



# Department of Defense INSTRUCTION

**NUMBER** 1320.14

December 11, 2013

Incorporating Change 2, Effective March 13, 2019

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USD(P&R)

**SUBJECT:** Commissioned Officer Promotion Program Procedures

**References:** See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction:

a. Reissues DoD Instruction (DoDI) 1320.14 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures for administering the commissioned officer promotion program in the Department of Defense pursuant to Title 10, United States Code (Reference (c)).

b. Incorporates and cancels DoDI 1320.12 (Reference (d)).

2. APPLICABILITY. This instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) 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 selection of commissioned officers for promotion on the active-duty list (ADL) or reserve active-status list (RASL) to the grades of first lieutenant through major general in the Army, the Air Force, and the Marine Corps, and lieutenant (junior grade) through rear admiral in the Navy. The provisions in this instruction apply to commissioned chief warrant officer promotions and federal recognition where noted.

3. POLICY. It is DoD policy:

a. That all promotion and special selection boards and processes are conducted in full compliance with all applicable statutes and DoD issuances.

b. To ensure the independence and integrity of promotion and special selection boards by preventing unauthorized communications to these boards.

c. To provide careful consideration for all officers eligible for promotion, without prejudice or partiality, and to ensure each officer has an opportunity to review and comment on any information (other than information contained in the officer's official military personnel file) furnished to the board or selection process regarding that officer.

d. That the number of officers in any competitive category who have been recommended for promotion and are below the promotion zone may not exceed 10 percent of the maximum number of officers to be recommended for promotion in such competitive category, except as permitted in accordance with this instruction.


4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Enclosure 3 provides overarching procedures and requirements for the administration of the commissioned officer promotion program.

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

7. SUMMARY OF CHANGE 2. This change updates responsibilities and procedures in accordance with the requirements of Public Law 115-232, (also known as the John S. McCain National Defense Authorization Act for Fiscal Year 2019).

8. EFFECTIVE DATE. This instruction is effective December 11, 2013.

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

Enclosures

1. References
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Glossary

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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 1320.14, "Commissioned Officer Promotion Program Procedures," September 24, 1996 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Instruction 1320.12, "Commissioned Officer Promotion Program," September 27, 2005 (hereby cancelled)
- (e) Public Law 115-232, "The John S. McCain National Defense Authorization Act for Fiscal Year 2019," August 13, 2018
- (f) DoD Instruction 1320.13, "Commissioned Officer Promotion Reports (COPRs)," October 30, 2014
- (g) Chairman of the Joint Chiefs of Staff Instruction 1330.05A, "Joint Officer Management Program Procedures," December 15, 2015
- (h) DoD Instruction 1300.19, "DoD Joint Officer Management Program," April 3, 2018
- (i) Chairman of the Joint Chiefs of Staff Instruction 1331.01D, "Manpower and Personnel Actions Involving General and Flag Officers," August 1, 2010
- (j) DoD Instruction 1320.04, "Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation," January 3, 2014
- (k) DoD Instruction 1334.02, "Frocking of Commissioned Officers," December 7, 2012
- (l) DoD Instruction 1320.08, "Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List," July 7, 2017
- (m) DoD Instruction 1320.11, "Special Selection Boards," February 12, 2013
- (n) DoD Instruction 1310.02, "Original Appointment of Officers," March 26, 2015

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

(USD(P&R)). The USD(P&R) has overall responsibility for the DoD commissioned officer promotion program. The USD(P&R):

- a. Exercises responsibility and oversight of the DoD commissioned officer promotion program.
- b. Exercises those authorities delegated or redelegated to him or her by the Secretary of Defense for officer promotions.
- c. Reviews reports of promotion selection board proceedings and associated materials and promotion processes for compliance with law and governing DoD issuances. Approves reports of promotion selection boards, special selection boards, or promotion processes selecting officers to grades O-3 through O-6 (the authority to modify or disapprove has not been delegated).
- d. Oversees the preparation of the Commissioned Officer Promotion Reports in accordance with DoDI 1320.13 (Reference (f)).

2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS

(ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA) develops and oversees the policies governing the promotion of commissioned officers.

3. CJCS. The CJCS:

- a. Designates an officer to serve as a member of promotion and special selection boards in accordance with section 612(c) of Reference (c), CJCS Instruction 1330.05A (Reference (g)), DoDI 1300.19 (Reference (h)), and CJCS Instruction 1331.01D (Reference (i)) for all promotion and special selection boards considering joint officers.
- b. Proposes for Secretary of Defense approval, as necessary, guidelines to the Secretaries of the Military Departments for ensuring promotion and special selection boards give appropriate consideration to joint officers in accordance with section 615(c) of Reference (c).
- c. Reviews reports of promotion and special selection boards that have considered joint officers in accordance with References (g), (h), and (i) and determines whether each promotion and special selection board:

(1) Acted in accordance with the guidelines of the Secretary of Defense regarding consideration of joint officers.

(2) Met, or failed to meet, the promotion objectives set forth in section 662 of Reference (c) for joint officers.

d. After reviewing the reports as indicated in paragraph c of this section, returns the reports with his or her determinations and comments to the Secretary of the Military Department concerned.

e. Periodically reviews officer personnel promotion policies of the Military Departments to ensure that they give appropriate consideration to the performance of an officer as a member of the Joint Staff in accordance with section 646 of Reference (c).

