



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

27 Oct 16

From: Deputy Chief of Naval Operations (Manpower, Personnel,
Training and Education) (N1)
To: President, FY-17 Active-Duty Navy Officer Lateral
Transfer/Redesignation Selection Board
Subj: FY-17 ACTIVE-DUTY NAVY OFFICER LATERAL TRANSFER/
REDESIGNATION SELECTION BOARD PRECEPT AND CONVENING ORDER
Ref: (a) Community Briefs
Encl: (1) Board Membership
(2) Administrative Support Staff
(3) FY-17 Active-Duty Navy Officer Lateral Transfer/
Redesignation Selection Board Guidance
(4) Quota Letter

1. Membership, Date, Location, and Function

a. This 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, 7 November 2016, or as soon as practicable thereafter.

b. The function of the lateral transfer/redesignation selection board is to consider officers for lateral transfer and/or redesignation in the Regular Navy. The selection board shall consider carefully, without prejudice or partiality, the record of every eligible officer. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board.

c. I have personally appointed the members of this lateral transfer/redesignation selection board. During the board process, the officers assigned as board members work directly for me, under oath. Board members are entrusted with selecting the future leadership of the Navy. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process, and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents years of service by the

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individual officer. It is absolutely essential that your evaluation afford each eligible officer fair and equitable consideration.

d. The board shall proceed in accordance with any guidance contained in this letter, and the FY-17 Active-Duty Navy Officer Lateral Transfer/Redesignation Selection Board Guidance, enclosure (3).

2. Reference (a) will be provided in the selection board spaces as general information and guidelines to inform the selection board members of community-specific information. The information contained in reference (a) must not be used as a substitute for the guidance in this letter and enclosure (3) and specifically shall not alter the "best and fully qualified" selection standard. Reference (a) is not selection criteria, nor is it expected that each officer will meet the typical career path and guidelines contained in reference (a). Rather, reference (a) contains general information that is used to assist officers, community leaders, community managers, and detailers with career management.

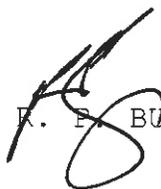
3. **Authorized Selections**. The number of officers that may be selected in each category is provided in enclosure (4).

4. Unless expressly authorized or required by me or higher authority, no member of the board, recorder, assistant recorder, or administrative support staff may disclose the proceedings, deliberations, or recommendations of this lateral transfer/redesignation selection board. However, I may provide the recommendations of the selection board to the senior flag officer responsible for recommending community assignments and to senior community detailers to the extent necessary to facilitate community assignments. All board members, the recorder, assistant recorders, and administrative support staff must comply fully with these requirements, and I expect each board president to emphasize the need for strict confidentiality.

5. In order to continually improve the selection board process, you will report out to me via written feedback immediately after the board. You should indicate whether all written guidance to the board (for example, the precept and convening order) was sufficiently direct, clear, and concise to assist board members in performing their duties. The report should also assess board support and the administration of the board. Further, an office

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call and debrief regarding the board process should be offered to me. I will typically choose to accept the office call based on the written feedback.


F. P. BURKE

BOARD MEMBERSHIP
FY-17 ACTIVE-DUTY NAVY OFFICER LATERAL TRANSFER/REDESIGNATION
SELECTION BOARD

1. Lateral Transfer/Resignation:

CAPT Jay M. Steingold, USN, 1320 (President)
CAPT Mark B. Guevarra, USN, 1120
CAPT Jacqueline R. Finch, USN, 1710
CAPT Andrew J. McFarland, USN, 1510
CAPT Robert D. Croxson, USN, 1500
CAPT Matthew H. Welsh, USN, 1820
CAPT Katherine M. Dolloff, USN, 1440
CAPT Dominic S. Caronello, USN, 1510
CAPT Dominick A. Vincent, USN, 1800
CAPT Michael W. Meredith, USN, 1110
CAPT Tony S. W. Park, USN, 1710
CAPT Thomas M. Moskal, CEC, USN, 5100
CAPT Katherine J. Schullian, USN, 1200
CDR Steven P. Werner, USN, 1440
CDR Jamie A. Fraserloria, USN, 1830
CDR Kallie D. Fink, USN, 1810
CDR Lillian A. Abuan, SC, USN, 3100
CDR Jereal E. Dorsey, USN, 1650
CDR Terra A. Gray, USN, 1200
CDR Shannon M. Stanton, USN, 1310
CDR Robert L. Moran, USN, 1200
CDR David A. Barnes, USN, 1810
LCDR Trevor J. Ritland, USN, 1140

**ADMINISTRATIVE SUPPORT STAFF
FY-17 ACTIVE-DUTY NAVY OFFICER
LATERAL TRANSFER/REDESIGNATION SELECTION BOARD**

1. Lateral Transfer/Redesignation: LCDR Ronald A. Drake, USN, will act as a recorder with the following personnel acting as assistant recorders:

LCDR Jonathan S. Schiffelbein
LT Michelle E. McGavran

LT Daniel R. Flemming
LT Sean A. Brophy

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

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

LT Beau T. Blanchard

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

RDML Richard A. Brown	LT Beau J. Blanchard
CAPT John C. Compton	LT Simon S. Davies
CAPT Bradley J. Cordts	LT Claire Geilfuss
CAPT Christopher Engdahl	LT Erin T. Janofski
CAPT Mark C. Holley	LT Tramayne L. Jenkins
CAPT Douglas P. Howell	LT Jason C. Jensen
CAPT John F. Meier	LT Kevin M. Loughman
CAPT Jeri L. O'Neill	LT Christopher R. McHenry
CAPT Martin L. Pompeo	LT Vincent N. Perry
CAPT Henry P. Roux, Jr.	LT Edward R. Polk
CAPT Elisabeth S. Stephens	LT Van E. Stewart
CDR Howard M. Bryant	LT Holly R. Taylor
CDR Paul J. Dee	LT Donald J. Todorowski
CDR Steven J. Skretkowicz	CWO5 Elizabeth Rivera
LCDR Price W. Balderson	MCPO(SW/AW) C. E. Christiansen
LCDR David R. Flowers	MCPO(SW/AW/EXW) Leo S. Godet
LCDR Johnny W. Kelley	MCPO(AW) Amy M. Kelly
LCDR Robert A. Linn	MCPO(SW) Robert A. Tunstall
LCDR Stephen P. Milloway	CPO(EXW) Dana A. Brown
LCDR Christopher C. Muller	CPO(SW/AW) Patrick R. Harris
LCDR Michael S. Newman	CPO(AW) Raymond E. Boyd
LCDR Timothy D. O'Brien	CPO(EXW/IDW/SCW) Byron J. Capps
LCDR Eric A. Polonsky	CPO(AW) Gavin A. Irby
LCDR Jeremy S. Yarbrough	CPO(SW/AW) Michael M. Riles
LT Robert R. Allen	PO1 Sharleen L. Ciesielska

**ADMINISTRATIVE SUPPORT STAFF
FY-17 ACTIVE-DUTY NAVY OFFICER
LATERAL TRANSFER/REDESIGNATION SELECTION BOARD**

PO1 Carolyn Hester	Mr. Christopher Garner
PO1(SW) Benjamin J. Ryser	Mr. Dennis Garza
PO1(SW) Joseph F. Scarlata	Mr. Cornell D. Gaulmon
PO2 Courtney E. Countiss	Mr. Bryan Gillentine
PO2 Lauren M. Hauck	Mr. William H. Green
PO2 Latoya A. Roberts	Mr. Keith Grover
PO2 Santos A. Cedeno	Mr. Richard M. Hammer
PO2 Frank L. Holland	Mr. Jim Hammerich
PO2(SW/AW) Aliscia L. Law	Mr. Dave Hard
PO2(SW) Kari K. Lueth	Ms. Dorothy C. Harris
PO2(SW/AW) Alexis P. Williams	Mr. Max H. Hodge
Mr. Rodger Abernathy	Mr. David L. Howard
Ms. Jacqueline S. Anderson	Ms. Rosalind Hudson-Phillips
Ms. Tracey Armstrong	Mr. Michael Jennings
Mr. Daryl L. Ballard	Mr. Juan J. Jimenez
Ms. Alison Barnes	Mr. Douglas E. Johnson
Mr. Julion A. Bend	Mr. John Johnson
Ms. Wendy Beyer	Ms. Lorraine A. Johnson
Mr. Robert C. Black	Ms. Patricia A. Johnson
Ms. Patricia O. Boothe	Ms. Crystal Jones
Mr. Brian D. Bourne	Ms. Melissa D. Jones
Mr. James W. Bowman	Mr. Steven P. Jones
Mr. Doug Burgess	Mr. Charles M. Kellum
Ms. B. J. Callis	Ms. Shu J. King
Mr. Clarence Carver	Mr. Alex Kraus
Ms. Lakiesha D. Chalmers	Ms. Karen M. Kumnick
Ms. Janice Chambers	Mr. David B. Lanham
Mr. James C. Clemmons	Ms. Sonia Lewis
Ms. Linda M. Coffield	Mr. Thomas R. Lewis
Mr. Joel Cook	Ms. Diane L. H. Lofink
Ms. Sonya Y. Cox	Mr. Victor A. Loy
Mr. John R. Crotts	Ms. Nancy P. Lubiani
Mr. James Cutter	Mr. Donald P. Marshall
Ms. Karen Dapsis	Mr. Paul D. Martin
Mr. Bennie Davis	Mr. Paul L. Martin
Mr. Paul W. Davis	Mr. Richard P. Mason
Mr. Jay C. Delfoe	Mr. Anthony L. Matthews
Mr. Richard T. DeRousse	Ms. Karon D. Matthews
Mr. Charles D. Eaton	Ms. Lynda C. McKinney
Mr. Jeremy L. Fisher	Mr. Jerrico S. Melton
Mr. John Fleenor	Mr. Christopher J. Meunier
Mr. Mike Foldes	Mr. Pratap Muratee
Mr. John Frantz	Mr. Corey A. Nichols

