

MILPERSMAN 1301-235

COMMAND POLICIES AND PROCEDURES – SPECIFIC POLICIES RELATED TO SCREENING ENGINEERING DUTY OFFICERS TO COMMAND OR MAJOR PROGRAM MANAGER ASSIGNMENTS

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References	(a) DON DAWIA Operating Guide (NOTAL) (b) OPNAVINST 1412.14 (c) NAVSEAINST 5400.55 (NOTAL)
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1. **Policy.** A commanding officer (CO) or major program manager (MPM) must be a person of unflinching integrity with exceptional judgment and technical acumen who has proven his or her excellence in both operational and acquisition related assignments, with the ability to provide the requisite leadership of large and complex organizations or programs. Prior to assignment as CO or MPM, all engineering duty officers (EDO) will be command screened to determine eligibility. After successful screening, officers will be assigned as CO or MPM by a separate slating process, per reference (a), or the normal detailing process.

a. The function of the screening board is to recommend and establish a list of officers eligible to serve as COs of acquisition shore commands and as MPMs of programs identified by Assistant Secretary of the Navy for, Research, Development and Acquisition as acquisition categories I and II programs and major program manager-equivalent (MPM-req) programs in line with reference (a). Reference (a) can be accessed via the Assistant Secretary of the Navy for Research, Development and Acquisition Web site. Not every officer who is screened as eligible for command will be assigned to command.

b. The majority of EDO command opportunities occur at the pay grade of and selection to captain at major shore command (MSC) and MPM positions. Few command opportunities are available to commanders (CDRs), but these billets are not MSC or MPM.

2. Prerequisites for Command Screening

a. In line with reference (b), minimum standards are required for every officer to be eligible to be screened for command via board action and serve in command. The following prerequisites are prescribed for EDOs pursuing commander command:

(1) Complete the EDO qualification program per reference (c), resulting in award of the 1440 designator. Reference (c) may be obtained from Naval Sea Systems Command (NAVSEASYSOM);

(2) Achieve Defense Acquisition Workforce Improvement Act (DAWIA) program management practitioner certification under Back to Basics (BtB) or level II DAWIA certification in any career field under the legacy system;

(3) Achieve acquisition professional membership per reference (a), section 9;

(4) Successfully complete a commander command leadership assessment and be screened by board action for commander command; and

(5) Complete the Command Leadership Course (CLC) prior to assuming command per reference (b).

b. The following prerequisites are prescribed for EDOs pursuing captain or major command:

(1) Complete requirements of subparagraphs 2a(1) through 2a(3) above.

(2) Complete the CLC, Executive Officer Leadership Course, or the Senior Leadership Course (SLC);

(3) Complete the EDO Senior Course;

(4) Successfully complete a captain or major command leadership assessment and be screened by board action for captain command; and

(5) Successfully complete the Major Command Leadership Course (MCLC), if a graduate of the CLC.

3. Command Leadership Assessment

a. The completion of a command leadership assessment is mandatory prior to being screened for command. Command leadership assessments will be comprised of three elements:

(1) An officer-submitted performance package to include an essay (on character, competence, and connections) and a draft command philosophy;

(2) An operational psychological assessment to include a cognitive and personality assessment and a structured interview with an operational psychologist; and

(3) An oral board with the members of the command leadership assessment panel. The command leadership assessment panel will holistically consider the officer performance package (leadership essay and draft command philosophy), operational psychological assessment summary, oral board, and record (officer summary record, performance summary report, and fitness reports) when assessing officers for command.

b. Panel membership for commander command leadership will comprise of one EDO flag officer, two EDO captains who are in or have successfully completed a major command assignment (CO or MPM), and two EDO CDRs who are in or have successfully completed a commanding officer, officer in charge, aircraft carrier combat systems officer, aircraft carrier chief engineer, submarine repair officer, or program manager representative tour as a commander, and one command master chief.

c. Panel membership for captain or major command leadership will comprise of one EDO flag officer, four EDO captains who are in or have successfully completed a major command assignment (CO or MPM), and one command master chief.

d. Upon completion of their deliberations, the command leadership assessment panels will report their results to Navy Personnel Command (NAVPERSCOM) Engineering Duty Officer

Assignments Branch (PERS-445) and inform the individual officers that were assessed. The report to PERS-445 will contain a list of all eligible officers. Names of lieutenant commanders (LCDRs) and CDRs should be separated and arranged in alphabetical order, and the listed should indicate one of the following status:

(1) Eligible for commander command (LCDR only) and assignment of additional qualification designator (AQD) 2D1, or

(2) Eligible for captain or major command (CDRs only) and assignment of AQD 2D3.

e. Command readiness assessment panels and command screening boards will be held on a quarterly basis as directed annually by Commander, Naval Sea Systems Command (COMNAVSEASYSKOM).