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Administer promotion and special selection programs of their respective Military Departments; ensuring compliance with this instruction; References (f) through (i), DoDI 1320.04 (Reference (f)), DoDI 1334.02 (Reference (k)), DoDI 1320.08 (Reference (l)), and DoDI 1320.11 (Reference (m)); and all applicable laws.

b. Establish competitive categories, as required, to manage the career development and promotion of certain groups of officers. In relation to the requirements of these officer categories, separate career management is desirable based on their specialized education, training, or experience, and often relatively narrow career field utilization. Designate separate competitive categories for alternate promotion authorities pursuant to section 649a of Reference (c), as needed, and provide a copy of any reports to Congress regarding the use of this authority to the Office of the Under Secretary of Defense for Personnel and Readiness.

c. Convene individual promotion selection boards pursuant to section 611(a) of Reference (c) for officer ADL boards, 573(a) of Reference (c) for ADL warrant officer boards, and 14101(a) of Reference (c) for officer RASL boards, as circumstances warrant, to fill existing or anticipated Service requirements in each competitive category.

d. Ensure that the composition of each promotion selection board complies with section 612 of Reference (c) for officer ADL boards, section 573 of Reference (c) for ADL warrant officer boards, and section 14102 of Reference (c) for officer RASL boards.

e. Appoint qualified board members who can perform their duties without prejudice or partiality. The Secretaries of the Military Departments may not appoint individual board members for the purpose of affecting the selection of any individual by the board.

f. Ensure no U.S. Government official, civilian, or Service member:

(1) Directs that a particular individual be selected or not be selected by a promotion or special selection board;

(2) Censures, reprimands, or admonishes the promotion or special selection board or any member of the board (this applies to the recommendations of the board or the exercise of any function within the discretion of the board); or

(3) Attempts to coerce or, by any unauthorized means, influence any action of a promotion or special selection board or any member of a promotion or special selection board in the formulation of the board's recommendations.

g. Issue written procedures, including regulations, to implement this instruction.

h. Furnish information and written instructions to promotion selection boards pursuant to section 615 of Reference (c) for officer ADL boards, section 576 of Reference (c) for ADL warrant officer boards, and section 14107 of Reference (c) for officer RASL boards, and this instruction.

i. Conduct each year, on a random basis, interviews of board presidents, members, recorders, or the administrative staff assigned to support board deliberations. This will ensure that boards convened pursuant to section 611(a) of Reference (c) for officer ADL boards and section 14101(a) of Reference (c) for officer RASL boards are being conducted in accordance with applicable law, DoD issuances, CJCS instructions, and Military Department issuances. This function may be delegated only to subordinate civilian officials appointed by the President by and with the advice and consent of the Senate.

j. Annually review the content of the administrative briefings provided to promotion selection boards convened pursuant to section 611(a) of Reference (c) for officer ADL boards and section 14101(a) of Reference (c) for officer RASL boards. This will ensure that the briefings are consistent with and do not alter the substantive guidance provided by the Secretary of the Military Department concerned to the applicable board. This function may be delegated only to subordinate civilian officials appointed by the President by and with the advice and consent of the Senate.

k. Nominate, as necessary, to the CJCS, a minimum of two qualified and available officers for the CJCS to consider as a possible joint representative in accordance with References (g), (h), and (f) for promotion and special selection boards that consider joint officers.

l. Ensure promotion and special selection boards that consider joint officers give appropriate consideration to those officers in accordance with References (g), (h), and (i).

m. Provide reports of promotion and special selection boards that considered joint officers to the CJCS for review in accordance with References (g), (h), and (i).

n. Ensure Service promotion policies give appropriate consideration, as required by section 646 of Reference (c), to the performance of an officer as a member of the Joint Staff.



o. For ADL promotion selection boards (to the grades of O-5 and above), provide the Under Secretary of Defense for Acquisition and Sustainment a statistical comparison of the promotion selection rates for Acquisition Corps officers and for line (or the equivalent) officers.

p. Establish procedures for promotion of officers to the chief warrant officer grades pursuant to sections 573 and 12242 of Reference (c), first lieutenant and lieutenant (junior grade) pursuant to sections 624(a)(2) and 14308(b)(3) of Reference (c), and captain and lieutenant pursuant to sections 624(a)(3) and 14308(b)(4) of Reference (c).

q. Prescribe procedures for eligible officers to opt out of a particular promotion selection board pursuant to sections 619 and 14301 of Reference (c). Use of this authority will be identified in Secretarial memorandums forwarding board reports and in the Commissioned Officer Promotion Reports governed by Reference (g).

r. Prescribe procedures for promotion selection boards to recommend order of merit changes pursuant to section 616 of Reference (c). Maintain approval authority for order of merit changes. Use of this authority will be identified in the promotion selection board reports, Secretarial memorandums forwarding board reports, and in the Commissioned Officer Promotion Reports governed by Reference (g).

s. Prescribe procedures for the temporary promotion of officers in certain grades with critical skills pursuant to section 605 of Reference (c). Use of this authority will be identified in Secretarial memorandums forwarding board reports and in the Commissioned Officer Promotion Reports governed by Reference (g).

ENCLOSURE 3

PROCEDURES

1. PRE-BOARD ACTIONS

a. Procedures and Regulations

(1) The Military Departments will develop written procedures, including regulations, to implement this instruction. Regulations and procedures enacted after the date of this instruction that supplement this instruction must be approved in writing by the USD(P&R).