**ADMINISTRATIVE SUPPORT STAFF
FY-17 ACTIVE-DUTY NAVY OFFICER
LATERAL TRANSFER/REDESIGNATION SELECTION BOARD**

Mr. Tommy D. Owens	Ms. Mindee M. Wolven
Ms. Keisha R. Parker	Ms. Rebecca Yong
Mr. Drew R. Parmley	Mr. Alan D. Young
Mr. Chuck Pennington	Mr. Christopher J. Zaller
Mr. Richard S. Perry	
Mr. James A. Price	
Mr. Stephen R. Ranne	
Ms. Amy C. Ray	
Mr. Dondi Reed	
Mr. Stanley Robinson	
Mr. Jay A. Rublaitus	
Mr. Tony V. Sanders	
Ms. Cheryl L. Scott	
Ms. Edna M. Shannon	
Mr. Antoine Sharp	
Mr. Michael P. Simrell	
Ms. Angie L. Smith	
Mr. Thor Smith	
Ms. Ruby D. Snowden	
Mr. Lee K. Staley	
Mr. William A. Stephens	
Ms. Lynnette Stinnett	
Mr. Tim Suich	
Ms. Jennifer M. Summers	
Mr. Jim C. Tanner	
Mr. Horace Taylor	
Mr. Robert J. Thompson	
Mr. David C. Tidwell	
Ms. Martha Uselton	
Mr. Carl R. Waelde	
Mr. Shawn Walther	
Ms. Davida L. Ward	
Mr. Timmy W. West	
Ms. Jessica Whitfield	
Mr. Christopher A. Wiley	
Mr. Bob T. Wilkinson	
Mr. Ed Willard	
Ms. Sharlene Williams	
Mr. Charles E. Wilson	
Ms. Deborah A. Wilson	
Mr. Jason T. Winfield	
Mr. Wiley P. Winter	
Mr. Darrence A. Wolfe	

**FY-17 ACTIVE-DUTY NAVY OFFICER
LATERAL TRANSFER/REDESIGNATION SELECTION BOARD GUIDANCE**

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- Best Qualified

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APPENDIX - A

GENERAL GUIDANCE

1. **Duties of the Board President.** The president of the board is appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for selection those fully qualified officers whom the majority finds best qualified to meet the needs of the Navy.

2. **Board Proceedings.** The following directions apply to all board proceedings:

a. Each of you (president, members, recorder, assistant recorders, and administrative support staff) is responsible for maintaining the integrity and independence of this lateral transfer/redesignation selection board, and for fostering the careful consideration, without prejudice or partiality, of all eligible officers.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be provided to you, and the procedures you should follow if you believe that the integrity of this selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a lateral transfer/redesignation selection board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the board, and any information about his or her own record communicated to you by individual eligible officers in accordance with regulations I have issued.

d. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law or Navy Regulations from consideration by a lateral transfer/redesignation selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board.

e. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, the board is reminded that, if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or

evaluation unless such matters are contained in the officer's official record or other material placed before the board in compliance with the law and Navy regulation. In addition, should an officer's record reveal the removal of a fitness report, the member may not discuss any personal knowledge regarding the circumstances which resulted in the removal of the report, nor should any member conjecture or draw any inference as to the underlying circumstances involved.

f. I am the only person who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

g. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the lateral transfer/redesignation selection board. As a general rule, communications of any kind or method with outside parties (i.e., persons other than board members, the recorder, assistant recorders, board sponsors, and administrative support staff) before, during, or after the board relating in any way to the selection board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. The proceedings, discussions, deliberations, or recommendations of the lateral transfer/redesignation selection board shall not be disclosed, nor shall any written or documentary record of such proceedings, discussions, deliberations, or recommendations be used for any purpose, unless expressly authorized or required by me or higher authority, or as outlined in paragraphs 2.i. or 2.j. below.

h. To ensure the integrity of the board process, it is imperative that you advise the board sponsors of any relationship with any eligible officer that may affect the perceived integrity of the board. Such relationships include, but are not limited to, spousal, immediate relative by blood, marriage, adoption, or blended family up to the fourth degree of kinship (i.e., first cousin), fiancé(e), significant other or other intimate partner, ex-family member, business relationship, or an accuser/accused in legal proceedings. If you have any doubts or reservations, err on the side of disclosing the relationship. This is a continuing obligation throughout the board proceedings. If necessary, take such action as will protect the integrity of the board process as outlined in paragraph 2.j below.

i. Before the report of the lateral transfer/redesignation selection board is signed, the recommendations and proceedings may be disclosed only to members of the board, the recorder, assistant recorders, and those administrative support staff I have designated in writing. After you sign the board report and the public release has been made, only the recommendations of the board may be disclosed. Procedures and processes of the board may be discussed only in general terms. However, prior to the public release, I may provide the recommendations of the selection board to the senior flag officer responsible for recommending community assignments and to senior community detailers to the extent necessary to facilitate community assignments. The disclosure of recommendations and proceedings of the board are governed by Navy Regulations. The proceedings of the board may not be disclosed to any person not a board member, recorder, or assistant recorder, except to request relief from board duties in accordance with the law and Navy Regulations, as discussed in paragraph 2.j.

j. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If you believe that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request from me or higher authority relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

3. **Marital Status.** Lateral transfer/redesignation boards are prohibited from considering the marital status of an eligible officer or the employment, education, sex (including gender identity), or volunteer service of an eligible officer's spouse.

4. **Leadership of Diverse Organizations**

a. Our differences give us the strength, courage, and creativity necessary to accomplish our mission in, and meaningfully contribute to, an ever-changing world. The ability to maintain current and future readiness requires that we understand our differences, and recognize the valuable contributions our differences make to the Department of the Navy and to our Nation. As we build the Navy of the 21st Century we must be able to operate successfully, and with credibility, across our Nation and in a challenging multi-cultural world. When reviewing an officer's potential for lateral transfer/redesignation, consider that the Navy benefits when the officer corps possesses a broad spectrum of experience, background, perspective, innovative talent, and a depth and

breadth of vision, drawn from every facet of the society it serves and understanding of the world within which it operates. The Navy needs innovative and bold male and female leaders who think creatively, challenge assumptions, and take well-calculated risks that maximize effectiveness.

b. Today's Navy is composed of men and women representing dozens of different ethnic groups and literally hundreds of cultural heritages. Similarly, our allies, partners, and friends across the globe represent a broad range of experience, backgrounds, perceptions, and understandings - regionally, nationally, or through agreements. To be effective, the Navy officer corps must draw upon its rich diversity of experience, backgrounds, perspective, innovative talent, and depth and breadth of vision. You should give careful attention to selecting officers who possess these valuable attributes and have demonstrated the potential to lead large organizations in a complex world composed of men and women coming from widely varying backgrounds. The Navy's ability to meet this leadership challenge depends, in part, on having leaders for, and from, our entire Navy who reflect our very best, including performance, background, professional experience, education, and the spectrum of professional communities. These are factors for you to consider in selecting officers who are best and fully qualified for selection.

5. **Area Tours**. If an officer's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the officer has progressed in billet complexity, professional development, and leadership responsibility.

6. **Adverse Information**

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance documented in an officer's official service record when determining those officers who are best qualified for lateral transfer/redesignation. Adverse information may reflect on an officer's suitability for lateral transfer/redesignation and future service in positions of greater responsibilities and trust. Members must give careful consideration to each incident. For those eligible officers who are recommended for lateral transfer/redesignation and who have received disciplinary action, or whose privileged information record (Electronic Military Personnel Records System Code 17) contains matters relating to

conduct or performance of duty, every board member shall review the information contained therein personally prior to the final board decision.

b. While the Navy is, and will remain, a Service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past; the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. In selecting the best and fully qualified officers to meet the future needs of our Navy, you should not automatically discount any officer who, except for a single incident, would otherwise be considered to be among the best qualified from those you consider fully qualified. Careful scrutiny of the adverse information at issue and the officer's overall record is necessary to ensure the board recommends the officers best and fully qualified for lateral transfer/redesignation.

APPENDIX - B

BEST AND FULLY QUALIFIED SELECTION STANDARD

1. **Fully Qualified.** All officers recommended for lateral transfer/redesignation must be fully qualified; that is, each officer recommended must be capable of performing the duties of their current pay grade in their new community. Officers who do not meet that standard shall not be recommended for lateral transfer/redesignation.

a. Officers fully qualified for lateral transfer/redesignation demonstrate an appropriate level of leadership, professional skills, integrity, management acumen, grounding in business practices, and resourcefulness in difficult and challenging assignments. Their personal and professional attributes include adaptability, intelligent risk-taking, critical thinking, innovation, adherence to Navy and Department of Defense ethical standards, physical fitness, and loyalty to the Navy core values.

b. The Navy is composed of men and women representing dozens of different ethnic groups and hundreds of cultural heritages. Fully qualified officers must be capable of leading personnel from widely varying backgrounds and mentoring a diverse workforce while executing the Navy's strategic diversity initiatives. The Navy's ability to meet this leadership challenge depends, in part, on having leaders who reflect our very best, including performance, professional experience, and education.

2. **Best Qualified.** Among the fully qualified officers, you must recommend for lateral transfer/redesignation the best qualified officers within their respective competitive category. Proven and sustained superior performance in command or other leadership positions in difficult and challenging assignments is a definitive measure of fitness for lateral transfer/redesignation. Furthermore, successful performance and leadership in combat conditions demonstrate exceptional lateral transfer/redesignation potential and should be given special consideration. Each board member shall apply this guidance when deliberating and voting. Additionally, members will use the considerations below to guide their determination of the best qualified officers.

a. Individual Augmentee (IA) / Global Support Assignment (GSA) / Overseas Contingency Operations (OCO) / Irregular Warfare / Afghanistan-Pakistan Hands (APH) Program Assignment

(1) The board may give favorable consideration to those officers who have displayed superior performance while serving in IA/GSA/OCO/APH assignments in direct support of OCO, Irregular Warfare, and the National Defense Strategy, and in particular, those IA/GSA/OCO/APH assignments that are extraordinarily arduous or which involve significantly heightened personal risk. These individuals are developing valuable combat and nation-building skills under stressful conditions. Such assignments may not be typical of the officer's traditional community career path, and the officer may be rated by a reporting senior unfamiliar with the officer's specialty and the Navy fitness report system.

