



Department of Defense INSTRUCTION

NUMBER 1320.11

February 12, 2013

Incorporating Change 1, Effective April 22, 2020

USD(P&R)

SUBJECT: Special Selection Boards

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction 1320.11 (Reference (b)) to update policy, responsibilities, and procedures for:

a. The implementation of section 628 of Title 10, United States Code (Reference (c)) on the use of Special Selection Boards for commissioned officers on Military Service active-duty lists (including former commissioned officers previously on active duty) and commissioned warrant officers (chief warrant officers and former warrant officers) on Service warrant officer active-duty lists.

b. Reserve Component use of Special Selection Boards for commissioned officers on the reserve active-status list in accordance with section 14502 of Reference (c).

2. APPLICABILITY. This instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

b. The commissioned officers on the active-duty list, former commissioned officers previously on active duty, warrant officers, former warrant officers, commissioned warrant officers on the warrant officer active-duty list, and commissioned officers on the reserve active-status list.

3. POLICY. It is DoD policy that:

a. Each Military Department will use a Special Selection Board:

(1) For the reasons listed in sections 628(a) or 14502(a) of Reference (c).

(2) If the decision of the original board involved a material factual or administrative error.

(3) If the board lacked some material information for consideration.

(4) In accordance with the procedures in this instruction.

b. A Special Selection Board must not, pursuant to section 628(b) or 14502(b) of Reference (c), consider any person who by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion.

c. Special Selection Boards that meet pursuant to sections 628 or 14502 of Reference (c) must be composed in accordance with:

(1) Sections 573, 612, or 14102 of Reference (c), as appropriate.

(2) Regulations prescribed by the Secretary of the Military Department concerned.

d. Reference (c) does not preclude the Secretary of the Military Department concerned from convening a board under an authority other than sections 628 or 14502 of Reference (c) to consider officers for other selection processes, such as Regular appointment or continuation on active duty or in an active status, for reasons similar to those in sections 628 or 14502 of Reference (c). Such boards may not be convened for recommending an officer for early retirement or removal if the decision of the board may conflict with the limitations of sections 638, 638a, 14704, or 14705 of Reference (c).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES

a. Barring extenuating circumstances, such as a heavy caseload, a Special Selection Board will meet and notify the person concerned of the results (regardless of duty status) within 6 months of the finding of the Secretary of the Military Department concerned that a Special Selection Board was warranted.

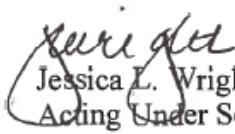
b. The record of a person who was referred to a Special Selection Board will be compared with a sampling of records of officers of the same competitive category who were and were not recommended for promotion by the original board.

c. Statistical data about the number of officers considered for promotion by the Special Selection Boards, the number selected and non-selected to each grade, and the basis for consideration pursuant to section 628 or 14502 of Reference (c) will be retained by each Military Department for 3 years.

6. **RELEASABILITY. Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. **SUMMARY OF CHANGE 1.** The change to this issuance updates references and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

8. **EFFECTIVE DATE.** This instruction is effective February 12, 2013.


Jessica L. Wright
Acting Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1320.11, "Special Selection Boards," September 27, 2005 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Instruction 1310.02, "Original Appointment of Officers," March 26, 2015

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS. The Under Secretary of Defense for Personnel and Readiness exercises cognizance and oversight of policies for Special Selection Boards.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:
 - a. Implement the policies and procedures in this instruction.

 - b. Prescribe and maintain, following approval by the Secretary of Defense, the regulations required by section 628(j) of Reference (c).

 - c. Recommend policy changes to this instruction to the Under Secretary of Defense for Personnel and Readiness.

GLOSSARY

DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

active-duty list. Defined in section 101(b)(13) of Reference (c).

commissioned officer. Defined in DoD Instruction 1310.02 (Reference (d)).

reserve active-status list. Defined in section 101(c)(7) of Reference (c).

Special Selection Board. A panel of officers that convenes pursuant to section 628 or 14502 of Reference (c) to evaluate and recommend commissioned officers on the active-duty list or the reserve active-status list, former commissioned officers previously on active duty, and warrant officers (including former warrant officers) on the warrant officer active-duty list for promotion consideration. Special Selection Boards make select and non-select recommendations, as distinguished from providing advisory opinions as to whether an officer or former officer would have been selected had that person been properly considered by the original board.

warrant officer. Defined in section 101(b)(3) of Reference (c).

warrant officer active-duty list. A single list for each Military Service concerned that is required to be maintained pursuant to section 574 of Reference (c). It contains the names of all warrant officers of that Service (other than warrant officers described in section 582 of Reference (c)) who are serving on active duty.