

# COMPOSITION OF THE SELECTION BOARD

Before conducting the board submit the list of your proposed Selection Board Members and alternates to HRO for review and approval.

**1. Board must have 3 or 5 voting members.**

**2. Board Recorder is non-voting administrative position.**

The Board Recorder is a non-voting member and responsible for submitting board member names and questions for HRO Approval, for notifying applicants, preparing board member packet and returning documents to HRO. (See Board Recorder Checklist)

**3. The Selecting Official will determine the board composition.**

The Selecting Official depends on your organization's structure and positions descriptions (Federal Technician).

**4. The Board President will be the senior military member or senior grade technician on the board. Military rank takes precedence.**

**5. The Board members must also be equal or higher in military rank than the applicants.** For federal technician applicants, Board members must be equal or higher in military rank **and** be equal or higher in technician grade.

**6. Board must have at least one subject matter expert.**

**7. When you do receive your Applicant list from HRO:**

- Ensure the Selection Board reflects the diverse makeup of the referred applicants (to include gender [male/female])
- Ensure that your board does not have a relative in the applicant pool.
- Ensure the Board members are equal or higher in military rank than the applicants. For federal technician applicants, the board members must be equal or higher in military rank **and** be equal or higher in technician grade.

