



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

1401  
BUPERS-00B  
1 Nov 21

From: Deputy Chief of Naval Personnel  
To: President, FY-23 Public Affairs Officer Lieutenant  
Commander Milestone Screen Board  
Subj: ORDER CONVENING THE FY-23 PUBLIC AFFAIRS OFFICER  
LIEUTENANT COMMANDER MILESTONE SCREEN BOARD  
Ref: (a) DCNP ltr 1401 BUPERS-00B of 4 Oct 21  
(b) MILPERSMAN Article 1301-239  
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 Navy Personnel Command, Millington, TN, at 0800, 02 December 2021, or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter and the FY-23 Administrative Selection Board Precept, reference (a).

2. Function. The function of the board is to recommend Public Affairs Officers (PAO) for Lieutenant Commander (LCDR) Milestone assignment within the PAO community. Officers eligible for their first look are all Lieutenant Commander Selects (LCDR (sel)) and Lieutenant Commanders with a 1650 designator who have not previously served in a milestone billet. Officers eligible for their second or third look are Lieutenant Commanders with a 1650 designator who have not previously served in a milestone billet who did not screen in the FY-21 or FY-22 PAO O4 Milestone Screen boards.

3. Board Authorized Selections. The LCDR Milestone screen board goals are sufficient to ensure all remaining CY-22 and all CY-23 Milestone billet requirements are met and a bank is maintained that is sufficient to meet contingencies.

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a. The total numbers of candidates that may be recommended are listed below. For LCDR Milestone, members should select the Best and Fully Qualified officers in accordance with reference (a), and shall not exceed the total selection goal.

PAO LCDR Milestone	
Eligible Officers:	22 Officers
Selection Goal:	15 Officers
Selection Minimum:	12 Officers
Note: Selection goal is to ensure sufficient screened inventory for multiple years of slating. Selection minimum will enable slating to CY-22 and CY-23 requirements.	

b. Officer "Bank". Each Milestone Screening Group will screen to a "bank" vice specific availability to allow for flexibility in detailing. Not all officers that screen for Milestone will be offered a Milestone in FY-22 or FY-23. These selectees will receive the proper "Milestone screened" note in OASIS and remain eligible for future assignments.

(1) If not serving in a Milestone billet, previously "banked" officers will be reviewed by PERS-448 no later than 45 days prior to board convening date for continued assignment eligibility in accordance with reference (b). PERS-448 will forward any "banked" officers with negative performance issues to the Milestone Board to determine continued eligibility.

(2) Banked officers who will be forwarded to the Milestone Board to determine continued eligibility will be notified by PERS-448 No later than 30 days prior to board convening to enable communication to the board.

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. The optimal indicators of potential success in a LCDR Milestone assignment are superior performance in an independent duty PAO tour, and previous experience advising flag officers and Senior Executive Service civilians.

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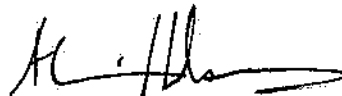
(1) The most competitive officers will have distinguished themselves by outstanding performance in previous assignments, to include assignments prior to re-designating as a PAO, and will have strong fitness reports throughout their careers. These tours include assignments to major staffs, overseas tours and operational duty.

(2) Many officers will have a variety of assignments in other line and staff billets prior to their redesignation to PAO. Boards are encouraged to examine an officer's entire record to assess professional achievement, critical thinking, leadership, maturity, and operational and staff experience that would translate to success in a Milestone assignment.

b. Sustained superior performance in both the PAO Community and, if not a direct accession, their source community is a strong indicator of future success in milestone tours.

c. Completion of a master's degree in communications or public relations, either in a Navy-funded billet or independently, is not required, but provides a background in critical thinking and public affairs methods and should be given favorable consideration.

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



A. HOLSEY



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From: Deputy Chief of Naval Personnel  
To: President, FY-23 Public Affairs Officer Lieutenant  
Commander Milestone Screen Board

Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

1. Congratulations on your selection as president of the FY-23 Public Affairs Officer Lieutenant Commander Milestone 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 selectts were eligible; the number of selectts 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 selectts reviewed by PERS-833, as stated in the AIM, is consistent with the number of


Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

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.

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 Public Affairs Officer community.



A. HOLSEY