



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

JAN 9 2015

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS**

**SUBJECT: Processing Appointments of Officers Pending Investigation or Adjudication of Adverse Information**

The Department's officer appointment process is held in high regard by the Congress and the officer corps. I need your assistance to help ensure this process remains credible. Congress recently became aware of a practice in which nominations of officers who had pending allegations of misconduct or substantiated misconduct were advanced without the full knowledge of the Secretary charged with recommending their appointment and certifying their exemplary conduct. As a result, several promotion lists were delayed pending additional review of all officers on the lists.

One of the key tenets of our officer appointment policy is that all officers recommended for Secretary of Defense appointment or Presidential appointment following Senate confirmation are mentally, physically, morally, and professionally qualified for appointment and meet the exemplary conduct provisions of Title 10. Accordingly, I underscore the need for the Military Departments to ensure that no officer recommended for appointment is pending investigation of alleged adverse information as defined in Department of Defense Instruction 1320.04 and, if an officer has been investigated, that final adjudication of any adverse information has been completed and reviewed by the Secretary of the Military Department before certifying that the officer meets the standards of exemplary conduct and is qualified for appointment.

Throughout the appointment process, and until the time the appointment is tendered, all officers must remain qualified for appointment and continue to meet the exemplary conduct standards as noted above. If an officer becomes the subject of an investigation while the scroll is being processed through the Office of the Secretary of Defense, the White House, or the Senate, the scroll should immediately be put on hold or the officer's name should be split from it. Your continued vigilance is critical to ensure the integrity of the officer appointment process.

  
Jessica L. Wright

cc:

**General Counsel of the Department of Defense  
Assistant Secretary of the Army for Manpower  
and Reserve Affairs**

**Assistant Secretary of the Navy for Manpower  
and Reserve Affairs**

**Assistant Secretary of the Air Force for  
Manpower and Reserve Affairs**

**Deputy Chief of Staff, G-1, U.S. Army**

**Chief of Naval Personnel, U.S. Navy**

**Deputy Chief of Staff for Personnel, U.S. Air Force**

**Deputy Commandant for Manpower and Reserve  
Affairs, U.S. Marine Corps**

**Director, Manpower and Personnel, Joint Staff**