



## DoD INSTRUCTION 1320.14

# DoD COMMISSIONED OFFICER PROMOTION PROGRAM PROCEDURES

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

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**Approved by:** Matthew P. Donovan, Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and provides procedures for administering the DoD Commissioned Officer Promotion Program pursuant to Title 10, United States Code (U.S.C.).

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff (CJCS), the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### 1.2. POLICY.

- a. All promotion and special selection boards and processes will be conducted in full compliance with all applicable statutes and DoD guidance.
- b. Unauthorized communication with promotion and special selection boards must be prevented to ensure the independence and integrity of these boards.
- c. Careful, fair, and equitable consideration without prejudice or partiality must be provided for all officers eligible for promotion. Each officer must be able to review and comment on any information (other than information contained in the officer’s official military personnel file) provided to the board or selection process regarding that officer.
- d. 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 Paragraph 3.3.d.(1). This limitation does not include officers in any competitive category established under the alternate promotion authority in accordance with Section 649a of Title 10, U.S.C.
- e. Promotion and special selection boards will not be provided photographs of the officers they are considering.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).**

The USD(P&R):

- a. Oversees the DoD Commissioned Officer Promotion Program.
- b. Exercises authorities delegated to him or her by the Secretary of Defense for officer promotions.
- c. Reviews reports of promotion and special selection board proceedings and associated materials and promotion processes for compliance with law and DoD guidance.
- d. Approves reports of promotion selection boards, special selection boards, or promotion processes selecting officers to grades O-3 through O-6.
- e. Oversees the preparation of commissioned officer promotion reports (COPRs) in accordance with DoD Instruction (DoDI) 1320.13.

### **2.2. 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 policies governing the promotion of commissioned officers.

### **2.3. 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 Title 10, U.S.C.; CJCS Instructions 1330.05A and 1331.01D; and DoDI 1300.19 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 Title 10, U.S.C
- c. Reviews reports of promotion and special selection boards that have considered joint officers in accordance with CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19, 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 the promotion objectives in Section 662 of Title 10, U.S.C. for joint officers.

d. After reviewing the reports as indicated in Paragraph 2.3.c., returns the reports with his or her determinations and comments to the Secretary of the Military Department concerned.

e. Reviews Military Department officer personnel promotion policies to ensure they give appropriate consideration to the performance of an officer as a member of the Joint Staff in accordance with Section 646 of Title 10, U.S.C.

## **2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.**

The Secretaries of the Military Departments:

a. Administer the promotion and special selection programs of their respective Military Departments, ensuring compliance with this issuance, all referenced instructions, and all applicable laws.

b. Establish competitive categories, as required, to manage the career development and promotion of certain groups of officers with similar specialized education, training, or experience.

c. Designate separate competitive categories for alternate promotion authorities pursuant to Section 649a of Title 10, U.S.C., as needed, and provide copies of any reports to Congress regarding the use of this authority to the Office of the USD(P&R).

d. Convene individual promotion selection boards pursuant to Section 611(a) of Title 10, U.S.C. for officer active-duty list (ADL) boards; Section 573(a) of Title 10, U.S.C. for ADL warrant officer boards; and Section 14101(a) of Title 10, U.S.C. for officer Reserve active-status list (RASL) boards, as circumstances warrant, to fill existing or anticipated Service requirements in each competitive category.

e. Require that the composition of each promotion and special selection board complies with:

(1) For officer ADL boards, Section 612 of Title 10, U.S.C.

(2) For ADL warrant officer boards, Section 573 of Title 10, U.S.C.

(3) For officer RASL boards, Section 14102 of Title 10, U.S.C.

f. 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.

g. Prohibit U.S. Government officials, civilian personnel, and Service members from:

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

(2) Censuring, reprimanding, or admonishing 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) Attempting 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.

h. Issue written procedures, including regulations, to implement this issuance in coordination with the USD(P&R).

i. Provide information and written instructions to promotion selection boards pursuant to this issuance and:

(1) For officer ADL boards, Section 615 of Title 10, U.S.C.

(2) For ADL warrant officer boards, Section 576 of Title 10, U.S.C.

