



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

1401
BUPERS-00B/

From: Deputy Chief of Navy Personnel
To: President, FY-24 Surface Warfare Officer Department Head Screen Board

Subj: ORDER CONVENING THE FY-24 SURFACE WARFARE OFFICER DEPARTMENT HEAD SCREEN BOARD

Ref: (a) DCNP ltr 1401 BUPERS 00B of 19 Oct 22
(b) COMNAVSURFOR 051801Z JAN 23
(c) COMNAVSURFORINST 1412.7A of 22 Nov 21

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, 12 June 2023, or as soon as practicable thereafter.
- b. The board shall proceed in accordance with all guidance in this letter and the FY-24 Administrative Selection Board Precept, reference (a).
- c. The Surface Warfare Officer Department Head (DH) Screen Board will be executed in accordance with reference (a).

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

- a. Review the performance of previously selected officers in the Surface Limited Duty Officer (LDO) (611X, 612X, 613X, and 618X) DH bank and recommend for removal, if warranted.
- b. Recommend officers in the Surface LDO community (611X, 612X, 613X, and 618X), Year Groups (YG) 2018-2020, for DH Afloat.
- c. Review the performance of previously selected officers in the Surface Warfare (111X) DH bank and recommend for removal, if warranted.
- d. Recommend officers in the Surface Warfare (111X) community, YGs 2018-2020, for DH Afloat.

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e. Adjudicate officers in the Surface Warfare (111X, 116X) and Surface LDO (611X, 612X, 613X, and 618X) communities who have petitioned the board, in writing, for a delayed look. A delayed look will be available upon petition when the officer can show that he/she was somehow uniquely disadvantaged or that his/her record was unfairly considered during the normal administrative screening process. Such petitions must be made in writing to the selection board president via PERS-41. PERS-41 has the authority to approve delayed looks, but a denial of a delayed look will be adjudicated by the board. A majority vote of members will determine final adjudication.

f. Adjudicate officers in the Surface Warfare (111X, 116X) and Surface LDO (611X, 612X, 613X, and 618X) communities who have petitioned the board in writing for a special additional look. A special additional look will be made available to officers who are past their final look and, upon petition, can reasonably demonstrate that he/she was somehow uniquely disadvantaged or that his/her record was unfairly considered during the normal administrative screening process. Such petition must be made in writing to the selection board president via PERS-41, who will submit a recommendation for approval or denial of the petitioner's request. A majority vote of members will determine final adjudication.

g. Provide list of officers in the Surface Warfare (111X, 116X) community from YG 2017 past their final look that did not screen for Department Head.

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

a. Surface LDO (611X, 612X, 613X, and 618X) community:

(1) **Eligibility**. Each Surface LDO will receive three looks for DH Afloat. For this board, Surface LDOs YG 2020 will receive their first look, Surface LDOs YG 2019 will receive their second look, and Surface LDOs YG 2018 will receive their third and final look. Each Surface LDO officer previously screened for DH afloat will be bank reviewed until they begin the DH training pipeline or are selected for Lieutenant Commander (LCDR).

(2) For Surface LDOs, the board is not held to any minimums or maximums.

b. Surface Warfare (111X, 116X) community:

(1) **Eligibility**. Each Surface Warfare Officer (SWO) will receive three looks for DH Afloat. For this board, SWOs YG 2020 will receive their first look, SWOs YG 2019 will receive their second look, and SWOs YG 2018 will receive their third and final look. Each SWO (111X) previously screened for DH Afloat will be bank reviewed until they begin the DH training pipeline.

(2) For YG 2020 (111X) officers, the board shall not select more than 588 of the eligible officers.

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(3) For YG 2019 (111X) officers, the board shall not select more than 168 of the eligible officers.

(4) For YG 2018 (111X) officers, the board shall not select more than 45 of the eligible officers.

(5) The board is not held to any minimums or maximums for officers from YG 2017 who were previously approved for a delayed look, or for those officers who were approved for a special additional look by the FY-23 SWO DH Board.

(6) An additional cohort of "Option officers," or 111X/116X officers with an option AQD in their record who have expressed interest in serving as a SWO DH prior to executing their option, will be reviewed separately from non-option records. The board is not held to any minimums or maximums for SWO Option officers who submit a request to be considered in the SWO Option cohort.

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

a. **Fully Qualified.** To be considered fully qualified for DH Afloat selection, officers must:

(1) Have obtained their SWO qualification (no longer applicable for LDOs per reference (c));

(2) Be recommended in writing for DH or a higher career milestone by an Afloat Commanding Officer and/or O-5 or Senior on their most recent fitness report.

(3) Have no clearly substantiated decline in performance.

(4) "Option officers," or 111X/116X officers with an option AQD in their record, will not be considered for selection by the board as part of the standard cohort. Option officers may submit a request to be considered for selection as part of a dedicated option cohort.