(2) The Military Departments will develop written procedures, as necessary, including regulations, to implement these Reserve Component programs.

(3) Voluntary delay of promotion in accordance with section 14312 of Reference (c) and involuntary delay of promotion in accordance with section 14311 of Reference (c) for these reasons:

(a) Strength limitations pursuant to section 14311(e)(1) of Reference (c).

(b) The duty assignment authorized grade is lower than the grade to which the officer is selected for promotion pursuant to section 14311(e)(2) of Reference (c). In such situations, the Secretary of the Military Department concerned may approve an over-grade waiver for the officer subject to the limitations in section 12011 of Reference (c).

(c) Position vacancy promotion, as described in sections 14101(a)(2) and 14315 of Reference (c).

(d) Federal recognition pertaining to the Army National Guard of the United States and the Air National Guard of the United States, as covered in section 14316 of Reference (c).

(e) Running mate system of the Navy Reserve and Marine Corps Reserve, as covered in section 14306 of Reference (c).

(4) The promotion of officers under an alternate promotion authority pursuant to subchapter IV of Reference (c) will be governed under the provisions of subchapter I of Reference (c) and the policies provided in this instruction, except as provided in section 649a of Reference (c).

b. Communication in General

(1) The Military Departments will ensure that each person participating in the conduct of a promotion selection board reviews the:

(a) Contents of this instruction.

(b) Applicable portions of implementing regulations of the Military Department concerned when they are notified that they have been assigned duties in conjunction with the conduct of a promotion selection board.

(2) The Military Departments will ensure that eligible officers are notified, pursuant to section 614 of Reference (c) for officer ADL boards and 14105 of Reference (c) for officer RASL boards, of:

(a) The convening of a promotion selection board.

(b) The authorized use of opt out provisions pursuant to sections 619 and 14301 of Reference (c) and their option to request to opt out of consideration in order to complete a broadening assignment, advanced education, another assignment of significant value, or a career progression requirement delayed by such assignment or education.

## 2. INSTRUCTIONS TO AND COMMUNICATIONS WITH PROMOTION SELECTION BOARDS

a. Authority to Issue Written Instructions. The Secretaries of the Military Departments will issue written instructions to promotion selection boards pursuant to sections 615 and 14107 of Reference (c).

(1) The written instructions, information, or guidance provided to a promotion selection board may not be modified, withdrawn, or supplemented after that board submits its report to the Secretary of the Military Department concerned pursuant to sections 617 and 14109 of Reference (c).

(2) In the case of a report returned to a board in accordance with sections 618(a)(2) and 14110(b) of Reference (c) for further proceedings because the Secretary of the Military Department concerned determined that the board acted contrary to law, regulation, or guidelines, the Secretary of the Military Department concerned may modify, withdraw, or supplement such instructions as part of the written explanation to the board.

b. Content of Written Instructions to Promotion Selection Boards. Written instructions from the Secretaries of the Military Departments provided to promotion selection boards will not include information on particular officers but will, at a minimum, include:

(1) Guidelines that:

(a) Ensure the consideration of all eligible officers without prejudice or partiality.

(b) Prohibit board members and recorders, or persons acting on their behalf, from receiving, initiating, or participating in communications or discussions involving information that is precluded from presentation to the promotion selection board by this instruction or the regulations of the Military Department (or Service) concerned. These guidelines should not

prevent board recorders and administrative support personnel from screening information intended for a promotion selection board to ensure that the information is authorized for presentation to that promotion selection board.

(c) Prescribe actions to be taken if a board member or recorder believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings.

(d) Incorporate the exemplary conduct provisions of sections 7233, 8167, or 9233, as applicable, of Reference (c).

(e) Prescribe order of merit processes pursuant to section 616 of Reference (c), including procedures, percentages, and board report content.

(f) Prescribe instructions to the promotion board members that they will not consider an officer's previous decision to opt out of a promotion board in their deliberations if any eligible officer meeting the board has previously opted out of consideration by a promotion board.

(2) The written instructions from the Secretary of the Military Department to promotion selection boards. See the Figure for these instructions.

Figure. Written Instructions

“Each of you (president, members, recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this promotion selection board, and for fostering the careful consideration, without prejudice or partiality, of all eligible officers. DoD Instruction 1320.14 provides specific rules governing the conduct of officer promotion selection boards and the actions of promotion selection board personnel.

“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 promotion selection board has been improperly affected.

“You may not receive, initiate, or participate in communications or discussions involving information that DoD Instruction 1320.14 precludes from consideration by a promotion 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 in accordance with DoD Instruction 1320.14, and any information about his or her own record communicated to you by individual eligible officers in accordance with regulations I have issued.

“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, DoD Instruction 1320.14, or Service regulations from consideration by a promotion 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

Figure. Written Instructions, Continued

considered unless that opinion is contained in material provided to the board in accordance with DoD Instruction 1320.14.

“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.

“Before the report of the promotion selection board is signed, the recommendations and proceedings may be disclosed only to members of the board, recorders, and those administrative support personnel 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. The disclosure of recommendations and proceedings of the board are governed by (identify the applicable Service regulation); DoD Instruction 1320.14; and sections 613a, 616(e), 618, 14104, 14108, 14110, and 14112 of Title 10, United States Code. The proceedings of the board may not be disclosed to any person not a board member or board recorder, except to request relief from board duties in accordance with the law and DoD Instruction 1320.14.