(3) For officer RASL boards, Section 14107 of Title 10, U.S.C.

j. Annually conduct random interviews of board presidents, members, recorders, and administrative staff assigned to support board deliberations to ensure boards are conducted in accordance with applicable laws and DoD guidance. This function may be delegated only to subordinate civilian officials appointed by the President by and with the advice and consent of the Senate. This applies to boards convened in accordance with:

(1) For officer ADL boards, Section 615 of Title 10, U.S.C.

(2) Officer RASL boards, Section 14101(a) of Title 10, U.S.C.

k. Annually review the content of the administrative briefings provided to promotion selection boards to ensure 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. This applies to boards convened pursuant to:

(1) For officer ADL boards, Section 615 of Title 10, U.S.C.

(2) Officer RASL boards, Section 14101(a) of Title 10, U.S.C.

l. In accordance with CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19, nominate to the CJCS, as necessary, at least two qualified and available officers for the CJCS to consider as a possible joint representative to promotion and special selection boards that consider joint officers.

m. Require promotion and special selection boards that consider joint officers to give appropriate consideration to those officers in accordance with CJCS Instructions 1330.05A and 1331.01D, and DoDI 1300.19.

- n. Provide reports of promotion and special selection boards that considered joint officers to the CJCS for review in accordance with CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19.
- o. Require that Service promotion policies give appropriate consideration, as required by Section 646 of Title 10, U.S.C., to the performance of an officer as a member of the Joint Staff.
- p. 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.
- q. Establish procedures for promotion of officers to:
  - (1) The chief warrant officer grades pursuant to Sections 573 and 12242 of Title 10, U.S.C.
  - (2) First lieutenant and lieutenant (junior grade) pursuant to Sections 624(a)(2) and 14308(b)(3) of Title 10, U.S.C.
  - (3) Captain and lieutenant pursuant to Sections 624(a)(3) and 14308(b)(4) of Title 10, U.S.C.
- r. Prescribe procedures for eligible officers to opt out of a particular promotion selection board pursuant to Sections 619 and 14301 of Title 10, U.S.C. Use of this authority will be identified in Secretarial memorandums forwarding board reports and in the COPRs governed by DoDI 1320.13.
- s. Prescribe procedures for promotion selection boards to recommend order of merit changes pursuant to Sections 616 and 14108 of Title 10, U.S.C., and 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 COPRs governed by DoDI 1320.13.
- t. Prescribe procedures for the temporary promotion of officers in certain grades with critical skills pursuant to Section 605 of Title 10, U.S.C. Use of this authority will be identified in Secretarial memorandums forwarding board results and in the COPRs governed by DoDI 1320.13.
- u. Prescribe procedures, as necessary, for promotion of officers under the alternate promotion authority pursuant to Sections 649a through 649k of Title 10, U.S.C. Use of this authority will be identified in Secretarial memorandums forwarding board reports and in the COPRs governed by DoDI 1320.13.
- v. Prescribe procedures, as necessary, for administratively removing officers from the list of officers recommended for promotion by a selection board pursuant to Sections 629 and 14310 of Title 10, U.S.C.



## SECTION 3: PROCEDURES

### 3.1. PRE-BOARD ACTIONS.

#### a. Procedures and Regulations.

(1) Active and Reserve Component promotions will be guided by the applicable Military Department procedures and regulations issued in accordance with Paragraph 2.4.h.

(2) Voluntary delay of promotion in accordance with Section 14312 of Title 10, U.S.C. and involuntary delay of promotion in accordance with Section 14311 of Title 10, U.S.C. may occur in the Reserve Components for any of these reasons:

(a) Strength limitations pursuant to Section 14311(e)(1) of Title 10, U.S.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 Title 10, U.S.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 Title 10, U.S.C.;

(c) Position vacancy promotion, as described in Sections 14101(a)(2) and 14315 of Title 10, U.S.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 Title 10, U.S.C.;  
or

(e) Running mate system of the Navy Reserve and Marine Corps Reserve, as covered in Section 14306 of Title 10, U.S.C.