(2) IA/GSA/OCO/APH assignments may take an officer out of the normal community career path for periods up to 1 1/2 years. APH assignments consist of extensive specialized training and multiple, non-standard deployments that may take an officer out of the normal community career path for periods of up to 3 1/2 years.

b. Education and Professional Development. The board shall give favorable consideration to those officers with relevant graduate education, experience in specialized areas, and Navy and Joint Professional Military Education (JPME).

(1) The Navy values completion of graduate education and development of a subspecialty. Degrees from the Naval Postgraduate School, the Naval War College and equivalent Service institutions, and civilian education programs that result in assignment of a subspecialty code or award of Additional Qualification Designation (AQD) codes are desirable. Proven expertise from an experience tour utilizing that subspecialty is fundamental to development of Navy Leaders.

(2) The Navy values competitive scholarships and fellowships, examples of which include: Olmsted Scholar, Marshall Scholar, Rhodes Scholar, White House Fellowship, SECDEF Corporate Fellowship, and Federal Executive Fellowships (e.g., Politico-Military and Cyber).

(3) Best qualified officers seek opportunities to broaden their cultural awareness through experiences and education and to enable better communication in a global operating environment.

c. **Innovation and Efficiency.** A critical goal of the Navy is to encourage -- to demand -- innovation and efficiency to ensure that we retain an adaptive, flexible, and effective naval force able to anticipate events and win across the spectrum of conflict. In your consideration, recognize that the continued preeminence of the Navy in the future is inextricably linked to its ability to successfully change and to manage for efficiency. Our future depends on male and female leaders who have demonstrated their awareness of this fact. Within the charter of best and fully qualified, seek to select these officers.

(1) In this age of limited resources and fiscal constraints, application of energy resource management and technology is of vital importance. Our institution must create energy solutions that make facilities and installations more energy efficient and encourage superior management of energy resources.

(2) Likewise, we must not restrict or limit the opportunity of any officer to think creatively, develop new ideas, take prudent risks, and maximize capabilities through sound management practices. Bear in mind that, in the context of a changing Navy, officers demonstrating innovative thinking, efficient management skills, prudent risk taking, and effective business practices, may reflect a variety of backgrounds.

APPENDIX - C

EQUAL OPPORTUNITY AND DIVERSITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, sex (including gender identity), sexual orientation, or national origin. Discrimination on any of these bases is contrary to the Department's core values of honor, courage, and commitment. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, sex (including gender identity), sexual orientation, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the officers who are "best and fully qualified," you must ensure that officers of every race, religion, color, sex (including gender identity), sexual orientation, and national origin are given fair and equitable consideration.
2. Your evaluation of all officers must be fair and equitable. You should be particularly vigilant in your evaluation of records to take care that no officer's lateral transfer/redesignation opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to assume the responsibilities of a member of a new community. This includes his or her ability to successfully lead a diverse organization, the overriding factor being performance of duties assigned.
3. The Navy benefits when we capitalize on the diverse experience, perspective, innovative spirit, background, and ideas in our ranks. Diversity is not founded on statistics, percentages, or quotas. Diversity is about achieving peak performance. Our Navy should draw upon the entire possible set of talents and backgrounds to maximize our warfighting capability, innovate to address new threats and challenges, and take advantage of emergent opportunities.
4. The Navy has assigned some officers outside of traditional career development patterns, e.g., institutional instructors, diversity officers, recruiting, and equal opportunity billets. These assignments, though greatly beneficial to the Navy, may have foreclosed to the officers so assigned opportunities available to other officers. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. Such assignment practices should not prejudice the selection of these men and women for lateral transfer/redesignation, to do so may deny the Navy the diversity

of talent, background, and experience we should seek and which is necessary for sustained success in our changing world. Successful performance of duties is the key in measuring an officer's potential for lateral transfer/redesignation, duties performed well by men and women affected by such utilization policies or practices should be given weight equal to duties performed well by an officer not affected by such policies or practices.

5. This guidance should not be interpreted as requiring or permitting preferential treatment of any officer or group of officers on the grounds of race, religion, color, sex (including gender identify), sexual orientation, or national origin.

APPENDIX - D

BOARD REPORT

1. The record of the board's proceedings shall be compiled by the recorder, assistant recorders, and administrative support staff. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain the names of the officers recommended for lateral transfer and the names of the officers recommended for redesignation, as well as the following items:

a. All instructions, information, and guidance that were provided to the board, except information concerning particular officers, which must be returned and transferred to the Chief of Naval Personnel.

b. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept and convening order, as appropriate, other letters of guidance or instruction provided by me.

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board.

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations.

(4) You were not party to or aware of any attempt at unauthorized communications.

(5) To the best of your knowledge, the board carefully considered the record of each officer whose name was furnished to the board.

(6) The officers recommended for lateral transfer/redesignation are, in the opinion of the majority of the members of the board, fully qualified and best qualified to meet the needs of the Navy among those officers whose names were furnished to the board.

(7) The officers recommended for lateral transfer/redesignation, including those who had adverse information provided to the board, are, in the opinion of the majority of the members of the board, fully qualified and among the best

qualified to meet the needs of the Navy among those officers whose names were provided to the board, consistent with the exemplary conduct requirements of section 5947 of title 10, U.S. Code, which states:

"All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge."

(8) You are aware that the names of the selectees will be released to the public after the board report is approved, and you know that you may not disclose recommended selectees until the names are released to the public.

(9) You understand that, except as authorized by me or higher authority, you may never disclose the proceedings, discussions, deliberations, or recommendations of the board to any person who is not a board member, recorder, or assistant recorder.

c. A list of all officers eligible for consideration.

d. This precept and convening order.

2. The report shall be forwarded to me for approval via the Deputy Chief of Naval Personnel.

APPENDIX - E

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorders:

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1) or higher authority, so help you God?"

2. The recorder or an assistant recorder shall then administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1) or higher authority, so help you God?"

3. The recorder or an assistant recorder shall then administer the following oath or affirmation to administrative support staff:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1) or higher authority, so help you God?"



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

1530
Ser N13/197
4 Nov 16

From: Director, Military Personnel Plans and Policy (N13)
To: Assistant Commander, Navy Personnel Command for Career Progression (PERS-8)

Subj: NOVEMBER 2016 LATERAL TRANSFER/REDESIGNATION BOARD
REQUIREMENTS LETTER

Encl: (1) November 2016 Lateral Transfer/Redesignation Board Requirements Letter Dated 21
Oct 2016

1. Purpose. To provide revision of Table A of the Lateral Transfer Redesignation Board Requirements Letter signed 21 Oct 2016.
2. Replace page 4 (Table A) of the Lateral Transfer Redesignation Board Requirements Letter dated 21 Oct 2016 with enclosure (1).
3. Once the board is convened, no further changes to enclosure (1) will be entertained.


JOHN B. NOWELL, JR.



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

1530
Ser N13/193
21 Oct 2016

From: Director, Military Personnel Plans and Policy (N13)
To: Assistant Commander, Navy Personnel Command for Career Progression (PERS-8)

Subj: NOVEMBER 2016 LATERAL TRANSFER/REDESIGNATION BOARD
REQUIREMENTS LETTER

Encl: (1) Lateral Transfer/Redesignation Requirements

1. Purpose. To provide policy guidance and requirements for Lateral Transfer/Redesignation Board scheduled to convene 7 Nov 2016.
2. Lateral Transfer/Redesignation. Specifications for officer lateral transfer between the Line and Staff Corps and redesignation within the Line are identified in enclosure (1).
3. Waivers. Waiver requests, which have been granted by Chief of Naval Personnel or Director, Military Personnel Plans and Policy (N13), supersede other board eligibility requirements.
4. Board Composition. Ensure each panel has at least one Unrestricted Line member.
5. Board Results. Forward statistical results to N13 and the Special Assistant for Diversity and Inclusion (N1D).
6. Once the board is convened, no changes to enclosure (1) will be entertained.


JOHN B. NOWELL, JR.
Rear Admiral, United States Navy

LATERAL TRANSFER/REDESIGNATION REQUIREMENTS

1. All candidates must have the professional or graduate degree required for the designator requested as specified in MILPERSMAN 1212-010 or 1212-030. Candidates must also meet the requirements as delineated in OPNAVINST 1210.5. Specifically:

a. Officers must have completed at least 24 months of active commissioned service above the grade of CWO5. An officer may not request transfer from the Unrestricted Line until within six months of completing obligatory service in the present community as a result of functional training received (training received that further enables an Unrestricted Line officer to perform their duties, such as Department Head School).

b. For Aviation (13XX) officers:

(1) General aviation officers (1300) are eligible to apply for lateral transfer regardless of Active Duty Service Obligation (ADSO) from winging.

(2) Aviation officers (131X and 132X) are eligible to apply for lateral transfer if the officer has fulfilled ADSO, or will be within 12 months of completing ADSO at the time the board convenes.

(3) Aviation officers with obligated service as a result of Aviation Career Continuation Pay (ACCP) are eligible to apply if the officer will be within 12 months of completing ACCP obligation at the time the board convenes. Additionally, aviation officers with obligated service as a result of ACCP are eligible to apply if the officer will be within 12 months of department head tour projected rotation date (PRD) at the time the board convenes, regardless of contrary ACCP contract language. Redesignation immediately following department head tour may result in cancelation of ACCP, which will be adjudicated by PERS-43.

