



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
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ARLINGTON VA 22204-2472

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Ser 00/247
17 Nov 15

From: Chief of Naval Personnel
To: President, FY-16 Navy Active-Duty and Reserve Senior Enlisted Performance-Based Continuation Board

Subj: PRECEPT CONVENING THE FY-16 PERFORMANCE-BASED CONTINUATION BOARD TO CONSIDER SENIOR ENLISTED ACTIVE-DUTY AND RESERVE PERSONNEL WITH GREATER THAN 19 YEARS OF SERVICE FOR CONTINUATION ON ACTIVE DUTY OR IN A SELECTED RESERVE STATUS OR VOLUNTARY TRAINING UNIT

Encl: (1) Board Membership
(2) Administrative Support Staff
(3) FY-16 Navy Active-Duty and Reserve Senior Enlisted Performance-Based Continuation Board Guidance

1. Date, Location, and Function

a. The continuation board, consisting of you as president, the personnel listed in enclosure (1) as members, and the personnel listed in enclosure (2) as administrative support staff, is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 7 December 2015, or as soon as practicable thereafter.

b. The function of the continuation board is to consider active-duty, selected reserve, and voluntary training unit enlisted members with greater than 19 years of service for continuation on active duty or in a selected reserve status or voluntary training unit. The continuation board shall consider carefully, without prejudice or partiality, the record of every eligible candidate. The records and names of all eligible candidates, determined as of the date the board convenes, will be furnished to the board.

c. I have personally appointed the members of this continuation board. During the board process, the personnel assigned as board members work directly for me, under oath. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process, and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents

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years of service by the individual candidate. It is absolutely essential that your evaluation afford each eligible candidate fair and equitable consideration.

d. The continuation board shall proceed in accordance with any guidance contained in this letter, and the FY-16 Navy Active-Duty and Reserve Senior Enlisted Performance-Based Continuation Board Guidance, enclosure (3).

2. Authorized Recommendations. No minimum or maximum recommendations are set for this board. The board is directed to recommend for non-continuation as many candidates as it deems appropriate within the continuation guidance provided.

3. Unless expressly authorized or required by me, no member of the board, recorder, assistant recorder, or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the continuation board. All board members, the recorder, assistant recorders, and administrative support personnel must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

4. In order to continually improve the continuation board process, you are directed to offer written feedback regarding the guidance contained in the precept at the continuation board call out with me. Your feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist you and the other board members in your duties as board members.


W. F. MORAN

CONTINUATION BOARD GUIDANCE
FY-16 NAVY ACTIVE-DUTY AND RESERVE SENIOR ENLISTED
PERFORMANCE-BASED CONTINUATION BOARD

Appendix

Subject

A

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- Addresses Equitable Consideration
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- Addresses Content and Routing of
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- Provides Oaths for Board Members,
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APPENDIX - A

GENERAL GUIDANCE

1. Duties of the Board President. The president of the board has been appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending candidates for continuation or non-continuation.

2. Board Proceedings. The following directions apply to all board proceedings:

a. Each of you (president, members, recorder, assistant recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this continuation board, and for fostering careful consideration, without prejudice or partiality, of all eligible candidates.

b. 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 continuation board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a continuation board. You are to base your recommendations on the material in each candidate's military record, any information I have provided to the board, and any information about his or her own record communicated to you by individual eligible candidates in accordance with regulations I have issued.

d. In your deliberations, you may not discuss or disclose the opinion of any person not a member of the board concerning a candidate being considered unless that opinion is contained in material provided to the board. Board members may not introduce anything that is not documented in the candidate's record or letter to the board.

e. In addition, should a candidate's record reveal the removal of an evaluation, the member may not discuss any personal knowledge regarding the circumstance which resulted in the removal of the evaluation, nor should any member conjecture or draw any inference as to the underlying circumstances involved.

f. The Master Chief Petty Officer of the Navy and I are the only persons 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.

g. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the continuation board. As a general rule, communications of any kind or method with outside parties (i.e., persons other than board members, the recorder, assistant recorders, board sponsors, and administrative support personnel) before, during, or after the board relating in any way to the board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. The proceedings, discussions, deliberations, or recommendations of the continuation board may not be disclosed, nor shall any written or documentary record of such proceedings, discussions, deliberations, or recommendations be used for any purpose, unless expressly authorized or required by me, Commander, Navy Personnel Command or higher authority, or as outlined in paragraphs 2.i. or 2.j. below.