(3) The promotion of officers under an alternate promotion authority pursuant to Sections 649a through 649k of Title 10, U.S.C. will be governed in accordance with the provisions of those sections and this issuance.

#### b. Communication.

The Military Departments will require that:

(1) Each person participating in the conduct of a promotion selection board reviews the:

(a) Contents of this issuance.

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

(2) Eligible officers are notified, pursuant to Section 614 of Title 10, U.S.C. for officer ADL boards and Section 14105 of Title 10, U.S.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 Title 10, U.S.C. and their option to request to opt out of consideration by the board.

### **3.2. 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 Title 10, U.S.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 or 14109 of Title 10, U.S.C.

(2) For reports returned to a board in accordance with Sections 618(a)(2) or 14110(b) of Title 10, U.S.C. for further proceedings because the Secretary of the Military Department concerned determined 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.**

(1) Written instructions from the Secretaries of the Military Departments to promotion selection boards will not include information on particular officers but will, at a minimum, include guidelines that:

(a) Require the fair and equitable consideration of all eligible officers without prejudice or partiality.

(b) Prohibit promotion selection 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 issuance or the regulations of the Military Department concerned. These guidelines should not prevent board recorders and administrative support personnel from screening information intended for a promotion selection board to ensure the information is authorized for presentation to that promotion selection board.

(c) Prescribe actions to be taken if a promotion selection 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 Section 7233, 8167, or 9233, U.S.C., as applicable.

(e) Prescribe order of merit processes pursuant to Section 616 or 14108 of Title 10, U.S.C., including procedures, percentages, and board report content.

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

(g) Prescribe instructions to the promotion selection board members that they will not consider an officer's previous participation in the Career Intermission Program as described in Section 710 of Title 10, U.S.C. and DoDI 1327.07.

(h) Prescribe the maximum number of officers the promotion selection board may recommend for promotion to the next higher grade in each competitive category in accordance with the procedures in Paragraph 3.3. No increase in that number may be made after the promotion selection board convenes without the written approval of the USD(P&R).

(i) Provide information or guidelines on the needs of the Military Department concerned for officers having particular skills, including information or guidelines 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 promotion selection board as part of the written instructions provided to the board at the time the board is convened.

(j) Require that the marital status, civilian employment, religion, or volunteer service of an officer, or any information regarding an officer's spouse, not be considered by the members of the promotion selection board.

(k) Require promotion selection boards to give appropriate consideration to joint officers, if required by CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19.

(l) Prescribe instructions to members of promotion selection boards convened to consider officers for promotion to a grade below O-6 in a health professions competitive category that they give consideration to an officer's clinical proficiency and skill as a health professional at least as much as the board gives to that officer's administrative and management skills.

(m) Prescribe other guidelines as provided by the Secretary of Defense, the Deputy Secretary of Defense, the USD(P&R), the Deputy USD(P&R), or the ASD(M&RA).

(2) The written instructions from the Secretary of the Military Department to promotion selection boards are in Figure 1.

### Figure 1. Written Instructions to Promotion Selection Boards

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 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 Military Department regulation]; DoD Instruction 1320.14; and Sections 613a,

**Figure 1. Written Instructions to Promotion Selection Boards, Continued**

616(f), 618, 14104, 14108, 14110, and 14112 of Title 10, U.S.C. 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.

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, U.S.C.

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

(b) The wording in Figure 1 may be altered when only one officer was considered by a promotion selection board or recommended for promotion or where no officers were found fully or best qualified.

**c. Communication with Promotion Selection Boards.**

(1) All communications with promotion selection boards, other than 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 if 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 concerned 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 this paragraph and Paragraph 3.2.c.(5).

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

(b) Information submitted to a promotion selection board by eligible officers pursuant to Section 614(b) or 14106 of Title 10, U.S.C., this issuance, 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 may be provided to the promotion selection board if it is determined, by the Secretary of the Military Department concerned, to be substantiated and relevant information that might reasonably and materially affect the deliberations of the promotion selection board. The determination may also be made by 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. Such information does not include adverse information presented to promotion selection, special selection, and federal recognition boards pursuant to Paragraph 3.2.c.(5). The individual making such a determination must require the procedures for identifying and proposing such information for consideration apply to all eligible officers for the board concerned. The Secretary of the Military Department concerned or their designee must also require the officer to be:

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 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.

