

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 a 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.

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. Board members must be present for all interviewees

8. 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.

