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.