1. Promotion selection boards may also 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 persons or offices who may prepare the summaries.

(e) Factual summaries of the information described in Paragraphs 3.2.c.(2)(a) and 3.2.c.(2)(d) 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 3.2.c.(2)(c) may not be provided to a subsequent promotion selection board convened in accordance with Section 611(a) or 14101(a) of Title 10, U.S.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 their designee makes a new determination and the officer is again provided the notification and opportunity to comment in accordance with Paragraph 3.2.c.(2)(c).

(4) In accordance with regulations the Secretary of the Military Department concerned prescribes, 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 3.2.c.(2) apply.

(5) Adverse information will be presented to promotion selection, special selection, and federal recognition boards that consider officers for promotion to the grades of regular major (or lieutenant commander in the Navy) through colonel (or captain in the Navy), reserve colonel (or captain in the Navy), and general or flag officer grades. In addition, adverse information that has received significant media attention or is of interest to the Senate Armed Services Committee, as provided in Enclosure 6 of DoDI 1320.04, will be presented to promotion selection, special selection, and federal recognition boards that consider officers for promotion to the grades of regular captain (or lieutenant in the Navy), reserve captain (or lieutenant in the Navy) through lieutenant colonel (or commander in the Navy), and regular and reserve chief warrant officer.

(a) Adverse information that is part of the officer's official military personnel record will be provided to the board.

(b) Pre-board checks of all other Service records that may contain adverse information pertaining to eligible officers will be conducted sufficiently in advance of the board to allow any adverse information identified to be provided to the board after the provisions of Paragraph 3.2.c.(5)(c) have been satisfied.

(c) For adverse information that is not part of the officer's official military personnel record that will be provided to the board, the Secretary of the Military Department concerned or their designee will require the officer to be:

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 as determined by the Secretary of the Military Department 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 cannot be given 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.

(d) In cases where there is insufficient time after adverse information is identified to satisfy the provisions of Paragraph 3.2.c.(5)(c) before the board convening date, the adverse information may not be presented.



(e) Adverse information will be provided to each member of the board at each stage or phase of the board.

### **3.3. NUMBERS TO BE RECOMMENDED FOR PROMOTION.**

#### **a. Procedures.**

(1) 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 Section 611(a) or 14101(a) of Title 10, U.S.C., the Secretary of the Military Department concerned, in accordance with Section 622 or 14307(a) of Title 10, U.S.C., will determine:

(a) 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.

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

(c) 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.

(2) 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 Section 611(a) of Title 10, U.S.C., may not exceed 95 percent of the total number of officers in the promotion zone, unless there is only one officer in the promotion zone, in which case a maximum of one officer may be recommended.

(3) Statistical data about the number of officers considered for promotion by a special selection board, the number selected and non-selected to each grade, and the basis for consideration will be retained by each Military Department for 3 years.

#### **b. Guidelines.**

The guidelines in this paragraph apply to the determinations required in Paragraph 3.3.a.

(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 Title 10, U.S.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. The promotion opportunity and timing of officers serving on the ADL should be consistent with the guidelines included in Enclosure 3 of DoDI 1320.13. 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 Title 10, U.S.C., and Paragraph 3.3.a.

**d. Below the Promotion Zone.**

(1) 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, authorize a promotion selection board to recommend a number greater than 10 percent of the total number of officers that the selection board may recommend for promotion. In that case, the number of officers selected from below the promotion zone may not exceed 15 percent of the total number of officers that the selection board may recommend for promotion.

(2) If the number of officers eligible to be promoted below the promotion zone, as determined in accordance with Paragraph 3.3.d.(1), is less than one, the board may recommend one such officer.

(3) Selection boards for competitive categories that are established under the alternate promotion authority, in accordance with Section 649a of Title 10, U.S.C., may not recommend officers for promotion below the promotion zone, in accordance with Section 649b of Title 10, U.S.C.

