

PROTECT STAFF PERSONAL

From: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Royal Navy



Navy Command

DNPERS(PROMS)/6/4(APB)

Officer Promotions Section
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HM Naval Base
Portsmouth
PO1 3LS
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See Distribution

-- Dec 11

**2012 ANNUAL PROMOTION BOARD FOR [NAME] BRANCH PROMOTIONS TO
LIEUTENANT COMMANDER ROYAL NAVY [MAJOR ROYAL MARINES]**

References:

- A. BR 3 Chapter 66 and Annex 66B
- B. 2011 DIN 01-048

1. I am directed by the Naval Secretary to request you attend the [name] Branch Annual Promotion Selection Board (APB) for promotion to Lt Cdr RN [Maj RM] on [date]. The Board will convene at [time] in Victory Building Room [026/175/177]; will be chaired by [rank/initials/name] Royal Navy [Marines]; and should complete by [time]. Dress will be normal working rig or lounge suit.

2. Guidance on the procedures to be used during the selection process, and the revised gradings to be used when voting, is contained in the Promotion Board Instructions. **Please read them carefully as they vary year on year to reflect legislative changes and promotion policy amendments.**

3. The officers eligible for consideration by the Board are listed on the voting sheet(s) in seniority order [and include the result of the pre-board review carried by the Branch Secretary - X and E boards only]. Also enclosed are the promotion box(es) containing the promotion files and folder(s) containing the profile sheets. **Please make sure that the documentation supplied is properly protected at all times when unattended.**

4. The maximum authorised numbers (MAUN) to be promoted to Lt Cdr [Maj] are recorded at the top of the appropriate voting sheet. As a guide to voting, board members should aim to restrict the number of candidates by grade as follows:

A	??
B+	??
B	??

5. During the pre-reading phase, APB members are invited to assess the merit of each candidate eligible for promotion and record their conclusion on the appropriate voting sheet. When completed, voting sheet(s) must be returned in a sealed

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envelope marked PERSONAL to:

Commander [initials/name]
PROMBSX/E/R
Room 053
Victory Building
HM Naval Base
Portsmouth
PO1 3LS

to arrive **no later than midday [date]**.

6. Board members are asked not to mark in any way the appraisal reports in the promotion files as they are required for subsequent promotion boards. Should you wish to make notes, the profile sheets may be used for this purpose. Finally, you are requested to bring the promotion box(es) and profile sheet folder(s) to the APB.

7. Points of clarification on individual officers prepared by the Branch Secretary are at Annex A and an extract of the detailed promotion requirement is at Annex B [delete as required].

[initials & name]
Cdr RN/C1 MSF
[name] Branch Secretary

Distribution

[rank/initials/name] Royal Navy [Marines]
[rank/initials/name] Royal Navy [Marines]
[rank/initials/name] Royal Navy [Marines]
[rank/initials/name] Royal Navy [Marines]

Annexes:

- A. Points Arising from the Pre-Board [Preliminary] Review
- B. Branch extract from Promotion Requirement (MAUN) letter

Enclosures:

- 1. Promotion Board Instructions (Revised Dec 11)
- 2. Voting Sheet(s)
- 3. Promotion Box(es)
- 4. Profile Sheet Folder(s)

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Annex A to
DNPERS(PROMS)/6/4(APB)
Dated -- Dec 11

POINTS ARISING FROM THE PRE-BOARD [PRELIMINARY] REVIEW

The following points were noted during the Pre-Board [Preliminary] Review by the Branch Secretary:

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Annex B to
DNPERS(PROMS)/6/4(APB)
Dated -- Dec 11

**BRANCH EXTRACT FROM PROMOTION REQUIREMENT (MAXIMUM
AUTHORISED NUMBERS) LETTER**

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