(4) Aviation Lieutenants in a Failure of Selection (FOS) status to LCDR are eligible to apply regardless of ADSO or ACCP obligation.

(5) Graduates from U.S. Naval Test Pilot School class 147 and 148 may apply for AEDO only, regardless of ADSO (contact AEDO OCM for details).

(6) If selected, aviation officers shall not be permitted to redesignate until completion of ADSO, fulfillment/expiration/cancellation of ACCP contract, or PRD, as determined by Aviation Officer Community Manager (BUPERS-313). Aviation officers in operational flying billets (billet designator XXX1 or XXX2) will not be permitted to redesignate until vacating the billet, typically at PRD. BUPERS-313 authorizes redesignation timing. By accepting a lateral transfer out of aviation (13XX) an officer consents to voluntary termination of flight status (except for AEDO selects) effective the date of redesignation with the Lateral Transfer Application and Commanding Officer's endorsement fulfilling the requirements set forth in MPM 1610-020.

c. Surface Warfare (111X) Officers who have applied for and/or accepted Surface Warfare Officer Continuation Pay (SWOCP)/Department Head Retention Bonus (DHRB) and/or Revised

Junior Officer Critical Skills Retention Bonus (RJCSRB) are obligated to complete their department head assignments and may not apply for lateral transfer from the SWO Community until within 12 months of PRD from their final required department head tour. Post-department head officers may not apply for lateral transfer until within 12 months of PRD. Additionally, if serving under an agreement for the LCDR SWO critical skills bonus, may not apply to the board until within 12 months of satisfaction of the full obligation.

d. Submarine Officers (1120) and Nuclear Trained Surface Warfare Officers (1110, SWO(N)) will not normally be released for lateral transfer from an at-sea assignment, if they have a year or more left on a Nuclear Officer continuation pay (COPAY) contract or some other form of obligated service, or if they have more than a year left before their scheduled projected rotation date (PRD). Submarine post-division officers will not normally be considered for lateral transfer unless provided a waiver. Completion of a submarine Department Head tour does not guarantee release from the Submarine Community. All Naval Nuclear Propulsion Program (NNPP) lateral transfer request applications are vetted and approved for release by the NNPP Program Manager (OPNAV N133).

e. Unrestricted Line officers shall have achieved warfare qualification before applying for transfer. Officers who are exempted from participation in warfare qualification programs must complete a minimum of two years of active commissioned service before applying.

f. Officers must possess at least a baccalaureate degree. Any Limited Duty Officer (LDO) wishing to redesignate who is within 6 months of completing their baccalaureate degree may apply for lateral transfer. Their package must include an official letter from an accredited university or college stating they are in good standing and also contain their expected degree and graduation date (month/year). Waiver requests from an LDO wishing to redesignate who is enrolled but is not within 6 months of completing their baccalaureate degree will be considered on a case-by-case basis.

g. Applications for redesignation and lateral transfer will not be accepted from officers who are being processed for administrative separation.

h. Full Time Support (FTS) and Selected Reserve (SELRES) officers are not eligible to apply for this board.

i. All officers under consideration at this board must have the concurrence of their respective Officer Community Manager (OCM) to ensure their eligibility for lateral transfer.

j. Applicant choice: Officers who desire consideration for lateral transfer into more than one designator and are qualified for lateral transfer/redesignation in those designators will first receive consideration from the community of their first choice. If not selected by that community, they may be considered by their second choice and/or other communities.

k. Selection order: Year Group Priority (YGP) selection order is promulgated to assist the promotion of community health within identified Year Group Bands (YGB). Due to a shortage of outgoing inventory (from the feeder communities) within the specified YGB, a YGP was

generated to assist the communities in most need of personnel within that YGB. YGP (Table A) was set based on communities with the lowest percent of inventory per their communities programmed requirements.

The option to choose up to 50% of the feeder communities' out quotas for the same YGB will be provided to the communities identified in respective order. Each priority community, starting with the first priority community listed (Table A), will choose one candidate in rotation until their maximum priority quota has been consumed (or the priority communities have passed on selecting their share). At that time the selection process will open up to the remaining communities.

If there are out quotas remaining after each community makes their initial selection, the same order will be used for the second round, starting with the first community listed.

(Note: All priority communities will be afforded the opportunity to make at least one selection, even if the 50% threshold is surpassed. If the YGB does not contain enough candidates/quotas to support this, then the communities will select based on availability. Upon reaching the threshold, the next selection will be the first non-priority community.)

Table A: Year Group Priority

1st number: Maximum # of priority picks.

2nd number: Maximum allowed for that YGB.

Note: Numbers in parentheses indicate IN quotas are spread across more than one YGB.

Year Groups 2016-2013 Top Six are Priority		Year Groups 2012-2010 Top Six are Priority	
<p align="center">Quotas Out = 32 Priority allocation = 16</p>		<p align="center">Quotas Out = 88 Priority allocation = 29</p>	
Community	Community	Community	Community
1. HR (1200): 3/(3)	<p align="center">No other communities have in-quotas for YG 16-13</p>	1. AEDO (1510): 2/2	<p align="center">No other communities have in-quotas for YG 12-10</p>
2. Aviation (13XX): 2/(2)		2. EDO (1440): 11/(11)	
3. PAO (1650): 2/2		3. HR (1200): 6/(6)	
4. CEC (5100): 1/(1)		4. CW (1810): 5/(5)	
5. INTEL (1830): 3/3		5. INTEL (1830): 3/3	
6. CW (1810): 2/(2)		6. FAO (1710): 2/2	
7. EOD (1140)		7. OCEANO (1800)	
8. OCEANO (1800)		8. SWO (1110)	
9. EDO (1440)		9. PAO (1650)	
	10. AMDO (1520)		
	11. IP (1820)		
	12. Supply (3100)		
Year Groups 2009-2004 Top Six are Priority		Year Groups 2003 and Senior Top Six are Priority	
<p align="center">Quotas Out = 109 Priority allocation = 55 * Number of FOS outquotas replaced with actual number of applicant numbers for calculation purposes</p>		<p align="center">Quotas Out = 39 Priority allocation = 9 * Unlimited quotas from Aviation replaced with actual applicant numbers for calculation purposes</p>	
Community	Community	Community	Community
1. FAO (1710): 16/16	<p align="center">No other communities have in-quotas for YG 09-04</p>	1. AEDO (1520): 3/3	<p align="center">No other communities have in-quotas for YG 03 and senior</p>
2. AMDO (1520): 2/2		2. FAO (1710): 6/6	
3. IP (1820): 24/(24)			
4. CW (1810): 10/(10)			
5. INTEL (1830): 1/(1)			
6. HR (1200): 4/(4)			
7. AEDO (1510)			
8. EOD (1140)			
9. SUPPLY (3100)			

2. Table B is a list of the number of quotas by year group authorized for transfer out of listed designator (community). The Aviation Community is further divided by aircraft type. The board shall not exceed the authorized quotas as listed in Table B.

Table B – Active Component (AC) OCM YG LIMITATIONS MATRIX – Maximum number of quotas allowed for transfer "OUT" of each community

All applications received are reviewed by the applicable Officer Community Manager (OCM) before being considered by the Redesignation Board. The AC OCM restrictions listed below apply only to USN applicants or USNR applicants on the active duty list. Each YG restriction has been vetted through each AC OCM. These numbers represent the maximum number from AC communities by YG, not a quota to be re-designated.

13XX (AVN):

U = Unlimited

* = Unlimited out quotas for 1xFOS to O-4 (e.g. "1 *") means one unrestricted out quota and unlimited out quotas for any officer FOS to O-4)

& = Non-E-2D qualified (e.g. "&2 *") means two out quotas for non-E-2D qualified officers and unlimited out quotas for any officer FOS to O-4)

13XX (AVN) / 151X (AEDO): The board may select up to two 13XXs from USN Test Pilot School (TPS) Class 147 and 148 to AEDO without T/M/S/D and YG restrictions (two 13XXs total, NOT two per class). These two selections do not count against the Aviation out quotas listed in the tables.

COMMUNITY	YEAR GROUP																										
	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	
1110 (SWO)	0	01	8	11	5	19	8	3	1	2	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1110 (SWO(N))	0	0	0	0	0	3	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1120 (SUB)	0	0	0	0	0	0	2	6	1	0	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1130 (SPECWAR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1140 (BOD)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1200 (HR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1210 (INSTR)	0	0	0	7	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1220 (NR)	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1300 (GENAV)	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
1310 (PILOT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VFA	0	0	0	0	0	0	0	0	1	1	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VAQ	0	0	0	0	0	0	0	0	0	0	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VAW/VRC	0	0	0	0	0	0	0	0	&2	&1	&1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VP	0	0	0	0	0	0	0	0	3	2	2*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VQT	0	0	0	0	0	0	0	0	1	0	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VQP	0	0	0	0	0	0	0	0	1	1	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
HSL/HSM	0	0	0	0	0	0	0	0	1	1	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
HS/HSC	0	0	0	0	0	0	0	0	3	4	4*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
HM	0	0	0	0	0	0	0	0	0	0	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
1320 (NFO)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VFA	0	0	0	0	0	0	1	2	2	1	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VAQ	0	0	0	0	0	0	1	1	1	0	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VAW/VRC	0	0	0	0	0	0	&1	&1	&1	&1	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VP	0	0	0	0	0	0	3	2	2	0	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VQT	0	0	0	0	0	0	1	0	0	0	0*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
VQP	0	0	0	0	0	0	2	2	1	0	1*	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U

Table B – Active Component (AC) OCM YG LIMITATIONS MATRIX – Maximum number of quotas allowed for transfer "OUT" of each community

All applications received are reviewed by the applicable Officer Community Manager (OCM) before being considered by the Redesignation Board. The AC OCM restrictions listed below apply only to USN applicants or USNR applicants on the active duty list. Each YG restriction has been vetted through each AC OCM. These numbers represent the maximum number from AC communities by YG, not a quota to be re-designated.