**3.4. 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 cannot constrain the board from recommending for promotion 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 issuance, and any information about an individual

eligible officer's own record communicated to the board by that officer in accordance with regulations of the Military Department concerned.

(a) 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 issuance, or Military Department regulation from consideration by a promotion selection board or inclusion in an officer's military personnel record.

(b) Board members may not discuss or disclose the opinion of any non-board member concerning an officer being considered unless that opinion is contained in material provided to the board in accordance with Paragraph 3.2.

(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.

(4) 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.

(5) The members of a promotion selection board will represent the diverse population of the eligible officers to the extent practicable.

#### **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 Title 10, U.S.C. At least one board recorder must be present during all board deliberations. Personnel so designated must have completed a program of instruction approved by the Secretary of the Military Department concerned during the previous 12 months. This program of instruction will include the duties and responsibilities of board recorders to assist the board president in ensuring the board complies with Title 10, U.S.C., and this issuance.

(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.

(6) Any board recorder who believes 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 a written report to the Secretary of the Military Department concerned, pursuant to Section 617 or 14109 of Title 10, U.S.C., DoDI 1320.04, this issuance, and guidance from the Secretary of the Military Department concerned. Reports will contain a complete alphabetical listing of the board's selectees and a separate listing of recommended changes to the order of merit, if authorized by the Secretary of the Military Department concerned pursuant to Section 616 or 14108 of Title 10, U.S.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 Title 10, U.S.C., may be consolidated into a single package for submission to OSD, as prescribed pursuant to Sections 618 and 14111 of Title 10, U.S.C. and DoDI 1320.04.

(a) Consolidated reports of promotion selection boards may be used for boards that result in scrolls signed by the same appointment authority, as prescribed in DoDI 1320.04.

(b) Written reports of promotion selection boards will not be combined for boards that result in scrolls signed by different appointment authorities, as prescribed in DoDI 1320.04.

(3) The administrative procedures included in DoDI 1320.04 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 Section 619 or 14301 of Title 10, U.S.C.

(4) On completion of board deliberations, the board president, board members, and board recorders will, at a minimum, certify to the text found in Figure 1 in the report to the Secretary of the Military Department concerned.

(5) The date that board members sign the board report starts the accounting for the number of days it takes for board reports to be approved and whether the Armed Services Committees of Congress require notification of boards that have exceeded 100 days pursuant to Enclosure 3 of DoDI 1320.04.

**d. Screening of Officers for Consideration by Promotion Selection Boards.**

(1) The Secretary of each Military Department concerned may, for a particular promotion selection board convened pursuant to Section 611(a) or 14101(a) of Title 10, U.S.C.:

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

1. Have been considered and not selected for promotion to the applicable grade 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 considered by a promotion selection board from below the promotion zone to officers who are determined exceptionally well qualified for promotion.

(2) This paragraph governs the exercise of the authorities provided in Paragraph 3.4.d.(1).

(a) No officer may be precluded from consideration by a promotion selection board except on the recommendation of 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 as determined by the Secretary of the Military Department concerned before the convening of the board to submit written comments to the board.

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

(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 record that has 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 Title 10, U.S.C., the Military Department concerned will require that promotion selection boards convened pursuant to Section 611(a) of Title 10, U.S.C., do not consider commissioned officers in the grade of O-3 who are not U.S. citizens.

(3) The Military Department concerned will direct that the text of Figure 1 is read to each board member, recorder, and administrative support person by personnel designated by the Secretary of the Military Department concerned 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 concerned will require written standard operating procedures to govern administrative support provided for promotion selection boards.

(5) The Military Department concerned will require that the pertinent records of joint officers who should receive appropriate joint consideration are precisely identified in those records to the members of the promotion selection board, if required, in accordance with CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19.

(6) The record of a person who was referred to a special selection board will be compared by the board members with a sampling of records of officers of the same competitive category as determined by the Secretary of the Military Department concerned who were and were not recommended for promotion by the original board.

### **3.5. POST-BOARD.**

#### **a. Board Interviews.**

(1) Interviews described in Paragraph 2.4.j. will be conducted by boards considering officers for promotion to grades O-4 through O-8.