h. To ensure the integrity of the board process, it is imperative that you advise the board sponsors of any relationship with any candidate that may affect the perceived integrity of the board. Such relationships include, but are not limited to, spousal, immediate relative by blood, marriage, adoption, or blended family up to the fourth degree of kinship (i.e., first cousin), fiancé(e), significant other or other intimate partner, ex-family member, business relationship, or an accuser/accused in legal proceedings. If you have any doubts or reservations, err on the side of disclosing the relationship. This is a continuing obligation throughout the board proceedings. If necessary, take such action as will protect the integrity of the board process as outlined in paragraph 2.j. below.

i. Before the report of the continuation board is signed, the recommendations and proceedings may be disclosed only to members of the board, the recorder, assistant recorders, and those administrative support personnel I have designated in writing. After the board's report is approved, I will release the names of the selectees and non-selectees for notification. After you sign the board report and I have made the notification

release, only the names of those recommended for continuation may be disclosed; the names of those not recommended for continuation shall not. Procedures and processes of the board may be discussed only in general terms. The proceedings of the board may not be disclosed to any person who is not a board member, recorder, assistant recorder, or administrative support personnel, except to request relief from board duties, as discussed in paragraph 2.j. below.

j. 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 higher authority relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

k. During the period the board is in session, you are not authorized to hold social gatherings/meetings that involve groups of board members/the recorder/assistant recorders, non-board members, and non-administrative support personnel. Discussions involving board actions may only be held in board spaces with the recorder/assistant recorders present.

3. Special Programs and Duties/Individual Augmentation (IA).

Due to operational demands, special duty assignments to include IA may result in a candidate missing the opportunity to serve in a community-recognized milestone or career gate. The candidate may also be evaluated by a reporting senior unfamiliar with the candidate's occupational specialty and the Navy evaluation system. Therefore, attention must be taken in reviewing these candidates' records.

4. Marital/Dependency Status. Continuation boards are prohibited from considering the marital or dependency status of an eligible candidate or the employment, education, gender, or volunteer service of an eligible candidate's spouse.

5. Leadership of Diverse Organizations

a. Our differences give us the strength, courage, and creativity necessary to accomplish our mission in, and meaningfully contribute to, an ever-changing world. The ability to maintain current and future readiness requires that we understand our differences, and recognize the valuable

contributions our differences make to the Department of the Navy and to our Nation. As we build the Navy of the 21st Century we must be able to operate successfully, and with credibility, across our Nation and in a challenging multi-cultural world. When reviewing a candidate's potential for continuation, consider that the Navy benefits when the Navy Leadership possesses a broad spectrum of experience, background, perspective, innovative talent, and a depth and breadth of vision, drawn from every facet of the society it serves and understanding of the world within which it operates. The Navy needs innovative and bold male and female leaders to lead, think creatively, challenge assumptions, and take well-calculated risks that maximize effectiveness.

b. Today's Navy is composed of men and women representing dozens of different ethnic groups and literally hundreds of cultural heritages. Similarly, our allies, partners, and friends across the globe represent a broad range of experience, backgrounds, perceptions, and understandings - regionally, nationally, or through agreements. To be effective, Navy leaders must draw upon the Navy's rich diversity of experience, backgrounds, perspective, innovative talent, and depth and breadth of vision. You should give careful attention to selecting candidates who possess these valuable attributes and have demonstrated the potential to lead large organizations in a complex world composed of men and women coming from widely varying backgrounds. The Navy's ability to meet this leadership challenge depends, in part, on having leaders for, and from, our entire Navy who reflect our very best, including performance, background, professional experience, education, and the spectrum of professional communities. These are factors for you to consider in determining which candidates are fully qualified and whose continuation is in the best interest of the Navy.

6. **Area Tours**. If a candidate's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the candidate has progressed in billet complexity, professional development, and leadership responsibility. Likewise, those candidates who have demonstrated the ability to succeed in challenging assignments in diverse geographic locations, particularly overseas, may be viewed positively.

7. **Review of Records**. Candidates should have ensured his or her Official Military Personnel File (OMPF) and Performance Summary Record (PSR) were updated to the maximum extent or he or she has provided the missing documentation via his or her Letter(s) to the Board.

8. Substandard or Marginal Performance Information. Just as you must consider positive performance, you must consider incidents of misconduct, substandard, or marginal performance documented in a candidate's official service record when determining whether that candidate is fully qualified and his or her continuation is in the best interest of the Navy. For those candidates who have received disciplinary action, or whose official military personnel file contains substandard or marginal performance relating to conduct or performance of duty, either of which is documented within the past five years, every board member in that respective tank shall be briefed on the adverse information contained therein prior to the final board decision.