4. Command Screen Board

a. Immediately following the command leadership assessment panel report submission to PERS-445 and debrief of the individual officers that were assessed by the command leadership assessment panel, a command screening board will convene to administratively screen officers for command.

(1) Board membership for commander command screening will comprise of the EDO flag officer and two of the EDO captains that sat the previously held captain or major command leadership assessment panel.

(2) Board membership for captain and or major command screening will comprise of the EDO flag officer and the two EDO captains that sat the previously held commander command leadership assessment panel.

b. PERS-445 will provide an adverse information memo (AIM) and a list of the officers with the 2D1 and 2D3 AQDs to the command screening board president to be reviewed by the voting members as part of the screening process. Board members will also review for recent Navy physical fitness assessment failures in addition to the guidance provided in the convening order.

c. The EDO command screening process is promotion year group (PYG)-based. For example, officers selected for promotion from the Fiscal Year (FY) 2022 (FY22) CDR Selection Board (CDR

PYG22) and officers selected for promotion from the FY22 LCDR Selection Board (LCDR PYG22) were the first PYGs to be eligible for command screening under this process in September 2023. CDRs and LCDRs will have two opportunities (two consecutive years) to command screen.

d. LCDRs who successfully screen for commander command and meet requirements of subparagraphs 2a(1) through 2a(3) will be assigned the 2D2 AQD, denoting command qualified. Those who do not meet requirements of subparagraphs 2a(1) through 2a(3) will have the 2D2 AQD assigned once requirements are met.

(1) CDRs must complete the EDO Senior Course and either the CLC, Executive Officer Leadership Course, or SLC, within 2 years of promotion to CDR. If not completed, the 2D2 AQD will be removed from their record.

(2) PYG21 and senior LCDRs competing for promotion on the FY27 CDR Promotion Board are grandfathered from these requirements and will be assigned the 2D2 AQD prior to the convening of the FY27 Promotion Board.

e. CDRs who successfully screen for captain or major command and meet requirements of subparagraphs 2a(1) through 2a(3) will be assigned the 2D4 AQD, denoting major command screened. Those who do not meet requirements of subparagraphs 2a(1) through 2a(3) will have the 2D4 AQD assigned once requirements are met. PYG21 and senior CDRs competing for promotion on the FY27 Captain Promotion Board are grandfathered from these requirements and will be assigned the 2D4 AQD prior to the convening of the FY27 Promotion Board.

f. Upon completion of its deliberations, the command screen board will report the board's results to Commander, Navy Personnel Command (COMNAVPERSCOM) via COMNAVSEASYSCOM for approval. Selection by the command screen board and approval of the board report designate an officer as command screened. The report will contain a list of all eligible officers. Names of LCDRs and CDRs should be separated and arranged in alphabetical order, and the list should indicate one of the following status:

(1) Screened for commander command (LCDRs only) and assignment of AQD 2D2;

(2) Screened for commander command (LCDRs only) and assignment of AQD 2D2 once requirements of subparagraphs 2a(1) through 2a(3) are met;

(3) Screened for captain or major command (CDRs only);
or

(4) Screened for captain or major command (CDRs only) and assignment of AQD 2D4 once requirements of subparagraphs 2a(1) through 2a(3) are met.

5. **Responsibilities**

a. Designator Advisor (COMNAVSEASYSCOM)

(1) Sets minimum qualification standards for command and establishes the process to formally screen, via administrative board action, officers to command;

(2) Issues annual schedule and PYG eligibility;

(3) Issues convening orders to include membership; and

(4) Recommends all board findings and awarding of the 2D2 and 2D4 AQD for COMNAVPERSCOM approval.

b. NAVSEASYSCOM Engineering Duty Officers Plans and Policies Division (SEA 00T1)

(1) Administers the program;

(2) Prepares correspondence, the annual schedule, and convening orders;

(3) Determines and recommends PYG eligibility to COMNAVSEASYSCOM;

(4) Prepares and executes each command readiness panel and command screening board; and

(5) Contracts and budgets funds for required staff (operational psychologists) and staff travel.

c. PERS-445

- (1) Assigns the appropriate AQD (2D1 and 2D3) per the results of the command leadership assessment panel;
- (2) Provides an AIM prior to the convening of each command screening board;
- (3) Provides a list of the officers with the 2D1 and 2D3 AQDs prior to the convening of each command screening board;
- (4) Assigns the appropriate AQD (2D2 or 2D4) upon COMNAVPERSCOM approval and notifies officers of screening status; and
- (5) Provides administrative support as established by reference (b) for command screening boards. Reference (b) may be obtained from COMNAVSEASYSCOM.