(2) In accordance with DoDI 1320.13, the Military Department concerned will include in the COPRs the:

- (a) Results of interviews conducted, as required by Paragraph 2.4.j.
- (b) Results of the review of administrative briefings, as required by Paragraph 2.4.k.
- (c) Verification of board recorder training, as required by Paragraph 3.4.b.(1).

#### **b. Board Reports.**

The Military Department concerned will process promotion selection board reports and nomination or appointment scrolls of officers recommended for promotion in accordance with procedures in DoDI 1320.04 and appointment authorities in DoDI 1310.02.

**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 Title 10, U.S.C. and this issuance.

(a) Before each board member and board recorder signs the report, the recommendations and proceedings may be disclosed only to the board members, board recorders, and 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 issuance.

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

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

(2) The Secretary of the Military Department concerned may release the names of selectees to the public in accordance with DoDI 1320.04. 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 Title 10, U.S.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 before the public release of the results of the promotion selection board that selected the officer, in accordance with Paragraph 3.5.c.(2), 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 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.

**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 the Military Department concerned 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 given 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) Paragraph 3.5.d.(2) also applies to the removal of an officer's name from a promotion list that is submitted to the Secretary of Defense pursuant to Section 629(a) or 14310(a) of Title 10, U.S.C.

(4) An officer's name 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 Title 10, U.S.C. For the purpose of determining the officer's promotion eligibility, the removal is effective when the appropriate approval authority in Paragraph 3.5.d.(6) has signed. 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 required to be removed from a promotion list pursuant to Section 629(b) or 14310(b) of Title 10, U.S.C.

(5) The name of an officer whose appointment requires the advice and consent of the Senate will be removed from a promotion list by operation of law pursuant to Section 629(c) or 14310(c) of Title 10, U.S.C., at the end of the officer's promotion eligibility period, if the Senate has not given its advice and consent. For the purpose of determining the officer's promotion eligibility, the removal is effective the date of the expiration of the officer's promotion eligibility period.

(a) An officer's promotion eligibility period begins on the date the board report is approved and becomes a promotion list, and ends at the end of the 1st day of the 18th month following the month the board report is approved and becomes a promotion list pursuant to Section 629(c) or 14310(c) of Title 10, U.S.C.

(b) The USD(P&R) may extend the initial promotion eligibility period for an additional 12 months. The Secretary of the Military Department concerned will submit requests for extensions pursuant to DoDI 1320.04 and will include the rationale for the request. An officer's promotion eligibility period may not be extended beyond 30 months.

(6) The Secretary of the Military Department concerned will direct that the officer is notified of a change in his or her promotion eligibility based on action taken in accordance with Paragraph 3.5.d or the operation of law.

(7) Except when removal occurs by operation of law, removal of an officer's name from the promotion list requires the signature of the appropriate approval authority in accordance with this paragraph.

(a) Only the President may remove the name of an officer from a board report and a promotion list resulting from a promotion selection board to a general or flag officer grade,



unless the removal is an administrative removal pursuant to Section 629(d) or 14310(d) of Title 10, U.S.C.

(b) The Secretary of Defense or the Deputy Secretary of Defense may remove the name of an officer from a board report resulting from a promotion selection board to a grade below general or flag officer.

(c) The Secretary of the Military Department concerned may remove the name of an officer from a promotion list resulting from a promotion selection board to a grade below general or flag officer. This authority may not be further delegated.

**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 Title 10, U.S.C. before the date the appointment would otherwise be made if:

(a) An officer exercising general court-martial jurisdiction over the officer has received sworn charges against 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 Title 10, U.S.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 the officer has not met the requirements for exemplary conduct in Section 7233, 8167, or 9233 of Title 10, U.S.C., as applicable; or

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

(2) The Secretary of the Military Department concerned will direct 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 the appointment to the higher grade would otherwise take effect, the written notice will be given to the officer as soon as practicable by an individual or office as designated by the Secretary of the Military Department concerned.