APPENDIX - B

CONTINUATION STANDARD

1. Fully Qualified. All candidates recommended for continuation must be fully qualified; that is, each candidate's qualifications and performance of duties must clearly demonstrate that they are fully capable of performing the duties normally associated with their current pay grade and rate. Candidates who do not meet this standard are not fully qualified and shall not be recommended for continuation because their continued service is not in the best interest of the Navy.

2. Best Interest of the Navy.

a. You must recommend for continuation only those candidates whose continued service is considered to be in the best interest of the Navy by a majority of at least 67 percent of the members of the respective tank group. The best interest of the Navy requires Master Chief Petty Officers, Senior Chief Petty Officers and Chief Petty Officers to serve as leaders that demonstrate the ability to develop Sailors and enforce standards while conducting themselves in a consistently professional and ethical manner. Their personal and professional attributes include being visible leaders, setting the tone of the unit, and serving as the technical experts in their chosen field. They produce well-trained enlisted and officer teams. They teach, uphold, and enforce standards while providing proactive solutions that are well founded and linked to mission accomplishment. They demonstrate uncompromising integrity and take full responsibility for their actions while demonstrating loyalty to seniors, peers, and subordinates. They encourage open and frank communication that increases unit efficiency, mission readiness, and mutual respect. They define our past and guide the Navy's future to enhance pride in service to our country. They have positive command and Navy wide mission impact. They demonstrate adherence to Navy and DoD ethical standards, physical fitness, loyalty to the Navy Core Values, and the MCPON's Zeroing in on Excellence three focus areas: Developing Leaders, Good Order and Discipline, and Controlling What We Own.

b. Substandard or marginal performance indicators listed below that are documented within the past five years shall be specifically addressed when considering whether a candidate's continuation is in the best interest of the Navy:

(1) A continuity gap of greater than six months between any evaluation.

(2) Any evaluation with an individual trait grade of 2.0 or below.

(3) A drop of two or more trait grades by the same reporting senior on subsequent reports within the same paygrade or promotion status. If the comments specifically state it is not a decline in performance, then the report is not considered adverse. A decline in trait grades due to a transfer between a command's shore and sea components with the same reporting senior is not in itself considered a decline in performance or an adverse report.

(4) Individual trait averages below the reporting senior's average on all evaluations.

(5) Any promotion recommendation of "Significant Problems" or "Progressing".

(6) "Promotable" promotion recommendation on all evaluations.

(7) A decline in promotion recommendation by the same reporting senior on subsequent reports within the same paygrade or promotion status. If comments clearly state it is caused by forced distribution, it is not considered a decline in performance or an adverse evaluation.

(8) Two or more Physical Readiness Program failures.

(9) Any documented circumstance related to performance that results in a candidate's inability to perform in their rating/duties. For example, a loss of security clearance in a rating that requires a member to maintain continuous eligibility.

(10) Moral or professional dereliction such as Detachment for Cause.

(11) Documented misconduct involving either UCMJ (i.e., courts-martial, non-judicial punishment, etc.) or civilian offenses.

(12) Other documented substandard or marginal performance indicators that the candidate's continuation may be

inconsistent with national security interests or may otherwise not be in the best interest of the Navy. For example, evaluations with comments suggesting substandard or marginal performance of duty.

APPENDIX - C

EQUAL OPPORTUNITY AND DIVERSITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, gender, sexual orientation, or national origin. Discrimination on any of these bases is contrary to the Department's core values of honor, courage, and commitment. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, gender, sexual orientation, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the fully qualified candidates whose continued service is in the best interest of the Navy, you must ensure that candidates of every race, religion, color, gender, sexual orientation, and national origin are given fair and equitable consideration.

2. Your evaluation of all candidates must be fair and equitable. You should be particularly vigilant in your evaluation of records to take care that no candidate's continuation opportunity is disadvantaged by service utilization policies or practices. You should evaluate each candidate's potential to continue to serve in his or her current pay grade and rate. This includes his or her ability to successfully lead a diverse organization, the overriding factor being performance of duties assigned.

3. The Navy benefits when we capitalize on the diverse experience, perspective, innovative spirit, background, and ideas in our ranks. Diversity is not founded on statistics, percentages, or quotas. Diversity is about achieving peak performance. Our Navy should draw upon the entire possible set of talents and backgrounds to maximize our warfighting capability, innovate to address new threats and challenges, and take advantage of emergent opportunities.

4. The Navy has assigned some candidates outside of traditional career development patterns. These assignments, though greatly beneficial to the Navy, may have foreclosed to the candidates so assigned opportunities available to other candidates. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. Such assignment practices should not prejudice the recommendation of these men and women for continuation; to do so may deny the Navy diversity

of talent, background, and experience we should seek and which is necessary for sustained success in our changing world. Successful performance of duties assigned is the key in measuring a candidate's potential for continuation; duties performed well by men and women affected by such utilization policies or practices should be given weight equal to duties performed well by a candidate not affected by such policies or practices.