COMMUNITY	YEAR GROUP																										
	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	
144X (EDO)	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
151X (AEDO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
152X (AMDO)	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
165X (PAO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17X0 (FAO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
180X (OCN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
181X (CW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
182X (IP)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
183X (INT)	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
230X (MSC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
250X (JAG)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290X (NC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
310X (SC)	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
410X (CHC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
510X (CEC)	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
613X (Surface Engineer)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
616X (Surface Ordnance)	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
618X (Surface Electronics)	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
633X (Aviation Maint.)	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
636X (Aviation Ordnance)	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
641X (Administration)	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
648X (EOD)	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6510 (Supply)	0	0	0	0	0	0	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6810 (IW)	0	0	0	0	4	1	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6820 (IP)	0	0	2	0	3	3	5	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6830 (INTEL)	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notes: Lateral Out Community Specific Information

a. Special Warfare (NSW) - 113X. NSW officer manning remains critically low and retention of officers at all grades in the community remains a priority. Officers requesting redesignation from NSW must have approval from Commander, Naval Special Warfare Command and OCM endorsement. Officers obligated under their minimum service requirement (3 years of service post-pinning) or an Officer Continuation Pay contract with greater than 12 months obligation remaining are not eligible to transfer out of the NSW Community.

b. Explosive Ordnance Disposal (EOD) - 114X. Officers who are obligated under either their minimum service requirement (MSR), Obligated Service Requirement (OBLISERV) for completion of Naval School Explosive Ordnance Disposal (NAVSCOLEOD), or the Critical Skills Retention Bonus (CSRB) will not be authorized to laterally transfer out of the EOD Community unless they have less than 12 months remaining under their obligated service or contract at the time of the board convening date.

c. Nuclear Power School (NPS) - 1210. Instructors are commissioned and remain on active duty for five years. Instructors can serve as instructors at both officer and enlisted Nuclear Power School or at the Nuclear Power Prototype Training Units teaching the fundamentals of the program. Nuclear Power School Instructors teach at the Master's level and only those with the highest academic records are selected.

d. Naval Reactors (NR) Engineer - 1220. Naval Reactors Engineers assume responsibility for various portions of technical work in their assigned areas. This includes directing technical work at one of two Department of Energy laboratories, six shipyards, two nuclear prototype/training sites, over 100 nuclear-powered ships, and over 1000 firms that support the Naval Reactors Program. All of these organizations are subject to the technical direction of the engineers at Naval Reactors. NR Engineers are commissioned and remain on active duty for five years and work in the research, development and design of nuclear technology at Naval Reactors Headquarters.

e. Aviation (AVN) - 13X0. There are an unlimited number of out quotas for officers who fail to select (FOS) to LCDR. Status as a 1xFOS to LCDR supersedes ACCP obligation and all T/M/S/D and YG restrictions. In addition, the board may select up to two 13XXs from USN Test Pilot School (TPS) Class 147 and 148 to AEDO without T/M/S/D and YG restrictions (two 13XXs total, NOT two per class). These two selections do not count against the Aviation out quotas listed in the tables.

f. Engineering Duty Officer (EDO) - 14X0. EDO out-quotas are extremely limited. Redesignation requests shall be reviewed on a case-by-case basis with careful consideration given to impact on overall community health. Applicants must have fulfilled at least 24 months of their postgraduate education payback tour in order to apply.

g. Judge Advocate General (JAG) - 2500. Law Education Program Officers are not eligible to transfer/redesignate to another community through this board process.

h. Limited Duty Officer (LDO) - 6XXX. LDO redesignation requests will be reviewed on a case-by-case basis, considering impact to overall community health. Nuclear LDO submissions

will not be considered. All other designators must have completed four years commissioned service and accepted permanent LDO appointment to LT prior to lateral transfer/redesignation. Special consideration will be given to those officers projected to be statutorily separated for years of service prior to attaining the rank of Commander.

3. The following is a list of the requested designators and openings for lateral transfers *into* their respective communities. The board shall not exceed the authorized quotas and there is no requirement to fill all quotas. board members should select only the best qualified applicants within the constraints listed in Table C.

Table C - YG LIMITATIONS MATRIX - Maximum quotas allowed for transfer "[NTO]" each community

The limitations listed below are the maximum number of officers that can be redesignated in each officer community by YG based on an analysis by community managers on the inventory and programmed requirements for the listed year groups. The Maximum Allowable Quotas represents the maximum number of officers that can be redesignated across all YGs in each community. This number is the lesser of either the sum of the quotas listed in each row, or the upper limit of quotas allowed as set in the FY16 Active Duty Officer Accession Plan.

TABLE C CODES

() = Brackets in matrix denote YG Band quota allocation. Quota allocation is a total number of selects across the YG Band.
 # = Maximum Allowable Quotas as outlined in the current Fiscal Year Active Duty Officer Accession Plan.
1200 (HR) * = A maximum of one quota may be reallocated if an authorized quota from other YGs is not used per the priorities outlined in this board quota letter guidance.
 & = A maximum of one quota may be used in YG 10 - and two in YG09 regardless of quota redistribution. See para 3.d for additional guidance on use of reallocated quotas.
14XX (EDO) @ = Select three to six applicants in YGs 11 to 14, with no more than one from YG 14 and no more than one from YG13. Total selects not to exceed 11. See paragraph 3f.
17XX (FAO) ^ = Unused YG 98 to 99 and YG 02 to 06 quotas may be allocated to YGs 08, 09, and 10 but not to exceed maximums for each year (YG 08 max is two, YG 09 max is three, YG10 max is two).
1810 (CW) ! = Unused YGs 04 to 06 quotas may be allocated to YGs 08 to 12 but not to exceed maximums for each year (YG 08 max is three, YG 09 max is five, YG 10 max is three, YG 11 max is one, YG 12 max is four).

RC QUOTAS	DESIG	YG	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	99	98	97	96	95	94	93	92	91	Max Allowable Quotas #	
NO	111X (SWO)		0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
NO	112X (SUB)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	114X (EOD)		0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
NO	118X (SEAL)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	120X (HR)		0	(3*)	(3*)	(1*)	(1*)	0	0	0	0	0	0	0	0	0	0	0	0	0	7	
NO	131X (PILOT)		(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
NO	132X (NFO)		(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
NO	14X0 (EDO)		0	0	(@6)	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	11	
NO	14X0 EDO(N)		0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	
NO	14X0 EDO(NR)		0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
NO	151X (AEDO)		0	0	0	0	0	0	2	2	2	3	1	2	1	1	2	0	0	0	0	0	0	0	0	0	0	0	4	
NO	152X (AMDO)		0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
NO	165X (PAO)		0	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	
NO	17XX (FAO)		0	0	0	0	0	1	1^	1^	1^	2	5^	4^	3^	1^	3^	0	0	1^	1^	0	0	0	0	0	0	0	2	
NO	180X (OCN)		0	0	0	(2)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	
NO	181X (CW)		0	0	(2)	(5!)	0	0	(5!)	0	0	0	0	0	0	0	0	0	0	0	0	0	24	
NO	182X (IP)		0	0	0	0	0	0	17)	(7)	(1*)	0	0	0	0	0	0	0	0	0	0	0	0	0	7
NO	183X (INTEL)		0	0	3	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	230X (MSC)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	250X (JAG)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	290X (NC)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	310X (SC)		0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
NO	410X (CHC)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO	510X (CEC)		0	(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	

NOTES: Lateral In Community Specific Information

a. Surface Warfare Officer (SWO) – 111X. Prior to reaching seven and a half years of commissioned service, officers applying for SWO with three or more years of commissioned service must be Surface Warfare qualified and have (or be capable of completing) 36-months in division officer billets. Officers must have a Bachelor's degree. Applicants who have not specifically applied to the SWO Community will not be considered.

b. Explosive Ordnance Disposal (EOD) – 1140. Selection of officers should be based on quality of the record. All selections must have successfully passed the EOD physical screening test (PST) and be cleared medically for diving duty. An interview by an EOD Officer, while preferred, is waivable and its absence should not be viewed as disqualifying. Achieving all quotas is not a priority.

c. Special Warfare (NSW) – 113X/118X. There are no quotas. All selections must have passed the SEAL physical screening test and received a positive screening during the SEAL Officer Assessment and Selection Board held each September.

d. Human Resources (HR) – 1200.

(1) Sustained Superior Performance: Officers who have a record of sustained superior performance and are best qualified should be considered for selection.

(2) YG Considerations: YG 12 has highest priority. In making board selections, any YG 12 selection shall be made first when that YG becomes open for selections. The board may select up to seven officers for this board (one for YGs 05-08, three in YGs 09 to 11, no more than one in YG 10, no more than two in YG 09, and three in YGs 12 to 15). Should quotas go unused based on preceding quota caps, one unused quota can be reallocated based on the following priority: one additional quota for YGs 12-15 (new cap of four quotas), one additional quota for YGs 09 to 11 (new cap of four quotas, no more than one quota YG 10, no more than two quotas in YG 09), one additional quota for YGs 05 to 08 (new cap of two quotas).

(3) Promotional competitiveness: Lieutenants in YGs 08 and senior are expected to compete immediately for promotion against HR peers if selected for redesignation. Officers who are LCDR(Sel) or senior are expected to compete for milestone/command screening immediately after selection. In selecting officers in YGs 08 and senior, give consideration for their ability to compete immediately in these important HR career gates with little time to further develop their record.

