



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

7 January 2004

From: Secretary of the Navy
To: President, FY-05 Active Duty Captain Line Promotion Selection Board
Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARDS TO CONSIDER OFFICERS IN THE LINE ON THE ACTIVE-DUTY LIST OF THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF CAPTAIN
Encl: (1) Boards' Membership
(2) FY-05 Active Duty Officer Promotion Selection Board Guidance

1. Membership, Date, Location, and Function

a. The promotion selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 13 January 2004, or as soon as practicable thereafter. The function of the boards is to consider Active-Duty List officers in the line for promotion to the permanent grade of captain. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards. The names of those officers who are above, in, and below the promotion zone will be indicated, as appropriate.

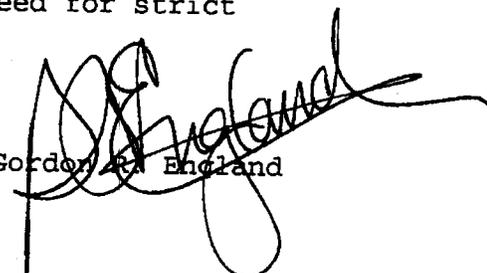
b. The boards shall proceed in accordance with the FY-05 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), and any other guidance contained in this letter.

2. Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below, of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-05 Active Duty Officer Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Unrestricted Line	57
Special Duty Officer (Human Resources)	60
Engineering Duty Officer	55
Aerospace Engineering Duty Officer (Engineering)	60
Aerospace Engineering Duty Officer (Maintenance)	40
Special Duty Officer (Information Professional)	60
Special Duty Officer (Cryptology)	57
Special Duty Officer (Intelligence)	56
Special Duty Officer (Public Affairs)	90
Special Duty Officer (Oceanography)	50
Limited Duty Officer (Line)	40

3. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.


Gordon R. England