5. This guidance shall not be interpreted as requiring or permitting preferential treatment of any candidate or group of candidates on the grounds of race, religion, color, gender, sexual orientation, or national origin.

APPENDIX - D

BOARD EXECUTION

1. The board will be conducted utilizing appendixes A, B, and C, in determining those candidates who are fully qualified and whose continued service is in the best interest of the Navy. Records are reviewed for substandard or marginal performance indicators listed in appendix B, paragraph 2b.
2. The continuation of candidates who have no documented substandard or marginal performance indicators as described in appendix B, paragraph 2b shall be presumed to be in the best interest of the Navy.
3. The continuation of a candidate who has documented substandard or marginal performance indicators as described in appendix B, paragraph 2b shall not be presumed to be in the best interest of the Navy. While the Navy is, and will remain, a service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past; the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. Those candidates with documented substandard or marginal performance indicators will be reviewed against the standard for performance (i.e. "fully qualified") set forth in appendix B, paragraph 1. Records are individually briefed in the tank for voting to determine whether the candidate's demonstrated performance of duties is commendable enough to overcome the documented substandard or marginal performance indicators so that his or her continued service is in the best interest of the Navy. There shall be no comparison of one record to another. Each record has its own unique set of circumstances to consider. Continuation requires a majority vote of at least 67 percent of the members of the respective tank group.
4. The MCPON Leadership Mess is defined as Fleet, Force, and Command Master Chiefs that are serving for Flag or General Officers. To ensure appropriate review of candidates in these leadership positions, such records will not be randomly distributed to board members, but will be reviewed by designated Fleet, Force, and/or Command Master Chiefs that are currently serving at the three-star and four-star Flag level. These designated members will review the records of the MCPON Leadership Mess in addition to their other board duties. MCPON shall provide the names of those serving in his Leadership Mess

to the board sponsor so that such records can be identified and randomly distributed to these designated members. Any MCPON Leadership Mess record which contains a documented substandard or marginal performance indicator, as detailed in appendix B, paragraph 2b, will be briefed in the tank utilizing the same standard for performance (i.e. "fully qualified"), set forth in appendix B, paragraph 1, as other records. Voting in the tank on the records of the MCPON Leadership Mess will include every board member in that respective tank group.

5. Candidates continued by a previous board are subject to review by this board. A candidate's continuation by a previous board does not limit review by this board of any aspect of the candidate's record within the past five years.

APPENDIX - E

BOARD REPORT

1. The record of the board's proceedings shall be compiled by the recorder, assistant recorders, and administrative support personnel. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain, separately, the names of the candidates recommended for continuation and names of the candidates not recommended for continuation with appropriate statistics as well as the following items:

a. All instructions, information, and guidance that were provided to the board, except information concerning individual candidates, which must be retained at BUPERS.

b. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in this precept and, as appropriate, other letters of guidance or instruction provided by me;

(2) 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;

(3) 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;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the records of each candidate whose name was furnished to the board;

(6) The candidates who have no documented substandard or marginal performance indicators within the past five years and who are recommended for continuation were determined to be fully qualified among those candidates whose names were furnished to the board, and it is presumed that their continuation is in the best interest of the Navy;

(7) The candidates who have documented substandard or marginal performance indicators within the past five years and who are recommended for continuation are, in the opinion of at least 67 percent of the members of the respective tank group, fully qualified for continuation among those candidates whose names were furnished to the board, and their continuation is in the best interest of the Navy;

(8) You are aware that the names of those recommended for continuation will be released via BUPERS Online (<https://www.bol.navy.mil/>) after the board report is approved, and you know that you shall not disclose the names of those recommended for continuation until the names are released;

(9) You are aware that the names of those not recommended for continuation will be released privately after the board report is approved, and you know that you shall never disclose the names of those not recommended for continuation; and

(10) You understand that, except as authorized by Navy regulations, you may never disclose the proceedings, discussions, deliberations, or recommendations of the continuation board to any person who is not a board member, recorder, or assistant recorder.

c. A list of all candidates eligible for consideration.

d. This precept.

2. The report shall be forwarded to me for approval via Commander, Navy Personnel Command.

APPENDIX - F

OATHS

1. The president of the board or a commissioned Officer shall administer the following oath or affirmation to the recorder and assistant recorders:

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"

2. A commissioned officer of the administrative support personnel shall administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of candidates and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"

3. The president of the board or a commissioned officer shall administer the following oath or affirmation to the administrative support personnel:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Chief of Naval Personnel or higher authority, so help you God?"