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

(3) If an officer's appointment is pending with OSD, the White House, or the Senate, the Military Department concerned will notify the Office of the USD(P&R) in accordance with DoDI 1320.04 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 the officer would have been promoted unless the Secretary of the Military Department concerned specifies a further period of delay.

(5) 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; or more than 18 months after the date on which such officer would otherwise have been appointed, whichever is later.

**f. Withholding of Names from Scrolls.**

(1) The Secretary of the Military Department concerned, the Secretary of Defense, or officials acting on their behalf may withhold the name of an officer from a nomination or appointment scroll if any of the provisions of Paragraph 3.5.e.(1) apply; except that, in the case of a promotion selection board to a general or flag officer grade, only the Secretary of Defense may withhold the name of an officer from a nomination scroll after the board report has been approved.

(2) The Secretary of the Military Department concerned will follow the procedures in DoDI 1320.04 when withholding an officer's name from a nomination or appointment scroll.

(3) The Secretary of the Military Department concerned will withhold the names of officers pending investigation into alleged adverse information or pending adjudication of substantiated adverse information from nomination and appointment scrolls, unless otherwise provided for in DoDI 1320.04.

**g. Frocking.**

Frocking of any officer will be accomplished in accordance with DoDI 1334.02.

## SECTION 4: ALTERNATIVE PROMOTION AUTHORITY

### 4.1. GENERAL.

The alternate promotion authority in Sections 649a through 649k of Title 10, U.S.C. provides the Military Departments with an optional departure from the conventional framework for officer promotions. For a designated competitive category, the alternate promotion authority:

- a. Eliminates the time-in-grade requirement.
- b. Removes above- and below-zone selections.
- c. Provides for up to five considerations within a promotion zone before an officer is subject to involuntary separation or selective continuation.

### 4.2. PURPOSE.

The alternate promotion authority permits the Military Departments to accelerate or delay promotion opportunities as required for officers within a competitive category.

### 4.3. PROCEDURES.

a. The Secretary of the Military Department concerned may not designate a competitive category under the alternate promotion authority until 60 days after he or she submits a report on the designation to the House and Senate Armed Services Committees and to the USD(P&R). The report on the designation of a competitive category must contain:

- (1) A detailed description of requirements for officers within the competitive category.
- (2) An explanation of the number of opportunities for consideration for promotion to each particular grade and an estimate of promotion timing within the competitive category.
- (3) An estimate of the size of the promotion zone for each grade within the competitive category.
- (4) A description of any other matters the Secretary of the Military Department concerned considered while determining the designation of the competitive category under the alternate promotion authority.

b. The Secretary of the Military Department concerned will establish the number of opportunities for promotion within a designated competitive category to each grade above first lieutenant or lieutenant (junior grade) as applicable, not to exceed five opportunities.

c. The number of promotion opportunities within a designated competitive category may be modified by the Secretary of Defense as necessary or by the Secretary of the Military Department concerned no more than once every 5 years.

d. An officer will receive one additional consideration for promotion if the number of opportunities for promotion is reduced and would have resulted in no further promotion opportunity for that officer after the reduction.

e. Officers not included in the promotion zone established by the Secretary of the Military Department concerned, meaning officers above and below the promotion zone, are not eligible for promotion.

f. The time-in-grade requirements established by Section 619 of Title 10, U.S.C. do not apply to the promotion eligibility of an officer within a competitive category under the alternative promotion authority. The time-in-grade eligibility is subject to the promotion zone established by the Secretary of the Military Department concerned.

g. An officer cannot be considered for promotion to the next higher grade under the alternate promotion authority if they have failed of selection for promotion to the next higher grade the maximum number of times established by the Secretary of the Military Department concerned.

h. A selection board that is convened for a competitive category designated under the alternate promotion authority may recommend that an officer be excluded from further consideration for promotion under this authority, regardless of the officer's remaining promotion opportunities before the board.

i. An officer within a competitive category designated under the alternate promotion authority will not be considered to have twice failed of selection for promotion for purposes of involuntary separation or selective continuation until they have failed of selection for promotion to the next higher grade the maximum number of times specified for their competitive category.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
ADL	active-duty list
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CJCS	Chairman of the Joint Chiefs of Staff
COPR	commissioned officer promotion report
DoDI	DoD instruction
RASL	Reserve active-status list
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### G.2. DEFINITIONS.