“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 the Under Secretary of Defense for Personnel and Readiness relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

“Upon the completion of board deliberations, you will, at a minimum, certify in your report to me that:

To the best of your knowledge, the board complied with DoD Instruction 1320.14.

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.

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.

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

Figure. Written Instructions, Continued

To the best of your knowledge, the board carefully considered the records of each officer whose name was furnished to the board.

The officers recommended for promotion are, in the opinion of the majority of the members of the board, fully qualified and best qualified to meet the needs of the Military Service concerned among those officers whose names were provided to the board (in the case of boards selecting only to the “fully qualified” standard, the certification should reflect that standard instead of “best qualified.”).

The officers recommended for promotion, 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 Military Service concerned among those officers whose names were provided to the board, consistent with the exemplary conduct requirements of sections 7233, 8167, or 9233, as applicable, of Title 10, United States Code.”

(a) The exemplary conduct certification contained in the written instructions from the Secretary of the Military Department does not apply to special selection boards where the original board convened before October 17, 2006.

(b) The wording in the figure may be altered when only one officer was considered by a board or recommended for promotion or where no officers were found fully or best qualified.

(3) The maximum number of officers determined in accordance with the procedures in section 3 of this enclosure that the board may recommend for promotion to the next higher grade in each competitive category. No increase in the number may be made after the promotion selection board convenes without the written approval of the USD(P&R).

(4) Information or guidelines on the needs of the Service concerned for officers having particular skills, including guidelines or information on the need for either a minimum number, or a maximum number, of officers with particular skills in a competitive category. Information or guidelines on officers with particular skills must be sent to the board as part of the written instructions provided to the board at the time the board is convened.

(5) Guidelines to ensure that the marital status of a member or that the employment, education, or volunteer service of a spouse will have no effect on the promotion opportunities of that member.

(6) Guidelines to ensure that boards give appropriate consideration to joint officers, if required by References (g), (h), and (i).

(7) Direction that boards convened to consider officers for promotion to a grade below O-6 in a health-professions competitive category give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives to that officer's administrative and management skills.

(8) Other guidelines as provided by the Secretary of Defense, Deputy Secretary of Defense, USD(P&R), Principal Deputy USD(P&R), or ASD(M&RA).

c. Communications With Promotion Selection Boards

(1) All communications with promotion selection boards, other than those communications that are only administrative in nature, will be in writing, provided to all board members, and made a part of the board's record.

(a) An audio or video recording is an acceptable means of communication with the board, so long as a written transcript is made a part of the board record.

(b) No one, other than the Secretary of the Military Department concerned, may appear in person to address a promotion selection board on any matter other than administrative matters. This authority will not be delegated.

(c) Should the Secretary of the Military Department appear in person to address a promotion selection board, a verbatim written transcript of the Secretary's remarks will be provided to every board member and included in the record of the promotion selection board. This does not restrict the furnishing of administrative information to the promotion selection board by the staff designated in writing by the Secretary of the Military Department concerned to assist the board.

(d) Oral communication of routine administrative information among board members, recorders, and support personnel is authorized to the extent that it is necessary to facilitate the work of the board.

(2) Information about a particular officer may be communicated to a promotion selection board in accordance with paragraphs 2c(2)(a) through 2c(2)(e) of this enclosure and as required by paragraph 2c(5) of this enclosure.

(a) Information in an eligible officer's official military personnel records, as defined by the Secretary of the Military Department concerned, may be provided to the promotion selection board in accordance with this instruction. Promotion selection boards may consider automated computer summaries of information in an eligible officer's official military personnel record, as defined in regulation by the Secretary of the Military Department concerned.

(b) Information submitted to promotion selection boards by eligible officers pursuant to sections 614(b) or 14106 of Reference (c), this instruction, and the regulations of the Military Department concerned may be provided to the promotion selection board. Information from eligible officers will be given consideration by promotion selection boards if received not later than 10 calendar days before the date the board convenes.

(c) Information that is not part of the official military personnel record of an officer, but which the Secretary of the Military Department concerned, or a civilian official appointed by the President by and with the advice and consent of the Senate and designated by the Secretary of the Military Department concerned, determines to be substantiated and relevant information that he or she considers might reasonably and materially affect the deliberations of the promotion selection board may be provided to the promotion selection board. In making such a determination, the Secretary of the Military Department concerned, or designee, must ensure that the procedures for identifying and proposing such information for consideration apply to all eligible officers for the board concerned. Additionally, the Secretary of the Military Department concerned must ensure that the officer is:

1. Notified that such information will be presented to the promotion selection board.
2. Provided a copy of the information that will be provided to the promotion selection board.
3. Afforded a reasonable opportunity to submit written comments on that information to the promotion selection board.

(d) If an eligible officer may not have access to the information for reasons of national security, the officer will (to the maximum extent practicable) be provided with an appropriate summary of the information.

1. Promotion selection boards are also authorized to consider factual summaries of information to ease the work of the board.
2. The Secretary of the Military Department concerned will establish procedures to govern the preparation of such summaries, including the requirement for the Secretary to designate in writing those persons or offices who may prepare the summaries.

(e) Factual summaries of the information described in paragraphs 2c(2)(a) and 2c(2)(d) of this enclosure may be prepared by personnel or offices designated in writing by the Secretary of the Military Department concerned to facilitate the work of a promotion selection board.