(4) Education: HR related graduate degrees in operations analysis (OA), manpower systems analysis (MSA), education/training management, financial management, business management, and human resources management are highly desired. Master's degrees are not required for YGs 12 and junior since the community may send selectees to the Naval Postgraduate School for an HR related Master's degree. HR applicants without graduate degrees or enrolled in a graduate degree awarding program are preferred to have a minimum Academic Profile Code (APC) of 345 or better with APCs of 325 or better being optimum for admittance to all relevant NPS curriculums to include OA. Applicants without an APC should have their transcripts reviewed for the following preferred

minimums: 2.2 GPA, calculus with C or better or two pre-calculus courses with a B+ or better. Applicants may qualify for OA, a community priority, if they have more than one year of calculus/upper level math with average grades between C+ and B+ or better. When transcripts indicate eligibility for OA but the second APC digit is "3," use transcripts instead if the officer has taken a calculus III or higher math class greater than five years ago (these officers are OA eligible with math refresher/waiver). Applicants in YGs 11 to 08 are less likely to have opportunity to attend NPS and are preferred to have completed their Master's degree or progressing towards completion before next promotion opportunity (YG11 completion within 30 months, YG 10 completion within 18 months, YG 09 completion within six months). Applicants in YGs 08 and senior without a Master's degree should still be considered by board if whole of record is competitive.

(5) Warfare Qualification: Warfare qualified applicants are preferred. However, non-warfare qualified officers (e.g., Nuclear Power School Instructors (1210 designator)) who have strong records, strong educational/experience backgrounds in human resources core competencies, and are physically qualified for overseas or sea duty, should be strongly considered. Applicants that are sea duty deployable and available for worldwide assignment are preferred.

(6) Letters of Recommendation: Letters of recommendation from senior Human Resources Officers are desired, however, absence of should not be viewed as disqualifying, particularly in applicants that are otherwise competitive and bring current operational experience.

(7) Operations Analysis Requirement: The community has a critical need for YGs 12 to 15 officers that are academically eligible to study OA, a SECNAV Critical Competency Skill. The board shall select a minimum of two officers from YGs 12 to 15 that are academically eligible to study OA. This number should only be attained if there is sufficient number of officers determined best qualified for selection.

(8) Manpower Systems Analysis Requirement: The community has a need for YGs 12 to 15 officers that are academically eligible to study MSA. The board shall select a minimum of one officer from YGs 12 to 15 that is eligible to study MSA. This number should only be attained if there is sufficient number of officers determined best qualified for selection.

e. Aviation (AVN) - 13X0. Aviation selection should be based on sustained superior performance, Aviation Selection Test Battery (ASTB) scores and, academic record due to the rigors of the Aviation training pipeline. Candidates shall have an approved Naval Operational Medicine Institute (NOMI) Aviation Physical conducted within the last 12 months stating candidate is physically qualified for aviation service. Minimum ASTB Score requirements: Pilot: AQR = 4 /PFAR = 5. NFO: AQR = 4 /FOFAR = 5.

f. Engineering Duty Officer (EDO) – 14X0.

(1) Source communities: EDOs typically come from 1110 and 1120 communities. However, candidates from all communities may be considered (i.e., 13X0, 12X0, etc.).

(2) Warfare qualifications: The EDO Community requires warfare-qualified officers. Nuclear Power School Instructors (1210) or Naval Reactors Engineers (1220) (not screened for an

EDO (NR) quota) may be considered without warfare qualification, with the expectation they will gain qualification via the ED Dolphin Program.

(3) The following guidance applies to lateral transfer quotas and quota bands:

(a) EDO quota band YGs 14 to 11: Select three to six applicants, with no more than one from YG 14 and no more than one from YG13.

(b) EDO quota YG 04: Select zero to one applicants.

(c) EDO quota YG 06: Select zero to one applicants.

(d) EDO (N) quota YG 10: Select one applicant.

(e) EDO (N) quota YG 11: Select one applicants.

(f) EDO (NR) quota YG 12: Select one applicants.

(g) Total selects for EDO, EDO (N) and EDO (NR) must not exceed 11. Three must be EDO (N). Two must be EDO (NR).

(4) Seniority considerations: Officers YG 04 and senior require careful consideration for lateral transfer. They must be highly competitive for promotion based on performance and should also have a qualifying subspecialty code (i.e., a technical Master's degree acceptable to the community, see paragraph (5), below) such that they will not need to be detailed for graduate study.

(5) Degree requirements: While there is no strict guidance for undergraduate study, technical undergraduate degrees are preferred (Academic Profile Code (APC) should not be greater than 334). For those applicants already having completed graduate work, board members should look for the following approved subspecialty codes with a "P" or higher suffix: 51XX, 52XX (with exception of 5203), 53XX, 55XX, 56XX, 57XX (with exception of 5709 and 5710), 58XX, or 6203. As noted in paragraph (4), it is highly desirable for more senior applicants to possess an approved subspecialty code.

(6) Additional considerations:

(a) EDO(N) officers must be selected from nuclear qualified surface warfare officers (as indicated by a KD1 AQD). The quotas for EDO (N) cannot be used for EDO (NR) or EDO.

(b) There are Two EDO (NR) quotas this board. EDO (NR) quotas are used to select qualified NR Officers (1110 or 1220). The quotas for EDO (NR) cannot be used for EDO (N) or EDO. EDO (NR) qualified candidaes are clearly identified by NR in their command endorsement.

g. Aerospace Engineering Duty Officer (Engineering) (AEDO) – 1510.

(1) Source communities: Applicants will be considered from the URL aviation designator (13XX).

(2) Degree requirements: Selection is not based upon degree alone, however, technical or business undergraduate degrees are preferred. Technical, systems engineering, technical management, and business graduate degrees are highly desired. Test Pilot School (TPS) graduates and acquisition experience are also highly desired.

(3) Warfare qualifications: Applicants must be aviation warfare qualified officers (Pilot or Naval Flight Officer). A minimum of 48 months of fleet sea duty experience is preferred.

(4) Officers who are 1xFOS for LCDR shall not be considered for lateral transfer to 1510.

h. Aerospace Engineering Duty Officer (Maintenance) (AMDO) – 1520.

(1) Professional Aviation Maintenance Officer (PAMO) qualification is highly desired, or selectees should have enough time to meet requirements. Degrees in business, technical, math, or “hard” science disciplines are desired, however, overall academic achievements should be given due consideration. The Defense Acquisition Workforce Improvement Act (DAWIA) Acquisition Career Field Certifications should also be considered when selecting senior applicants.

(2) Applicants that possess a diverse background, including both aviation organizational and intermediate level maintenance tours should be strongly considered and are highly preferred.

(3) Select only the best-qualified applicants who possess adequate time to establish career paths consistent with 1520 LCDR requirements.

i. Public Affairs (PAO) – 1650. The Public Affairs Community is open to top performing applicants from any designator who have demonstrated sustained, superior performance and possess the core competencies needed of Public Affairs Officers, either through academic credentials and/or civilian professional work experience or operational exposure. Candidates must possess the necessary background to provide strategic communications counsel, media operations guidance, as well as planning and execution of public affairs missions.

(1) Board YG considerations: Opportunity to redesignate as a Public Affairs Officer is very limited, and, historically, the demand to join the PAO Community far exceeds capacity. The Public Affairs Officer Community has three quotas available for this board. Consideration should be given to officers in specific YGs to ensure a healthy promotion flow point to LCDR and CDR. The board is authorized to select up to one in YGs 14 and 15, and up to two in YGs 12. There is a steep requirement increase of 70 officers between LTJG (OPA of 15) and LT (OPA of 85). All Officers selected from these year groups will be assigned to initial sea duty Public Affairs pipeline training billets, most likely at a Navy Public Affairs Support Element (NPASE) in Norfolk or San Diego or an aircraft carrier. As such, the board should assess the ability of candidates to serve on sea duty in one of these duty locations.

(2) Experience: Public Affairs experience (collateral duty PAO, civilian PA background, etc.) and degrees in communication, mass communications, journalism, marketing, public administration, economics, political science, international studies, or a foreign language are preferred, but not required.

(a) Candidates who actively sought opportunities to collaborate with designated PAOs, whether as a collateral duty PAO or during TAD/TDY opportunities, should be recognized and receive close attention by the board.

(b) Interviews, appraisals, or endorsements by experienced, designated Public Affairs Officers are desired, however, absence of interviews, appraisals, or endorsements should not be viewed as disqualifying.

(3) Warfare qualification: Warfare qualified applicants are preferred, but non-warfare qualified officers who have strong public affairs backgrounds should be considered.

(4) Deployability: All applicants must be sea duty deployable and available for worldwide assignment.

j. Foreign Area Officer (FAO) – 1710. The FAO Community is open to top performing applicants with strong operational experience and international engagement aptitude.

(1) A “Fully Qualified FAO” possesses the following:

(a) Regionally focused graduate degree in foreign area studies or international affairs such as a NPS degree (National Security Affairs Area Studies program), service war college (National Security Strategic Studies program), or civilian graduate programs in foreign affairs, international relations, international business, homeland security, etc. Degrees conferred by Foreign Universities or Service colleges at the post-graduate level are accepted and desirable. A waiver for the education requirement may be granted which substitutes significant regional experience for a Master's Degree (generally either one three year overseas tour or multiple overseas tours within the same region totaling at least three years in the region and JPME Phase one progress or completion).

(b) In-theater FAO experience preferably one year, but can be waived to six months in the country and/or region of specialty, involving significant interaction with host-nation.

(c) Defense Language Proficiency Test (DLPT) score(s) of at least "2" or greater in two of the three modalities (listening, reading and speaking). A DLPT and/or Oral Proficiency Interview (OPI) score must have been achieved within the three year period immediately preceding the board.

(2) Above all other considerations, officers selected for transfer into the FAO Community must have documented sustained superior performance in their source community. The FAO Community desires one or more of the following attributes in its selectees (2a is most important):

(a) Demonstrated superior performance while serving as a Surface, Aviation, Submarine, Special Warfare, or qualified Information Warfare Community (IWC) officer. Top-performing officers from other Restricted Line and Staff Communities may be selected if they possess attributes desired by the FAO Community.

(b) Achievement of, or progress toward, a graduate degree in Regional/Foreign or Political-Military/National Security Affairs, including Olmstead Scholars and Foreign War College graduates.

(c) Language proficiency or aptitude as proven by documented scores on the DLPT, OPI, and/or Defense Language Aptitude Battery (DLAB).

