

**RDML VALDES’S PHILOSOPHY ON LETTERS:**

Admiral Valdes wants to be transparent and selective about writing letters to selection boards. He wants to write a meaningful letter for a deserving candidate. He intends to write 1 or 2 letters per board.

**GOAL OF THE CORPS CHIEF LETTER:**

To highlight a physician, the board may overlook due to timing or other circumstances. Not promoting this physician would be a significant loss of talent to the Navy.

**FY23 SUBMISSIONS/FEEDBACK:**

1. We received six requests, all from MTFs.
  - a. Letters to the board should include officers in an operational billet.
2. Five of the requests were from officers just coming into the promotion zone.
3. Four were superstars who did not need the Admiral's help.
4. One was middle of the pack and would end up in the crunch, and there was not a specific reason for the Admiral to pull him out.
5. One was an Officer who had been previously passed over. This officer has moved to the right in small summary groups, taken on extra collaterals, and maximized the leadership opportunities given. A letter from the Admiral will make a difference.

**THE ASK:**

When doing your Career Development Boards, look for opportunities where a letter is deserving, and the individual's talent is commensurate with the next rank and will mean something. Below is the timeline and requested submission information.

**1. Timeline**

- a. CAPTs – CDRs go to the O6 Board in February
  - i. Call for requests in November
  - ii. **Request due to the Corps Chief Office Dec. 1<sup>st</sup>**
  - iii. Letters written in December
  - iv. Returned to member and submitted to PERS in January
- b. CDRs – LCDRs go to the O5 Board in May
  - i. Call for requests in February
  - ii. **Request due to the Corps Chief Office March 1st**
  - iii. Letters written in March
  - iv. Returned to member and submitted to PERS in April
- c. LCDR – LTs go to the O4 Board in May
  - i. Call for requests in February
  - ii. **Request due to the Corps Chief Office March 1st**
  - iii. Letters written in March
  - iv. Returned to member and submitted to PERS in April

RANK	BOARD DATE	SUBMISSION DUE DATE TO THE CORPS CHIEF OFFICE
CDRs	O6 Board – February	01 DEC 2023
LCDR	O5 Board - May	01 MAR 2024
LT	O4 Board – May	01 MAR 2024

**2. Stakeholders**

- a. Corps Chief, COs, **CMOs** (as the action officer) and **TYCOM/Fleet Surgeon** if operational command

**3. Selection criteria**

- a. **MUST** have CO's endorsement. RMDL Valdes will want to know how the individual ranks at your command. **The intent is not to have the CO write a letter, but we want to ensure the CO is aware and concurs with the request.**
- b. **MUST** have a career development board with the command (CMO or XO). **Please ensure you are documenting completion of the career development board in NSIPS.**
- c. History of significant positions of leadership or currently holding an important position of leadership
- d. NO PFA failures, adverse issues, legal flags, prior FITREPs with less than promotable
- e. **MUST be board certified and maintains at least one board certification, and is in good standing**

**4. Other considerations**

- a. Successfully completed an operational tour or deployment
- b. Successfully completed a fellowship
- c. Warfare device
- d. JMPE I
- e. Demonstrates intent to hold a position required by the next rank (Department Head, Director, CMO, XO)

**5. Corps Chief Package Review**

- a. Packages will be submitted to the Corps Chief Office from the CMO/TYCOM/Fleet Surgeon with CO endorsement to MC Career Planner CAPT Shauna O'Sullivan at [shauna.f.osullivam.mil@health.mil](mailto:shauna.f.osullivam.mil@health.mil) with Deputy Corps Chief Captain Terri Allen cc'd for awareness
  - i. OSR
  - ii. PSR
  - iii. Last two Fitreps
  - iv. Draft Letter for Admiral Valdes to sign if officer selected
- b. The Corps Chief Office will score and rank packages. Top 3 per rank will be presented to RMDL Valdes for consideration
- c. The Corps Chief will notify the command of the selected officer and provide the signed letter by RDML Valdes for records maintenance