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

<b>TERM</b>	<b>DEFINITION</b>
<b>ADL</b>	Defined in Section 101 of Title 10, U.S.C.
<b>adverse information</b>	Defined in DoDI 1320.04.
<b>Career Intermission Program</b>	Defined in DoDI 1327.07.
<b>commissioned officer</b>	Defined in Section 101 of Title 10, U.S.C.
<b>competitive category</b>	A separate promotion category established by the Secretary of a Military Department pursuant to Sections 621, 574(b), and 14005 of Title 10, U.S.C. for specific groups of officers whose specialized education, training, or experience, and often relatively narrow career field usage, make separate career management desirable.
<b>delay of promotion</b>	The act of delaying the promotion of an officer in order to determine if the officer is qualified for promotion while providing the officer protections in accordance with Sections 624 and 14311 of Title 10, U.S.C. and DoDI 1320.04.

<b>TERM</b>	<b>DEFINITION</b>
<b>frocking</b>	Defined in DoDI 1334.02.
<b>joint officers</b>	A category of officers identified as requiring appropriate consideration by promotion selection boards in accordance with CJCS Instructions 1330.05A and 1331.01D and DoDI 1300.19.
<b>promotion list</b>	A list generated by the Secretary of a Military Department after the approval authority approves the report of a promotion board convened in accordance with Section 611(a) or 14101(a) of Title 10, U.S.C. 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 or particular merit of such officers on the ADL or the RASL.
<b>promotion opportunity</b>	The cumulative opportunity for selection for promotion of officers who have competed for promotion to the next higher grade. 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 eligible officers; all other boards exclude below- and above-zone eligible officers.
<b>promotion screening board</b>	A board composed of at least three commissioned officers, all of whom are serving in a grade higher than the grade of any officer being screened, convened by the Secretary of the Military Department concerned to evaluate and recommend the exclusion of certain officers from consideration by a promotion selection board.
<b>promotion selection board</b>	A board of commissioned officers convened pursuant to Section 611(a) of Title 10, U.S.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 Title 10, U.S.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 Title 10, U.S.C. to recommend warrant officers for promotion to a higher grade.
<b>promotion selection rate</b>	The number of officers selected for promotion from a particular promotion zone (i.e., in, above, or below zone) divided by the number considered for promotion from that same zone.
<b>promotion timing</b>	A 12-month average of the total active commissioned service for due-course officers promoted during each month of the fiscal year.

<b>TERM</b>	<b>DEFINITION</b>
<b>RASL</b>	Defined in Section 101 of Title 10, U.S.C.
<b>removal</b>	The act of removing an officer's name from a board report or promotion list by the President, the Secretary of Defense, or the Secretary of the Military Department concerned.
<b>special selection board</b>	A panel of officers that convenes pursuant to Section 628 or 14502 of Title 10, U.S.C. to evaluate and recommend current and former commissioned officers and warrant officers 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.
<b>warrant officer</b>	Defined in Section 101(b)(3) of Title 10, U.S.C.

## **REFERENCES**

- Chairman of the Joint Chiefs of Staff Instruction 1330.05A, “Joint Officer Management Program Procedures,” December 15, 2015
- Chairman of the Joint Chiefs of Staff Instruction 1331.01D, “Manpower and Personnel Actions Involving General and Flag Officers,” August 1, 2010
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1300.19, “DoD Joint Officer Management (JOM) Program,” April 3, 2018
- DoD Instruction 1310.02, “Original Appointment of Officers,” March 26, 2015
- 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, as amended
- DoD Instruction 1320.13, “Commissioned Officer Promotion Reports (COPRs),” October 30, 2014
- DoD Instruction 1327.07, “Career Intermission Program (CIP) for Service Members,” October 18, 2018
- DoD Instruction 1334.02, “Frocking of Commissioned Officers,” December 7, 2012, as amended.
- United States Code, Title 10