

MILPERSMAN 1420-050

COUNSELING OF OFFICERS WHO FAIL TO SELECT FOR PROMOTION

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References	(a) SECNAVINST 1400.1B (b) SECNAVINST 1412.8A
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1. Background

a. The statutory procedures for promotion selection constitutes a competitive system that requires the selection of the best qualified from a group of generally outstanding officers. Any selection board thus considers a group of highly capable officers. This results in a certain number of individuals failing selection one or more times. Proper and timely counseling of these officers, if initiated by their own request, is required.

b. This article provides guidance for counseling Navy officers who fail to select for promotion to grades CWO-3, CWO-4, and O-3 to O-6.

2. Counseling Procedure

a. Navy officers desiring counseling under this article are responsible for initiating counseling requests with their respective assignment officers. Assignment officers responsible for providing counseling services will respond promptly to requests for counseling and will keep a record of counseling provided to constituents. The counseling officer will prepare a record for file indicating when and how the request was made (letter, telephone, personally, etc.); when and how the counseling was provided; the specific nature of the counseling; and any other relevant information imparted to the requesting officer. Wherever feasible, the counseling officer should obtain a written acknowledgement from the requesting officer that the prepared record accurately reflects the counseling provided.

b. Counseling shall consist of reviewing the officer's record and indicating factors that may account for the officer not being competitive.

c. Counseling will be provided, when requested, by an officer who is experienced in personnel matters and is senior in grade to and, wherever practicable, in the same competitive category (as defined by references (a) and (b)) as the officer requesting counseling.

d. Officers receiving counseling should be aware that no one actually on a selection board can state with certainty why one particular officer was not selected for promotion. The proceedings of selection boards are confidential, and as a matter of policy, records of the deliberations are not maintained.