(3) Information provided to a promotion selection board in accordance with paragraph 2c(2)(c) of this enclosure, may not be provided to a subsequent promotion selection board convened in accordance with sections 611(a) and 14101(a) of Reference (c) unless either:

(a) The information is in the officer's official military personnel record, as defined by the Secretary of the Military Department concerned; or

(b) The Secretary of the Military Department concerned or a designee makes a new determination and the officer is again provided the notification and opportunity to comment in accordance with paragraph 2c(2)(c) of this enclosure.



(4) Under regulations to be prescribed by the Secretary of the Military Department concerned, a promotion selection board may be authorized to request administrative information during deliberations to amplify or clarify the official military records, instructions, and information provided to the board. If the request pertains to non-administrative information regarding a particular officer, the rules in paragraph 2c(2) of this enclosure apply.

(5) Adverse information, as defined in Reference (i), will be presented to promotion selection and federal recognition boards that consider officers for general or flag officer grades.

(a) Adverse information that is part of the officer's official military personnel record will be furnished to the board as required by this instruction.

(b) For adverse information that is not part of the officer's official military personnel record that is provided to the board, the Secretary of the Military Department concerned will ensure that the officer is:

1. Notified that such information will be presented to the board.
2. Provided a copy of the information that will be provided to the promotion selection board.
3. Afforded a reasonable opportunity to submit written comments on that information to the promotion selection board.
4. Provided (to the maximum extent practicable) with an appropriate summary of the information if the officer may not have access to the information directly for reasons of national security. This summary will be prepared by personnel or offices designated in writing by the Secretary of the Military Department concerned for that purpose.

(c) Adverse information substantiated fewer than 90 days prior to the board convening date may be presented to the board if the provisions of paragraphs 2c(5)(b)1 through 2c(5)(b)4 of this enclosure, are satisfied.

### 3. NUMBERS TO BE RECOMMENDED FOR PROMOTION

a. Numbers to be Recommended for Promotion. Before establishing the number of officers that may be recommended for promotion to any grade within a competitive category by a promotion selection board convened pursuant to sections 611(a) and 14101(a) of Reference (c), the Secretary of the Military Department concerned, in accordance with sections 622 and 14307(a) of Reference (c), will determine:

(1) The number of positions needed to accomplish mission objectives that require officers of the competitive category being considered and in the grade to which the board will recommend officers for promotion.

(2) The estimated number of officers needed to fill vacancies in such positions when the selected officers will be promoted.

(3) The number of officers authorized by the Secretary of the Military Department concerned to serve on active duty or in an active status in the grade and competitive category under consideration.

b. Guidelines. The guidelines set out in paragraphs 3b(1) through 3b(5) of this enclosure will apply to the determinations required in paragraphs 3a(1) through 3a(3) of this enclosure.

(1) Requirements for each grade and competitive category are the validated numbers needed based on skill and experience considerations.

(2) Estimated vacancies include unfilled requirements at higher grades.

(3) The number of officers authorized to serve on active duty or in an active status in a grade and competitive category may be set lower than actual Military Department requirements based on grade limitations established in Reference (c). The number authorized also may be set higher than actual requirements when warranted by promotion flow considerations in a specific competitive category.

(4) The officer inventory should reflect the appropriate distribution of officers by grade, experience, and skill.

(5) Promotion opportunity and timing, as determined by the Secretary of the Military Department concerned, may vary based on needs. It is desirable that the promotion opportunity and timing of officers serving on the ADL be consistent with the guidelines included in the enclosure of Reference (e). For Reserve Component officers, promotions are based on force requirements. The Secretary of the Military Department concerned will determine the timing and opportunity variables for promotion.

c. Annual Promotion Plans. The Military Departments will develop annual promotion plans pursuant to sections 622, 623, 14305, and 14307 of Reference (c) and paragraph 3a of this enclosure.

d. Below the Promotion Zone

(1) If the number determined in accordance with paragraph 3d of this instruction or paragraph 3d(2) of this enclosure is less than one, the board may recommend one such officer.

(2) If the Secretary of the Military Department concerned determines that the needs of the Military Service concerned require additional recommendations from below the promotion zone, he or she may, with the approval of the Secretary of Defense, recommend a greater number. In that case, the number of officers selected may not exceed 15 percent of the total number of the officers that the selection board is authorized to recommend for promotion.

#### 4. BOARD PROCEEDINGS

##### a. Board Members

(1) The Secretaries of the Military Departments will appoint a member of a promotion selection board as president of the board and will prescribe administrative duties for that officer to perform. A board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority finds best qualified to meet the needs of the Military Service concerned, as specified by the Secretary of the Military Department concerned.

(2) Board members will base their recommendations on the material in each officer's official military record, any information the Secretary of the Military Department concerned may provide to that board in accordance with this instruction, and any information about his or her own record communicated to the board by an individual eligible officer in accordance with regulations of the Military Department concerned. Board members in their deliberations may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, this instruction, or Service regulations from consideration by a promotion selection board or inclusion in an officer's military personnel record. Board members 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 in accordance with paragraph 2 of this enclosure.

(3) Any board member who believes that he or she cannot, in good conscience, perform his or her duties as a member of the board without prejudice or partiality has a duty to request relief from such duties by the Secretary of the Military Department concerned. Such a request will be honored. Any board member who believes that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason, has a duty to request from the Secretary of the Military Department concerned or the USD(P&R) relief from his or her obligation not to disclose board proceedings, and, on receiving it, to report the basis for his or her belief to that authority.

