From: Secretary of the Navy

Subj: TEMPORARY SPOT PROMOTION OF OFFICERS

Ref: (a) 10 U.S.C. § 5721
(b) SECNAVINST 1420.1 (Series)
(c) SECNAVINST 1412.8 (Series)

Encl: (1) Temporary Spot Promotion of Officers Process

1. Purpose. To establish policy and procedures for the temporary (spot) promotion of certain Navy Lieutenants (LTs) in the line to the grade of Lieutenant Commander (LCDR), per reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 1421.3K.

3. Background. Reference (a) authorizes the spot promotion of certain line LTs to the grade of LCDR under regulations prescribed by the Secretary of the Navy (SECNAV) when those officers have a skill in which the Navy is critically short and are serving in a position (billet) designated to be held by a LCDR and requiring the skill possessed by such officers. The Spot Promotion Program was originally initiated to alleviate critical shortages of officers in the operating forces and to provide a retention incentive for junior officers.

4. Applicability. This instruction applies to line officers, including limited duty officers, of the Regular Navy and of the Reserves if designated as full-time support. Spot promotions made under the Secretary of the Navy Instruction (SECNAVINST) 1421.3K will remain effective until terminated as provided in this instruction.

5. Policy. SECNAV has determined a critical shortage exists for personnel possessing the engineering or special warfare
skills required to serve in the designated LCDR billets located at www.public.navy.mil/bupers-npc/boards/spotpromotions. This shortage necessitates the spot promotion to LCDR of selected officers of the line who possess such skills and who serve in such positions. Officers will be appointed only after Senate confirmation of the recommendations of a spot promotion selection board convened by SECNAV.

6. Responsibilities. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (N1)) is responsible for implementing the Temporary Spot Promotion Program pursuant to this instruction. DCNO (N1) shall make timely submission of selection board precepts to SECNAV and may recommend, with supporting justification, changes to the list of critical skills and qualifying billets as necessary to meet the requirements of paragraph 5.

7. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Forms and Reports. The reports required in enclosure (1), paragraphs 4b and 4c are exempt from reports control by SECNAV M-5214.1, Part IV, paragraph 7k.

THOMAS B. MODLY
Under Secretary of the Navy

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TEMPORARY SPOT PROMOTION OF OFFICERS PROCESS

1. **Eligibility**

   a. **Designators and Skills**

      (1) Unrestricted line officers on the Active Duty List (ADL) and Limited Duty Officers in the surface warfare and submarine warfare designators in the grade of Lieutenant (LT), possessing the skills required for Lieutenant Commander (LCDR) billets as Engineering Officers, Engineering Department Principal Assistants, Engineering Material Officers in afloat units and other staff engineering billets which directly support fleet engineering readiness as designated at www.public.navy.mil/bupers-npc/boards/spotpromotions are eligible;

      (2) Unrestricted line officers on the ADL in the Naval Special Warfare designator (1130) in the grade of LT, possessing the skills required for LCDR and serving in a task unit Commander or Operations Officer billet as designated at www.public.navy.mil/bupers-npc/boards/spotpromotions, are eligible;

      (3) Unrestricted line Full-Time Support (FTS) officers qualified for assignment to billets as designated at www.public.navy.mil/bupers-npc/boards/spotpromotions are eligible.

   b. **Service in Grade.** By the date of the selection board, eligible officers must have served two years in grade, computed from their date of rank as LT;

   c. **Billets.** To be considered for spot promotion, eligible officers must be serving in, or ordered to, one of the engineering or Naval Special Warfare billets specifically listed at www.public.navy.mil/bupers-npc/boards/spotpromotions. Update and waiver requests to the billet list shall be submitted to the Secretary of the Navy (SECNAV) via the Deputy Chief of Naval Operations (DCNO) (N13) and are required prior to board action;

   d. **Minimum Period in Qualifying Billets.** Eligible officers must have at least one year remaining to serve in a qualifying
billet following the date of the Commanding Officer’s (CO) recommendation for spot promotion or expected reporting date to the qualifying billet, whichever is later. Officers whose Projected Rotation Date (PRD) precludes eligibility for spot promotion may request PRD adjustment to meet the one year requirement. Requests for PRD adjustment, with appropriate endorsements by CO, shall be forwarded to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) for consideration;

