPERSMAN 1301-234

Encl: (1) Board Membership  
(2) Administrative Support Staff  
(3) Eligibility Criteria

1. Date and Location

a. This administrative selection board, consisting of you as president, and members listed in enclosure (1), and the personnel listed in enclosure (2) as administrative support staff, is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 16 December 2025, or as soon as practicable thereafter.

b. The board will proceed in accordance with all guidance in this letter and the FY-26 Administrative Selection Board Precept, reference (a).

2. Function. The function of the board is to recommend candidates for the following programs:

- a. HR officers (1200) for Major Command and Captain Command designation.
- b. HR officers (1200) for Commander Command designation.
- c. HR officers (1200) for Lieutenant Commander Command designation.
- d. HR officers (1200) for Commander Leadership designation.
- e. HR officers (1200) for Lieutenant Commander Leadership and Sea designation.
- f. HR officers as Qualified/Insufficient Opportunity (QIO) in each competitive category.
- g. Conduct a bank review.

Subj: ORDER CONVENING THE FY-27 HUMAN RESOURCES COMMAND  
LEADERSHIP AND SEA SCREEN BOARD

3. Board Authorized Selections. The total number of candidates that may be recommended in each competitive category is listed below:

a. The fully qualified standard for each competitive category is in accordance with reference (a) and enclosure (3). The best of fully qualified information provided below in paragraphs 3d-3f is to clarify specific HR community requirements, but in no way should replace the “Best and Fully Qualified” standard of reference (a). As a predominantly lateral transfer community, many officers may have a mix of assignments in both the human resources community and their source community; both are equally valuable in assessing an officer’s leadership and experience. Sustained superior performance and demonstrated leadership in challenging operational and staff assignments, both inside and outside the HR community, are indicators of a successful officer.

b. HR LCDR Command, Leadership, Sea. Command billets at the LCDR level for which this board is screening: Military Entrance Processing Station (MEPS) CO, Transient Personnel Unit (TPU) Puget Sound CO. Leadership and Sea billets at the LCDR level for which this board is screening: CVN TRAINO, Naval Special Warfare Group N1, and Executive Officer positions. Sustained superior performance and demonstrated leadership across their career, particularly in challenging operational and staff assignments in roles such as a division officer, department head or other leadership positions is an indicator of a high performing officer who will succeed in these key billets.

(1) Best Qualified. Among the fully qualified candidates, the board will select the best qualified. These officers will have demonstrated sustained superior performance in operational, staff and leadership roles and completed their command qualification (2D1). Additionally, best qualified officers for LCDR Command, Leadership and Sea will have met the following:

(a) Progress towards, or completion of, an HR related master’s degree, particularly in Operations Research Analysis, Manpower Systems Analysis, Financial Management, Education and Training Management or civilian equivalent (3XXX).

(b) Current HR certification: PHR, SPHR or CDFM.

c. HR CDR Command and Leadership. Command billets at the CDR level for which this board is screening: Navy Talent Acquisition Group XO/CO, Transaction Service Center XO/CO, TPU CO, MEPS Battalion CO and Navy Element CO of Enlisted (various joint commands). Leadership billets at the CDR level for which this board is screening: Executive Officer (various commands).

(1) Best Qualified. Among the fully qualified candidates, the board will select the best qualified. These officers will have demonstrated sustained superior performance in LCDR Command, Leadership, Sea and/or milestone assignment, and completed their command qualification (2D1 or 2D2). Additionally, best qualified officers for CDR Command and Leadership will have achieved the following:

Subj: ORDER CONVENING THE FY-27 HUMAN RESOURCES COMMAND  
LEADERSHIP AND SEA SCREEN BOARD

(a) Completion of HR related master's degree, particularly in Operations Research Analysis, Manpower Systems Analysis, Financial Management, Education and Training Management or civilian equivalent (3XXX).

(b) Intermediate in designated career track.

(c) Current HR certification: PHR, SPHR or CDFM.

(d) Completion of JPME I.

d. HR Major Command and Captain Command. Major Command billets for which this board is screening include: Navy Recruiting Region Deputy Commodore/Commodore, Navy Pay and Personnel Support Center XO/CO, US MEPCOM Western Sector Commander, Center for Service Support CO, and Naval Education and Training Professional Development Center CO. Captain Command billets for which this board is screening include: TSC Norfolk XO/CO.