##### b. Board Recorders

(1) The Secretaries of the Military Departments will designate officers or civilian equivalents to serve as recorders for promotion selection boards convened pursuant to sections 611(a) and 14101 (a) of Reference (c). At least one board recorder must be present during all board deliberations. Personnel so designated must have completed, during the previous 12 months, a program of instruction approved by the Secretary of the Military Department concerned. This program of instruction will include the duties and responsibilities of board recorders to assist the board president in ensuring that the board complies with Reference (c) and this instruction.

(2) Officers eligible for consideration by a promotion selection board may not serve as board recorders for the promotion selection board for which they are eligible for consideration.

(3) Officers or civilian equivalents whose primary responsibilities involve the career management of the officers eligible for consideration by a promotion selection board, or the career management of those officers once selected for promotion, may not serve as board recorders for promotion selection boards considering those officers for promotion.

(4) An officer may not serve as a board member and a board recorder for the same promotion selection board.

(5) Any board recorder who believes that he or she cannot in good conscience perform his or her duties and responsibilities has a duty to request relief by the Secretary of the Military Department concerned from such duties. Such a request will be honored. Any board recorder who believes that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct of the board president or a member, or any other reason, has a duty to request relief from his or her obligation not to disclose board proceedings from the Secretary of the Military Department concerned or the USD(P&R) and, on receiving it, to report the basis for his or her belief to that authority.

c. Promotion Selection Board Reports

(1) Promotion selection boards will prepare and submit written reports to the Secretary of the Military Department concerned, pursuant to sections 617 and 14109 of Reference (c), Reference (f), this instruction, and guidance from the Secretary of the Military Department. Reports will contain recommended changes to the order of merit, if authorized by the Secretary of the Military Department concerned pursuant to section 616 of Reference (c).

(2) When more than one promotion selection board is convened to recommend officers in different competitive categories or grades for promotion, the written reports of the promotion selection boards pursuant to sections 617 and 14109 of Reference (c) may be consolidated into a single package for submission to OSD, as prescribed pursuant to sections 618 and 14111 of Reference (c) and Reference (f).

(a) Consolidated reports of promotion selection boards may be used for boards that result in scrolls signed by the same approval authority, as prescribed in Reference (f).

(b) Written reports of promotion selection boards will not be combined for boards that result in scrolls signed by different approval authorities, as prescribed in Reference (f).

(3) The administrative procedures included in Reference (i) apply to the submission of promotion selection board reports. Secretarial memorandums forwarding board reports will also include a listing of officers that have been approved to opt out of promotion board consideration pursuant to sections 619 and 14301 of Reference (c).

(4) On completion of board deliberations, the board president, board members, and board recorders will, at a minimum, certify in the report to the Secretary of the Military Department concerned using the text found in the Figure on pages 13 and 14 of this instruction.

d. Screening of Officers for Consideration by Brigadier General and Rear Admiral (Lower Half) Promotion Selection Boards

(1) The Secretary of each Military Department may, for a particular board convened pursuant to sections 611(a) and 14101(a) of Reference (c):

(a) Request permission from the Secretary of Defense to limit the number of officers to be considered by a specific board for selection for promotion to the grade of brigadier general or rear admiral (lower half). When the Secretary of Defense approves such a request, the Secretary of the Military Department concerned will issue written procedures to preclude from consideration for selection to brigadier general or rear admiral (lower half) officers in the grade of colonel, or captain for the Navy, who:

1. Have been considered and not selected for promotion to the grade of brigadier general or rear admiral (lower half) by at least two promotion selection boards.

2. Are determined as not being exceptionally well qualified for promotion.

(b) Establish written procedures to limit the number of officers to be considered by a board from below the promotion zone to those officers who are determined to be exceptionally well qualified for promotion.

(2) Paragraphs 4d(2)(a) through 4d(2)(d) of this enclosure govern the exercise of the authorities provided in paragraphs 4d(1)(a) and 4d(1)(b).

(a) No officer may be precluded from consideration by a promotion selection board except on the recommendation of a board of officers convened by the Secretary of the Military Department concerned and composed of at least three officers, all of whom are serving in a grade higher than the grade of such officer. Such a board of officers is referred to in this instruction as a “promotion screening board.”

(b) A promotion screening board may not recommend that an officer be precluded from consideration unless the Secretary of the Military Department concerned has given the officer advance written notice of the convening of a promotion screening board and of the military records that will be considered by the board, and has given the officer a reasonable period before the convening of the board in which to submit written comments to the board.

(c) The Secretary of the Military Department concerned will provide written instructions to the promotion screening boards consistent with this instruction.

(d) A promotion screening board may recommend that an officer be precluded from consideration by a promotion selection board only on the basis of the general guidance provided by the Secretary of the Military Department concerned, information in the officer’s official military personnel records that have been described in the notice, and any communication to the board received by the Secretary of the Military Department concerned from that officer before the board convenes.

e. Board Operations

(1) Promotion selection boards convened for different competitive categories or grades may be convened concurrently.

(2) Pursuant to section 619(d)(5) of Reference (c), the Military Department will ensure that promotion selection boards convened pursuant to section 611(a) of Reference (c) do not consider commissioned officers in the grade of O-3 who are not citizens of the United States.

(3) The Military Department will ensure that the text of the Figure in this instruction is read to each board member, recorder, and administrative support person on the convening date of the promotion selection board to which they are assigned or on the date of assignment to the board, whichever is later.

(4) The Military Department will ensure the use of written standard operating procedures to govern the administrative support for promotion selection boards.