(1) This requirement is waived for officers whose names are already on a promotion list to the permanent grade of LCDR as a result of normal selection board action;

(2) An unrestricted line FTS officer whose scheduled Release from Active Duty (RAD) date precludes eligibility for spot promotion may request an extension on active duty to meet the one year requirement. The requested extension must be at least six months in duration.

   e. Recommendation. Otherwise eligible officers must be recommended for spot promotion by their CO, per paragraph 2 of this enclosure, except as provided in subparagraph 2c.

2. Command Recommendation. COs are to submit to NAVPERSCOM (PERS-4) the names of those eligible officers who, in their opinion, should be nominated for spot promotions.

   a. The recommendation must include comments on the officer’s performance potential in the qualifying billet and potential to successfully perform duties required in the grade of LCDR;

   b. If the officer desires an adjusted PRD or extended RAD date to establish eligibility for consideration for spot promotion, then the recommendation must comment on that request. Such requests for an officer not yet serving in a qualifying billet shall be submitted via the prospective reporting senior;

   c. Officers under orders to a qualifying billet whose names appear on a promotion list to the permanent grade of LCDR, but who have not yet been promoted, may be recommended by DCNO (N1)
to NAVPERSCOM (PERS-4) for certification that the necessary requirements in paragraph 1 of this enclosure are met.

3. **Spot Promotion Eligibility.** Spot Promotion Selection Board action shall be based on NAVPERSCOM (PERS-4) records and recommendations of nominating COs as applicable. The nomination process shall certify for each officer nominated that:

   a. A bona fide requirement for temporary promotion exists within the command, e.g., a LCDR with appropriate qualifications is not available for the qualifying billet;

   b. The planned duration of the officer's assignment in the qualifying billet will not be less than the minimum period prescribed in paragraph 1 of this enclosure, unless a waiver is permitted under that paragraph;

   c. The billet is a Secretarial-designated billet listed at www.public.navy.mil/bupers-npc/boards/spotpromotions;

   d. The officer is eligible for temporary promotion by virtue of present grade and time of service in present grade as prescribed in paragraph 1 of this enclosure;

   e. The officer has been recommended by his or her CO as prescribed in paragraph 2 of this enclosure.

4. **Spot Promotion Selection Board**

   a. SECNAV will normally convene a selection board quarterly, executed by NAVPERSCOM Career Progression Department (PERS-8), to consider those officers presented for consideration by the nomination process. NAVPERSCOM (PERS-8) shall submit a proposed precept to SECNAV at least 10 days prior to the scheduled convening date;

   b. Upon completion of its deliberations, the selection board shall forward its report to SECNAV for approval, via DCNO (N1), and the Judge Advocate General of the Navy for legal review. Following approval, SECNAV will forward the list of names to the Secretary of Defense with the recommendation that the President forward the nominations to the Senate for confirmation;
c. In conjunction with the report of the last board of each fiscal year, DCNO (N1) shall provide SECNAV with summary data comparing the end strength to the authorization of LCDRs with the skills required for the billets designated at www.public.navy.mil/bupers-npc/boards/spotpromotions. The report will include recommendations based on that data, for any changes to applicability or skills designated in paragraphs 4 and 5 of the basic instruction, or to the billets listed at www.public.navy.mil/bupers-npc/boards/spotpromotions.