(d) Overseas experience (i.e., one or more two year overseas tours within the same region, totaling approximately three years in that region). The nature of overseas service, especially in international relations assignments or internationally focused staff assignments, should be given consideration in determining those best qualified for selection.

(e) Possess one or more of the following educational and regional expertise subspecialty codes: 2000, 2101, 2102, 2103, 2104, and 2300.

(3) Officers with strong performance records and skills critical to the FAO Community who failed to screen for milestone assignments shall not be disadvantaged if the board determines that participation in non-traditional international engagement assignments was the major factor for the officers failing to select for milestone assignment within their parent communities.

(4) Promotability: In general, the FAO Community is able to provide junior officers (YG 04 through YG 12) requisite education and language training to become fully qualified FAOs following accession. When considering the Commander and Lieutenant Commander applicants in YG 98 and YG99, it is essential that the board evaluate their ability to excel in FAO billets immediately, however Officers that have FOSd for CDR may be selected. For YG 08 Lieutenant applicants, it is incumbent upon the board to evaluate their promotion potential as FAOs in the next one or two promotion cycles as the most critical selection factor. For YGs 09 to 10 applicants, it is incumbent upon the board to evaluate their promotion potential as FAOs in the next two to three promotion cycles. Applicants with more than two years time-in-grade as Lieutenant Commanders may be challenged to develop the appropriate experience and skills necessary to compete for milestone selection and their next promotion board, especially if they lack both a foreign language and graduate degree. These records must be carefully evaluated for possible immediate assignment to FAO in-country billets.

(5) FAO selectees must be worldwide assignable as evidenced by a suitability for overseas assignment report signed by a medical authority and endorsed by their command.

(6) Selectees must be "eligible" for a Top Secret, Sensitive Compartmented Information (TS/SCI) clearance as evidenced by current security clearance documentation provided as part of their official record or lateral transfer package (e.g., SSO letter, JPAS, or SF-86 if service member not adjudicated to fill a TS/SCI billet).

(7) The board may select up to 24 but shall not select less than 22 high-quality applicants for lateral transfer into the FAO Community using the following guidance:

(a) YGs 98 to 99: The board may select up to one officer in YG 98, and up to one officer in YG 99. A selected officer must possess most if not all the requirements of a "Fully Qualified FAO" per the definition in this board quota letter due to proximity of subsequent CDR milestone and promotion opportunities. When considering the Commander and Lieutenant Commander applicants in YG 98 and YG 99, it is essential that the board evaluate their ability to excel as a FAO immediately. However, officers that have FOSd for CDR may be selected. Unused quotas for YG 98 and YG 99 may be used for qualified applicants from YG 08, YG 09, and/or YG 10, but not to exceed a total number of two candidates from YG 08, and/or but not to exceed a total number three of candidates from YG 09, and/or but not to exceed a total number of two candidates from YG 10.

(b) YGs 02 to 03: The board may select up to three officers in YG 02, and up to one officer in YG 03. A selected officer must possess most if not all the requirements of a "Fully Qualified FAO" per the definition in this board quota letter due to proximity of subsequent CDR milestone and promotion opportunities. Due to FAO Community manning requirements in this year group, the board may make exceptions to the above for applicants in the rank of LCDR who have either Korean or Spanish speaking abilities. Unused quotas for YG 02 and YG 03 may be used for qualified applicants from YG 08, YG 09, and/or YG 10, but not to exceed a total number of two candidates from YG 08, and/or but not to exceed a total number three of candidates from YG 09, and/or but not to exceed a total number of two candidates from YG 10.

(c) YGs 04 to 05: Due to FAO Community manning requirements, top-priority should be given for selection of high quality candidates in these YGs. The board may select up to three officers in YG 04, and may select up to four officers in YG 05. LCDRs in these year groups may incur up to 24-months of non-observed FITREPs prior to their in-zone look for CDR milestone and promotion in order to become fully qualified FAOs if they do not have the prerequisites to meet the qualifications when selected. Due to FAO Community manning requirements in this year group, the board may make exceptions to the above for applicants in the rank of LCDR who have either Korean or Spanish speaking abilities. Unused quotas for YG 04 and YG 05 may be used for qualified applicants from YG 08, YG 09, and/or YG 10, but not to exceed a total number of two candidates from YG 08, and/or but not to exceed a total number three of candidates from YG 09, and/or but not to exceed a total number of two candidates from YG 10.

(d) YG 06 to 07: The board may select up to five officers in YG 06, and may select up to two officers in YG 07. Applicants selected for LCDR in YG 06 and YG 07 are highly desirable. 1xFOS Officers for LCDR shall not be selected. Due to FAO Community manning requirements in this year group, the board may make exceptions to the requirement of "Fully qualified FAO" for applicants in the rank of LCDR who have either Korean or Spanish speaking abilities. Unused quotas for YG 06 and/or YG 07 may be used for qualified applicants from YG 08, YG 09, and/or YG 10, but not to exceed a total number of two candidates from YG 08, and/or but not to exceed a total number three of candidates from YG 09, and/or but not to exceed a total number of two candidates from YG 10.

(e) YG 08: Due to the majority of the LTs coming into zone for promotion soon, officers having qualities valued by the FAO Community and having records of sustained superior performance that are likely to promote during the next year's promotion selection boards are desired. The board may select one LT from YG 08. In addition to having qualities valued by the FAO Community, officers with records of sustained superior performance likely to promote during the current year's promotion selection boards are desired. Unused quotas for YG 98, YG 99, YG 02, YG 03, YG 04, YG 05, YG 06, and/or YG 07 may be used for qualified applicants from YG 08 but not to exceed a total number of two candidates from YG 08.

(f) YGs 09 to 12: The board may select one LT in YG 09, one LT from YG 10, and one LT from YG 11. Unused quotas from YG 98, YG, 99, YG 02, YG 03, YG 04, YG 05, YG 06, and/or YG 07 may be used for qualified applicants from YG 09, and/or YG 10, but not to exceed a total number of two candidates from YG 08, and/or but not to exceed a total number three of candidates from YG 09, and/or but not to exceed a total number of two candidates from YG 10. Ideal candidates must demonstrate sustained superior performance and international aptitude.

k. Oceanography (OCEANO)- 1800. Open to two officers of any designator in YGs 11 to 13. All applicants must be world-wide assignable and qualified for sea duty. The board should give special consideration to the following:

(1) Undermanned year groups: As a lateral transfer Community, Oceanography relies on the lateral transfer process to supplement undermanned year groups. YGs 11 to 13 prospective losses will bring those YGs into an undermanned status.

(2) Degree Completion: Oceanography LDOs must possess or be within six months of completing their undergraduate degree to be considered. An Academic Profile Code (APC) calculation is not mandatory, but sufficient academic transcripts indicating the completion of a calculus and calculus-based physics series, or significant, positive progress towards completion, must be submitted in lieu of a qualifying APC. Preference should be applied to those OCEANO LDO applicants who are most competitive to begin their 1800 career now.

(3) Education: Undergraduate or graduate degrees in physical oceanography, meteorology, physics, engineering, mathematics, or other science-related fields are preferred. Applicants should have a minimum APC of 233, waiverable to 334 (waiverable APC cut-off minimums are: 2.8 Cumulative GPA, C average in calculus series, and C average in calculus-based physics series). If APC is not in record, college transcripts should be reviewed for above minimums. Significant, positive progress towards completion of calculus and calculus-based physics series in order to meet APC minimums should be viewed favorably.

(4) Experience: Prior relevant operational fleet experience (enlisted or officer) in Naval Special Warfare, Naval Aviation, Surface Warfare, or the Submarine force is highly desirable, as is current or prior experience in the Oceanography Community (enlisted or officer). Otherwise exceptional candidates from communities that do not offer fleet experience should also be given due consideration.

(5) Promotability: Records must be closely screened to determine when they will be in-zone for promotion and carefully evaluate their potential for promotion as a new Oceanographer.

(6) Security Clearance: Applicants must be eligible for Top Secret, Sensitive Compartmented Information (SCI) clearance. If not currently eligible for SCI, the applicant must have included an SF-86 or a letter from a Special Security Officer (SSO) indicating successful completion of an SCI pre-screening interview.

1. Cryptologic Warfare (CW) - 1810. CW has 12 quotas for this board. Applicants into this community will be considered from any designator. Primary consideration should be given to sustained superior performers with the skills, education, and background to contribute to CW core competencies of Signals Intelligence (SIGINT), Electronic Warfare (EW), and Cyber Operations. Board members should not feel obligated to fill all of the Cryptologic Warfare lateral transfer quotas should there be insufficient numbers of qualified applicants. Quality is preferred over quantity. Applicants who have not specifically applied to the CW Community will not be considered.

(1) The board should give special consideration to promotability. CW is specifically looking for qualified lateral transfer candidates in YGs 04 to 06 and YGs 08 to 14. Officers who are considered “in-zone” or “above zone” in their current community will not be considered for re-designation to 1810. LCDR(Sel) applicants are desirable due to ideal career timing and should be given strong consideration.

(2) IWC LDO off-ramp: Due to ongoing Information Warfare Community LDO off-ramp initiatives, board members should pay particular attention to LDO 681X applicants giving them strong consideration for re-designation, however, the best qualified applicant, regardless of designator, should be chosen in target year group(s). LDO applicants should be within 6 months of completing an undergraduate degree. Officer warfare qualification is desired, but not required if the officer has not had the opportunity to obtain the officer warfare qualification.

(3) Security clearance: Applicants must be eligible for Top Secret, Sensitive Compartmented Information (SCI) clearance.

(4) Education: The CW Community has technical leadership opportunities for officers with undergraduate and graduate degrees related to Science, Technology, Engineering and Mathematics (STEM). Experience and certifications gained outside traditional academic venues should also be recognized and considered by the board. Selection of candidates should not be based solely upon educational background.