(5) The Military Department will ensure the pertinent records of those joint officers who should receive appropriate joint consideration are precisely identified to the members of the promotion selection board, if required, in accordance with References (g), (h), and (i).

5. POST BOARD

a. Board Interviews

(1) Interviews described in paragraph 4i of Enclosure 2 of this instruction will be conducted from among those boards considering officers for promotion to grades O-4 through O-8.

(2) The Military Department will include in the Commissioned Officer Promotion Reports submitted in accordance with Reference (f) the:

(a) Results of interviews conducted, as required by paragraph 4i of Enclosure 2 of this instruction.

(b) Results of the review of administrative briefings, as required by paragraph 4j of Enclosure 2.

(c) Verification of board recorder training, as required by paragraph 4b(1) of Enclosure 3.

b. Board Reports. The Military Department will process promotion selection board reports and nominations of those officers recommended for promotion or appointment in accordance with procedures in Reference (f) and appointment authorities in Reference (n).

c. Disclosure of Board Recommendations and Proceedings

(1) The recommendations and proceedings of a promotion selection board may be disclosed only in accordance with sections 613a, 616(e), 618, 14104, 14108, 14110, and 14112 of Reference (c) and this instruction.

(a) Before the report is signed by each board member and board recorder, the recommendations and proceedings may be disclosed only to the board members, board recorders, and those administrative support personnel designated in writing by the Secretary of the Military Department concerned. The proceedings of the board may not be disclosed to any person who is not a board member, board recorder, or administrative support person, except to request relief from board duties in accordance with this instruction.

(b) After the report is signed by each board member and board recorder and prior to public release, the recommendations may be disclosed only to other personnel in the Military Department, Joint Staff, and OSD to facilitate the processing of board results within the Department.

(c) After public release, the board members, board recorders, and administrative support personnel may discuss the procedures and processes only in general terms.

(2) The Secretary of the Military Department concerned may release to the public the names of selectees in accordance with the provisions of Reference (f). The notification to the selected officers will include a general notice of the 18-month promotion eligibility period (with possible 12-month extension) in accordance with section 629 or 14310 of Reference (c), as applicable.

(3) The Secretary of the Military Department concerned may release the name of an officer who is recommended for posthumous promotion after the report is signed by each board member and board recorder and prior to the public release of the results of the promotion selection board that selected the officer, as provided in accordance with paragraph 5c(2) of this enclosure, in order to process the posthumous promotion.

(4) The Secretary of the Military Department concerned may authorize the disclosure of board recommendations to the extent necessary to prepare specific rationale for support of officers with reported adverse information and how each officer meets the requirements of being among the best qualified officers for promotion consistent with the provisions of exemplary conduct.

(5) The Secretary of the Military Department concerned may authorize the disclosure of board recommendations to the extent necessary to process board report or promotion list removal actions.

d. Removal of Selected Officers

(1) The Military Department will establish procedures to ensure fair and equitable processing of recommendations to remove officers from promotion board reports or lists.

(2) If the Secretary of a Military Department recommends removal of the name of an officer from a report of a promotion selection board to the Secretary of Defense and the recommendation is based on information pertaining to the officer that was not presented to the promotion selection board, then that information will be made available to the officer.

(a) The officer will be afforded a reasonable opportunity to submit comments on that information to the officials making the recommendation and the officials reviewing the recommendation.

(b) If the officer cannot be given access to the information for reasons of national security, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information.

(3) Paragraphs 5d(2)(a) and 5d(2)(b) of this enclosure will also apply to the removal of an officer from a promotion list that is submitted to the Secretary of Defense pursuant to section 629(a) or 14310(a) of Reference (c).

(4) An officer will be removed from a promotion list if the Senate does not give its advice and consent to the appointment of an officer to the next higher grade pursuant to section 629(b) or 14310(b) of Reference (c). An officer's nomination not acted upon by the Senate at the time of adjournment or 30-day recess and returned to the White House under the Standing Rules of the Senate is not considered to be removed from a promotion list pursuant to section 629(b) or 14310(b) of Reference (c).

(5) At the end of an officer's promotion eligibility period, an officer whose appointment requires the advice and consent of the Senate will be removed from a promotion list pursuant to section 629(c) or 14310(c) of Reference (c) if the Senate has not given its advice and consent. This provision is in effect for board reports approved after January 1, 2007.

(a) An officer's promotion eligibility period begins on the date the board report is approved and becomes a promotion list, and terminates at the end of the 1st day of the 18th month following the month during which the board report is approved and becomes a promotion list pursuant to sections 629(c) and 14310(c) of Reference (c).

(b) Removal of an officer's name from the promotion list requires the signature of the appropriate approval authority in accordance with paragraphs 5d(5)(b)1 through 5d(5)(b)3 of this enclosure.

1. Only the President is authorized to remove the name of an officer from a board report and a promotion list resulting from a promotion selection board to general or flag officer grades.

2. The Secretary of Defense or the Deputy Secretary of Defense is authorized to remove the name of an officer from a board report resulting from a promotion selection board to a grade below general or flag officer.



3. The Secretary of the Military Department concerned is delegated the authority to remove the name of an officer from a promotion list resulting from a promotion selection board to a grade below general or flag officer.

(c) The Secretary of Defense may extend the initial promotion eligibility period for an additional 12 months. Requests for extension will be submitted by the Secretary of the Military Department concerned pursuant to Reference (f) and will include the rationale for the request.