5. Spot Appointment. Officers approved for appointment in the temporary grade of LCDR may be promoted on the date they report to a qualifying billet or the date of Senate confirmation of the appointment, whichever is later. Spot appointments will terminate as provided in paragraph 6 of this enclosure.

   a. Retroactive appointments and back pay are not authorized;

   b. Officers selected for spot promotion are not eligible for frocking;

   c. If the member has not reported to the specific qualifying spot billet, but has been Senate confirmed, then NAVPERSCOM (PERS-4) may assign the member to another qualifying spot billet without secondary board action. A new CO nomination letter shall be obtained with the member’s current CO endorsing the member for the new billet. This new nomination letter shall be sent to NAVPERSCOM (PERS-4) and NAVPERSCOM (PERS-8) for verification.

6. Termination of Appointments

   a. Temporary appointments shall terminate upon:

      (1) An officer's promotion to the permanent grade of LCDR;

      (2) A modification of orders which terminates eligibility;

      (3) Commencement of processing for separation from active duty;
(4) The day the officer detaches from a qualifying billet;

Note: An officer who is selected for promotion to the permanent grade of LCDR will maintain the temporary appointment regardless of the billet until the date on which the officer accepts the permanent appointment.

(5) An officer is convicted at court-martial, found guilty at non-judicial punishment, or is detached for cause while serving in the qualifying billet.

b. Upon termination, officers will revert to the highest permanent or temporary grade held prior to appointment, except for officers whose termination is the result of a permanent promotion;

c. If the member is transferring from one qualifying billet immediately to another qualifying billet, then a second spot promotion board is not required. Prior to transfer, NAVPERSCOM (PERS-4) shall verify the member meets all the requirements as prescribed in paragraph 1 of this enclosure and a new CO nomination letter shall be obtained with the current CO endorsing the member for the new billet. This shall be sent to NAVPERSCOM (PERS-4) and NAVPERSCOM (PERS-8) for verification prior to the member’s transfer.

7. Status of Spot-Promoted Officers. Because spot-promoted officers serve concurrently in their lower permanent grades and temporary higher grades, spot promotions will not influence the officers’ eligibility for selection under the normal promotion selection boards convened pursuant to references (b) or (c). In addition, an ADL officer’s permanent grade and position on the ADL of the Navy is not changed by a spot promotion. An FTS officer’s permanent grade and position on the Reserve Active Status List is not changed by a spot promotion.

a. Date of Rank

(1) The date of rank and effective date for entitlement to pay and allowances of the temporary grade of LCDR will be stated in the officer’s appointment. The date of rank assigned will be the date the Senate confirms the initial spot
appointment, or the date the nominee reports into a qualifying billet, whichever is later;

(2) Only one officer can serve in a qualifying spot billet, overlap is not authorized. NAVPERSCOM (PERS-4) shall validate that the member has arrived at the qualifying spot billet and notify NAVPERSCOM (PERS-8). NAVPERSCOM (PERS-8) shall promote the member and notify the command of the promotion once vacancy of the qualifying spot billet is verified.

b. Delivery and Acceptance. NAVPERSCOM (PERS-8) shall forward, via the CO, the officer’s temporary appointment to the grade of LCDR upon NAVPERSCOM (PERS-4) notification that the officer has arrived at the qualifying spot billet or upon Senate confirmation, whichever is later.

(1) Each spot appointment is considered accepted by the appointee, unless it is expressly declined;

(2) Officers selected for promotion who elect to decline the temporary appointment shall so state in writing, in which case the appointment authority terminates. The CO shall forward the original of the officer’s declination to NAVPERSCOM (PERS-4) and NAVPERSCOM (PERS-8).

8. Entitlement. Officers spot-promoted shall be entitled to the pay and allowances of the grade of LCDR from the date specified in the appointment and while so serving until the appointment is terminated as provided in paragraph 6 of this enclosure. COs shall advise NAVPERSCOM (PERS-4), via the appropriate detailers and disbursing officers, of the effective date of appointment and reversion as described in paragraph 6 of this enclosure. NAVPERSCOM (PERS-4) shall notify NAVPERSCOM (PERS-8) of each reversion. Orders detaching an officer will indicate the pay grade on which permanent change of station entitlement will be based.