(5) Experience: Warfare qualified applicants with prior Signals Intelligence, Electronic Warfare, or Cyber Operations mission experience should receive close attention.

(6) YG Consideration: There are five “IN” quotas allocated for individuals in YG 04 to YG 06. Due to CW Community manning requirements, top-priority should be given for selection of high quality candidates in these YGs. If there are insufficient quality applicants in this band, unused quotas may be reallocated to YG 08 to YG 12 band. Unused quotas from YG 04 to YG 06 may be used for qualified applicants from YG 12 to YG 08 but not to exceed a total number of four

candidates from YG 12, one from YG 11, from YG three from YG 10, five from YG 09, and three from YG 08. No further or additional quota reallocation permitted for this board.

m. Information Professional (IP) Officer – 1820.

(1) Sustained Superior Performance: Officers who have a record of sustained superior performance and are best qualified should be considered for selection. Primary consideration should be given to applicants with documented skills, education, and background to contribute to Command, Control, Communications, Computers, Combat Systems and Information (C5I), Information Assurance, and Cyber Security.

(2) YG Considerations: IP has 24 quotas for this board. Competitive, due course IP LDOs (642X) in YG 04 to YG 14 should be given strong consideration for re-designation. IP LDOs must be within six months of completing their undergraduate degree and in good standing with documentation from the college/university.

(3) 682X Officers only who were considered "in-zone" or "above zone" due to FOS will be considered for this board to redesignate into the 1820 Community. All other communities will not be considered for re-designation to 1820 who are considered "in zone" or "above zone" due to FOS.

(4) Source Communities: Applicants will be considered from any URL, RL, or Staff designator that are due course officers whose performance remains competitive within their current community. Their warfare experience and expertise is valued. Due to recent changes in Surface Warfare qualification requirements, and removing IWC LDOs from qualifying as Surface Warfare Officers, it should not be considered negative for officers that do not have the SWO qualification. However, Information Community Warfare Officer qualification is required for IP LDOs.

(5) Promotability: Records must be closely screened to determine when the applicant will be in-zone for promotion and their potential for further promotion as a new Information Professional Officer. Applicants with more than four years time-in-grade as Lieutenants, and all Lieutenant Commander applicants, may be challenged to develop the appropriate experience and skills necessary to compete for the next promotion board.

(6) Degree requirements: Major fields of study directly related to Science, Technology, Engineering, and Mathematics (STEM) are most strongly preferred, but not mandatory. An undergraduate cumulative grade point average (GPA) of 2.8 or greater is required. Completion of calculus sequence (calculus I and calculus II) and calculus-based physics sequence with a C average or better is preferred, but not mandatory. Additional consideration will be given to technical experience gained outside of formal educational institutions.

(7) Security clearance: Before appointment, all applicants must be eligible for a Top Secret / Sensitive Compartmented Information (SCI) clearance based on a background investigation completed not more than four years before the year of application. Applicants not possessing the requisite access authority and clearance shall execute a Personnel Security Questionnaire (SF-86) per SECNAVINST 5510.30A.

n. Intelligence (INTEL) – 1830.

(1) Sustained Superior Performance: Officers who have a record of sustained superior performance and are best qualified should be considered for selection. Primary consideration should be given to applicants with documented skills, education, and background to contribute to Intelligence specialties in Human Intelligence, Targeting, Special Operations, Cyber, and Intelligence, Surveillance, and Reconnaissance (ISR).

(2) YG Considerations: INTEL has seven quotas for this board. Priority should be given for high quality candidates in YG 14 and YG 11 due to YG shortages. Should quotas go unused based on quota YG caps, unused quotas should be reallocated to YG 14 and YG 11 only. Competitive INTEL LDO applicants in YG 12 should also be considered. Applicants who have not specifically applied to the INTEL Community will not be considered.

(3) Education: Selection is not based upon degree alone, however, preferred fields of study for Intelligence officers include: International Relations with a Language/ Regional Focus (e.g., Middle East or Asian Studies), Political Science, History, or Science, Technology, Engineering and Mathematics (STEM). Certifiable foreign language skills and cultural background/expertise is highly desirable but not required. Claims to language skills must be supported by a valid minimum Defense Language Proficiency Test (DLPT) score of 2/2/2 (listening/reading/speaking) level or a Defense Language Aptitude Battery (DLAB) test to measure the applicant's aptitude to learn a foreign language.

(4) Promotability: Records must be closely screened to determine when the applicant will be in-zone for promotion and their potential for further promotion as a new Intelligence Officer. Applicants with more than four years time-in-grade as Lieutenants, and all Lieutenant Commander applicants, may be challenged to develop the appropriate experience and skills necessary to compete for the next promotion board.

(5) LDO Off-Ramp: In view of ongoing Information Warfare Community LDO off-ramp initiatives, board members should pay particular attention to LDO 683X applicants in YG 12. LDO applicants should have or be within six months of completing an undergraduate degree.

(6) Assignment considerations: All applicants must be sea duty deployable and available for worldwide assignment.

(7) Security clearance: Applicants must be eligible for Top Secret, Sensitive Compartmented Information (SCI) clearance. If not currently eligible for SCI, the applicant must have included an SF-86 or a letter from a Special Security Officer (SSO) indicating successful completion of an SCI pre-screening interview.

o. Medical Service Corps (MSC) – 2300.

(1) The MSC Community is managed by subspecialty and not by Year Group. Applicants who pursue lateral transfers into the MSC typically lose rank by adjusting their Officer date of rank.

(a) Per OPNAVIST 1120.8A, "Appointment of Regular and Reserve Officers in the Medical Service Corps of the Navy", unless an officer has a qualifying degree in the specialty being appointed, the member only receives prior commissioned service credit of one-half year for each year on active duty.

(b) Bottom Line: The current rank of the candidate should not impact selection.

(2) This community only considers applicants for the specialty area for which the MSC Officer Community Manager has professionally recommended. For this board, the MSC is only considering Aerospace Physiologist (1836), Industrial Hygiene (1861) and Radiation Health (1825) applicants.

(3) Applicants must be worldwide deployable and have not been a Failure of Selection in current grade.

(4) The MSC has no quotas for this board. When prioritizing officers for selection, consideration should be given to selecting applicants who possess adequate time to establish a career path, attend Duty Under Instruction (DUINS) to achieve appropriate master's degree (and adequately serve an appropriate time on active duty as "payback" for education) and avoiding downstream shortfalls within the specialty. Also, when considering the selection into subspecialties, prioritize both Aerospace Physiology and Industrial Hygiene. Radiation Health is close to reaching manning target.

(5) For Radiation Health officers, applicants must have a Baccalaureate Degree with a major in radiation health, radiobiology, physics, chemistry, mathematics, engineering, nuclear engineering, or biology. Transcripts must include course work in physics and calculus with a grade of B or better. Officers with Navy nuclear experience are preferred, but not required.

(6) For Industrial Hygiene officers, applicants preferably should have a Bachelor's or Master's of Science in Industrial Hygiene, Occupational Health or engineering degree aligned with industrial hygiene. A Bachelor's or Master's degree in public health, environmental sciences, chemistry, chemical engineering, industrial engineering or industrial safety is also acceptable. An applicant with any degree will be considered if they can show successful completion of calculus, biology, two academic years of chemistry (including inorganic and organic chemistry with labs), and a total of at least 40 hours of coursework in the "pure" sciences.

(7) For Aerospace Physiology officers, applicants with significant military aviation experience (Naval aviator, Naval Flight Officer, etc.) who have completed a Bachelor's degree or Master's degree in a biological science (human or animal physiology, biology, zoology, kinesiology, biomedical engineering, other biological-based sciences or a degree with a heavy concentration in "pure" sciences as appropriate) will be considered. Core courses should include: chemistry, a second-level chemistry course (i.e., biochemistry or inorganic), college mathematics (algebra, pre-calculus or above), Physics, and Statistics. Applicants must have a GPA of 3.0 or higher on a 4.0 scale for each degree earned. Instructor/teaching experience is highly desirable. Applicants must meet Class II aviation physical standards (flight physical).

(8) Board members should be aware that applicant's transcripts were reviewed by the appropriate Specialty Leader and were determined academically qualified for the requested subspecialty.

p. Supply Corps (SC) – 3100.

(1) Source communities: Applicants will only be considered from the LDO Supply Community (651X) IAW Off-Ramp Initiative for YGs 10 to 09.

(2) Assignability: Officers selected for the Supply Corps must be physically qualified to serve at sea and world-wide assignable.

(3) Experience: Preferred experience areas and/or fields of study include: business, supply chain management, operations analysis, operational logistics, contracting/financial management, or other disciplines with demonstrated quantitative orientation (i.e., STEM - science, technology, engineering, or mathematics). Although a degree in these fields of study is not mandatory for selection, stronger consideration should be given for these academic backgrounds.

(4) Warfare qualification: In a community with a warfare designator, it is highly recommended that the officer successfully qualifies for their warfare pin prior to applying for lateral transfer to the SC.

q. Civil Engineer Corps (CEC) – 5100.

(1) The board is authorized to select one candidate from YGs 14 through YG 15.

(2) Source communities: Applicants will be considered from any URL, RL or LDO designator.

(3) Degree requirements: Applicants must have an Accreditation Board for Engineering and Technology–Engineering Accreditation Commission (ABET-EAC) engineering degree. ABET-Engineering Technology Accreditation Commission (ABET-ETAC) degrees will be considered on a case-by-case basis, if the applicant is licensed as an Engineer-in-Training (EIT), Professional Engineer (PE), or has a National Architectural Accrediting Board (NAAB) accredited architecture degree. Applicants must also be worldwide deployable.

(4) Warfare qualification: In a community with a warfare designator, it is required that the officer successfully qualifies for their warfare pin prior to applying for lateral transfer to the CEC.

(5) Clearance Requirements: Secret level clearance required.

4. For further information on the lateral transfer process refer to the Board Precept, Board Membership, and this Board Quota Letter.