(5) Officers approved for lateral transfer out of the surface warfare community will not be considered for selection by the board, regardless of their current designator.

b. **Limited Duty Officers.** A DH recommendation is not necessarily a normal career milestone recommendation. Documented leadership and a recommendation for a position of increased responsibility, such as Officer-in-Charge, Repair Officer, First Lieutenant, Combat Systems Officer, etc., shall satisfy the recommendation for DH.

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c. Bank Review. All SWOs will be bank reviewed until they begin their DH training track and all Surface LDOs will be bank reviewed until they are selected for LCDR or begin the DH track. The board will be provided a certified list of officers (SWO and LDO) who will remain in the bank. In addition to being fully qualified, officers on the certified list will have no Physical Fitness Assessment (PFA) failures nor any documented misconduct or adverse performance since the last DH board. In accordance with NAVADMIN 042/23, effective 16 February 2023 all PFA failures will reset to zero only for considering authority to reenlist, advance, promote, or execute other career continuation transitions. Selection boards will continue to consider any past PFA failures in line with normal procedures. The board may review any record from the certified list provided a majority of the board members vote to do so; otherwise, the board will not review the records on the certified list.

d. Graduate Education. Some officers are afforded the opportunity to attend Graduate School immediately after commissioning due to their scholastic accomplishments as a Midshipman. As such, these officers may be senior to their peers when they begin their Surface Warfare training track and should not be penalized for the impact that this may have on their fitness reports. In these cases, in addition to being “Best and Fully Qualified,” careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for DH Afloat and the recommendations for leadership and future service.

e. Delayed Entry. Often officers transfer into the Surface community late from another designator for a variety of reasons (flight attrite, Basic Underwater Demolition/SEAL training attrite, Nuclear Power School attrite, break in service, etc.). As such, these officers may be senior to their peers when they begin their Surface Warfare training track and should not be penalized for the impact that this may have on their fitness reports. In these cases, careful consideration should be given to the fact that the Surface Community has selected them for entry based upon their previous performance and desire to serve in the Surface community. Further, in addition to being “Best and Fully Qualified,” careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for DH Afloat and the recommendations for leadership and future service.

f. Nuclear-Trained SWOs and LCS SWOs. The Surface nuclear and LCS training pipelines are extremely lengthy (13 months-SWO(N), 12 months- LCS) and demanding to ensure that officers are prepared for the challenge of becoming a Nuclear and LCS-trained SWO. As such, these officers may have only one sea-tour as a DIVO and possibly no observed LTJG fitness reports before beginning a lengthy training pipeline with no observed fitness reports during this period and their first look for DH Afloat. In these cases, in addition to being “Best and Fully Qualified,” careful consideration should be given to the soft breakout language contained in block 41 of the fitness reports, recommendation for Department Head Afloat and the recommendations for leadership and future service.

g. Advanced Qualifications. Officers who possess advanced qualifications, to include Tactical Action Officer (TAO), Engineering Officer of the Watch (EOOW), Air Warfare Coordinator (AAWC), and Surface/Undersea Warfare Coordinator (SUWC), should be viewed

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favorably. These qualifications are recorded either via an AQD in the officers record (TAO – LF6, LF7, EOOW – LC1-LC9, KD1 for SWO(N), and AAWC – KA6) or via a qualification letter (SUWC).

h. Single long Tour Division Officers. Starting with YG20, the SWO community has provided Division Officers with the option to request a SLT of at least 36 months. YG18 and YG19 Officers may request SLT on a case-by-case basis. Officers selected for a single longer tour must be screened for SWO Department Head. These officers have signed a letter of intent stating they intend to submit a Department Head Retention Bonus (DHRB) contract and execute a SLT DIVO tour if selected for SWO DH. If desired by the Board president, these records can be designated with a “SLT” stamp. The board should view these requests favorably, as these officers have indicated their desire to serve as a SWO DH.

i. Letters of intent/DHRB contracts. Some officers have chosen to demonstrate their desire and motivation to serve as a DH by submitting either a letter of intent or a signed DHRB contract. While these contracts are not considered binding, the board should factor the demonstrated intent along with the officer’s record when making sections. Officers demonstrating intent to sign DHRB and commit to the SWO community if selected should be viewed favorably.

j. Junior Service College. All SWO Department Head screened officers will also be considered as screened for junior service colleges to include in-residence graduate education.

5. 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.



M. W. BAZE



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From: Deputy Chief of Naval Personnel
To: President, FY-24 Surface Warfare Officer Department Head Screen Board

Subj: ADMINISTRATIVE BOARD PROCESS AND EXPECTATIONS

1. Congratulations on your selection as president of the FY-24 Surface Warfare Officer Department Head 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. 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. If the board finishes after normal business hours the board report will be provided to BUPERS-00J at start of business the next day. The legal review is expected to take at about three hours.
 - 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 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. Thank you again for your time and dedication in selecting the future leaders of the Surface Warfare Officer Community.



M. W. BAZE