(1) Best Qualified. Among the fully qualified candidates, the board will select the best qualified. These officers will have demonstrated exceptional leadership and sustained superior performance in HR CDR Command and/or CDR Leadership assignments, and completed their Major Command Eligibility requirements (RLC). Additionally, the best qualified will have achieved the following:

(a) Sustained superior performance in CDR HR Milestone assignment.

(b) Advanced or Expert in designated career track.

(c) HR related master's degree, particularly in Operations Research Analysis, Manpower Systems Analysis, Financial Management, Education and Training Management or civilian equivalent (3XXX).

(d) Current HR certification: PHR, SPHR or CDFM.

(e) JQO Progression: JPME II and/or Joint Tour.

e. Qualified/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 Head 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) The selection of QIOs is authorized for all competitive categories listed in paragraph 2. By a majority vote, the board may deviate from the recommended number of QIOs. Any deviation will be included in the board report.

Subj: ORDER CONVENING THE FY-27 HUMAN RESOURCES COMMAND  
LEADERSHIP AND SEA SCREEN BOARD

(2) An individual may be recommended as a QIO in multiple competitive categories.

(3) Should a need arise during the year for an additional officer to fill a major command, command or leadership/sea billet, 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 their availability for assignment. QIO selections are only valid for one year.

(4) Officers may be on the QIO list until such time as the individual is required to fill a command or leadership/sea billet. Once the QIO officer has been notified of the intent to employ him/her in a specific command or leadership/sea assignment, he/she is considered a select for that respective category.

(5) Officers selected for QIO but not utilized prior to the FY-28 HR CLS and Education Screen board will be reconsidered for all competitive categories subject to meeting the FY-27 eligibility criteria.

f. Authorized Selections.

(1) HR Command (1200):

(a) Major and Captain Command:	Maximum Selects: 5 Recommended QIOs: 3
(b) Commander Command:	Maximum Selects: 16 Recommended QIOs: 5
(c) Lieutenant Commander Command:	Maximum Selects: 12 Recommended QIOs: 6

(2) HR Leadership (1200):

(a) Commander Leadership:	Maximum Selects: 3 Recommended QIOs: 3
(b) Lieutenant Commander Leadership and Sea:	Maximum Selects: 17 Recommended QIOs: 7

3. Additional Guidance. The below information is provided to facilitate this board and clarify community needs and requirements to assist you in determining the best and fully qualified in accordance with reference (a)

a. Bank Review. To ensure standards of performance are maintained, the records of officers previously selected but who have not reported to their CLS assignment shall be reviewed. Board

Subj: ORDER CONVENING THE FY-27 HUMAN RESOURCES COMMAND  
LEADERSHIP AND SEA SCREEN BOARD

members should review these records for indications of a significant decline in performance or for non-medical material submitted subsequent to the last board which casts doubt upon their qualifications to serve in a CLS assignment.

(1) Those officers whose records, in the opinion of a simple majority of the board members, contain indications of significant decline in performance, or which contain material subsequent to the last board which casts doubt upon their qualifications to serve in a CLS billet, shall be de-screened. The purpose of this review is to ensure the continuing quality of officers assigned to command, leadership or sea billets.

(2) If an officer is removed from the bank, an additional pick may be added for the competitive category for which the officer is de-screened.


(3) Officers eligible for bank review are authorized to administratively participate in the board in accordance with reference (b).

b. Service College In-Residence Education Screening.

(1) Junior Service College: All officers selected for HR Lieutenant Commander Command and HR Lieutenant Commander Leadership and Sea will be designated as screened for Junior Service College.

(2) Senior Service College: All officers selected for HR Commander Command and HR Commander Leadership will be designated as screened for Senior Service College.

5. Authorized Number to Select. The board need not select to the numbers provided. The authorized number to select should only be attained if there are enough number candidates determined to be fully qualified.

  
K. M. KENNEDY 24 NOV 25

**FY-27 HUMAN RESOURCES COMMAND LEADERSHIP AND SEA SCREEN BOARD  
BOARD MEMBERSHIP**

FY-27 Human Resources Command Leadership and Sea Screen Board Members:

RDML Kertreck V. Brooks, USN, 1200 (President)

CAPT Mary C. Decker, USN, 1200

CAPT Jason R. Grose, USN, 1200

CAPT Christy N. Sibley, USN, 1200

CAPT David C. Webber, USN, 1200