(d) The Secretary of the Military Department concerned will ensure the officer is notified of a change in his or her promotion eligibility based on actions taken in accordance with paragraph 5d of this enclosure.

e. Delay of Officer Promotions

(1) The Secretary of the Military Department concerned may delay the appointment of an officer on a promotion list pursuant to section 624 or 14311 of Reference (c) before the date on which the appointment would otherwise be made if:

(a) Sworn charges against the officer have been received by an officer exercising general court-martial jurisdiction over the officer and the charges have not been disposed of;

(b) An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the officer;

(c) A board of officers has been convened pursuant to chapter 60 or section 14903 of Reference (c) to review the record of the officer;

(d) A criminal proceeding in a federal or State court of competent jurisdiction is pending against the officer;

(e) Substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the Secretary of Defense or the Secretary of the Military Department concerned;

(f) There is cause to believe that the officer has not met the requirements for exemplary conduct set forth in section 7233, 8167, or 9233 of Reference (c), as applicable; or

(g) There is cause to believe that the officer is mentally, physically, morally, or professionally unqualified to perform the duties of the grade to which selected.

(2) The Secretary of the Military Department concerned will ensure that the officer is given written notice of the grounds for the delay action and given a reasonable opportunity to submit a written statement concerning the delay action.

(a) If it is not practicable to give the officer written notice before the date on which the appointment to the higher grade would otherwise take effect, the written notice will be given to the officer as soon as practicable.

(b) The Secretary of the Military Department concerned will ensure that careful consideration is given to any such statement by the officer.

(3) If an officer's appointment is pending with OSD, the White House, or the Senate, then the Secretary of the Military Department concerned will notify the USD(P&R) in accordance with Reference (f) regarding the delay action taken on the recommended officer.

(4) The appointment of an officer to a higher grade may not be delayed for more than 6 months after the date on which the officer would have been promoted unless the Secretary of the Military Department concerned specifies a further period of delay.

(a) An officer's appointment may not be delayed more than 90 days after final action has been taken in any criminal case against the officer in a federal or State court of competent jurisdiction or more than 90 days after final action has been taken in any court-martial case against an officer, if the officer is otherwise qualified for promotion.

(b) Except for the 90-day limit provided in paragraph 5e(4)(a) of this enclosure, a promotion may not be delayed more than 18 months after the date on which the officer would otherwise have been promoted unless further processing for confirmation by the Senate or appointment under Presidential authority is required.

f. Withholding of Names From Scrolls

(1) The Secretary of the Military Department or Secretary of Defense (or officials acting on their behalf) may withhold the name of an officer from an appointment scroll if any of the provisions of paragraphs 5e(1)(a) through 5e(1)(g) of this enclosure apply.

(2) The Secretary of the Military Department will follow the procedures in Reference (f) when withholding an officer's name from an appointment scroll.

g. Frocking. Frocking of any officers will be accomplished in accordance with Reference (k).

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

ADL	active-duty list
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CJCS	Chairman of the Joint Chiefs of Staff
DoDI	DoD instruction
RASL	reserve active-status list
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### PART II. DEFINITIONS

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

ADL. Defined in section 101 of Reference (c).

adverse information. Defined in Reference (f).

commissioned officer. Defined in Reference (l).

competitive category. A separate promotion category established by the Secretary of a Military Department, pursuant to section 621, 574(b), and 14005 of Reference (c) for specific groups of officers whose specialized education, training, or experience, and often relatively narrow career field utilization, make separate career management desirable.

delay of promotion. The act of delaying the promotion or appointment of an officer in order to determine if the officer is qualified for promotion while providing the officer the protections in accordance with section 624 and 14311 of Reference (c).

frocked or frocking. Defined in Reference (k).

joint officers. Category of officers identified as requiring appropriate consideration by promotion selection boards in accordance with References (g), (h), and (f).

promotion list. A list generated by the Secretary of a Military Department subsequent to the approval of the report of a promotion board convened in accordance with section 611(a) or 14101(a) of Reference (c) by presidential authority. The list contains the names of all officers approved for promotion within a competitive category for that competitive category in the order of the seniority of such officers on the ADL or the RASL.

promotion opportunity. The cumulative opportunity for selection for promotion of officers who have competed for promotion to the next higher grade. For the Commissioned Officer Promotion Program, it is calculated by taking the maximum number of recommendations that may be made by the promotion selection board and dividing that number by the number of officers in the zone. General and flag officer boards include above-zone eligibles; all other boards exclude below- and above-zone eligibles.

promotion selection board. A board of commissioned officers convened pursuant to section 611(a) of Reference (c) to evaluate and recommend qualified officers on the ADL for promotion to a higher grade; a board of commissioned officers convened pursuant to section 14101(a) of Reference (c) to evaluate and recommend qualified officers on the RASL for promotion to a higher grade; or a board convened pursuant to section 573 of Reference (c) to recommend warrant officers for promotion to a higher grade.

promotion selection rate. The number of officers selected for promotion from a particular promotion zone (in, above, or below zone) divided by the number considered for promotion from that same zone.

promotion timing. A 12-month average of the total active commissioned service for due-course officers promoted during each month of the fiscal year.

RASL. Defined in section 101 of Reference (c).

removal. The act of removing an officer's name from a board report or promotion list by the President, Secretary of Defense, or Secretary of the Military Department concerned.

special selection board. Defined in Reference (m).