FY18 O-4 MILESTONE & XO/OIC LEADERSHIP BOARD FAQ

1. Why are we having this O-4 Milestone and O-4 XO/OIC Leadership board?

This board will institute a formal screening process for key assignments across the IWC at an earlier point in our career paths than the current O-5 Milestone screening. This is part of our continued evolution as an integrated IW Community, and is intended to establish a pool of qualified, screened officers for assignment to Milestone and Leadership positions, improve officer record management, and assist in the identification of high potential talent. The board processes will mirror the O5 and O6 Command and Milestone screening board.

2. When will this board take place? Will this board be at the same time every year?

The first O-4 Milestone and O-4 XO/OIC Leadership board will take place 17-21 April 2017. All available board schedules are available at:

http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Pages/FY18-Board-Schedule-.aspx

In the coming years, this board will take place in November, following the release of O-4 results in September. This process will mirror the same phasing schedule as O-5, with results released in May and the O-5 Command and Milestone Board in August.

3. Who is eligible for this board?

Officers will have two opportunities (two looks) to be selected for O-4 Milestone and have two opportunities (two looks) to be selected for O-4 Leadership.

- **MILESTONE:** CW, IP and Intel communities will screen officers for milestone at year of selection (YOS) to O-4. For the FY-18 Board, CW, IP and Intel will screen officers in FY 2016 and 2017 promotion YGs. OCEANO will screen officers at 6 and 7 years of commissioned service (YCS) to allow for screening prior to NPS, thus will screen officers in YGs 2010 and 2011 for the FY18 Board.
- **LEADERSHIP:** All communities will administratively screen officers who are in FY 2015 and 2014 promotion YGs. Eligible officers must be O-4 Milestone screened. Officers who are slated for, currently in, or have completed a tour in an XO/OIC billet will not be screened.
**4. If I am a CW, IP, or Intel Officer and I am YOS +1 and fail to screen for O-4 Milestone, what happens?**

If you fail to screen for O-4 Milestone and you are YOS +1, next year (FY19 O-4 MS and XO/OIC board) you will be screened again for O-4 Milestone (second look). If you screen positively for Milestone on your second look, you will also immediately be screened next year for O-4 XO/OIC Leadership.

**5. If I am senior to eligibility criteria, what happens to me? What does it mean to be ‘grandfathered’?**

**O-4 Milestone:** Officers who are slated to or have served in a Milestone position will be considered Milestone screened and will not need to be considered by the board. For those Officers who are senior to the senior eligible officer being considered, who have not been slated or served in a Milestone assignment, and who desire to be slated to a Milestone assignment will be considered Milestone screened once their records are reviewed by PERS-47 detailers. This will ensure officers meet the performance standards for assignment to a Milestone position.

**O-4 Leadership:** Officers senior to the eligibility group will not be considered “screened” based on their seniority.

**6. How will my follow-on detailing work if I am administratively screened for Milestone or Leadership (XO/OIC)?**

If you successfully screen for O-4 Milestone, you will be slated and detailed to an O-4 Milestone position in the coming years. There are not always enough O-4 Milestone opportunities to immediately detail all Officers into O-4 Milestone once successfully screened, but the detailing objective is to detail you into an O-4 Milestone by your second O-4 tour.

If you successfully screen for O-4 XO/OIC Leadership, it is not a guarantee you will be slated or offered an O-4 XO/OIC Leadership assignment. We are intentionally screening to a bank of qualified Officers. There is not enough opportunity for all screened Officers to be detailed to an O-4 XO/OIC Leadership position.

**7. What if I am eligible for the board and do not want to be considered for either O-4 Milestone or O-4 XO/OIC Leadership?**

If you meet eligibility criteria for either the Milestone or Leadership portion of this board and do not want to be considered for the position/screening, you will need to submit a “Do Not Pick Me” letter to the board. The board identification information is “18426, IWC O4 MS/XO/OIC Board”. Additional information on correspondence with a promotion board is available in
MILPERSMAN 1420-010, which can be found at http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1400Promotions/Documents/1420-010.pdf

This is a significant action, as officers who do not screen for Milestone will no longer be considered a due course officer, with implications for future assignability and promotion. Your detailer is standing by to discuss this with any Officer who is considering this option.

8. Should I send a Letter to the Board?

If you need to update your record with missing FITREPS, qualifications, awards, a Letter to the Board (LTB) is almost always recommended. If you desire to submit a LTB to explain a discrepancy in your record, or provide letters of recommendation, recommend discussing with a board-experienced mentor and your detailer.

A LTB is privileged information between you and the board and is destroyed at the conclusion of the board. If you have previously submitted a letter to a statutory (promotion) board, then it no longer exists, and you will need to submit one for this administrative board if you have material to provide the board. If you submit documents that are missing from your record, the board will not submit the documentation to the appropriate POCs to the correct any discrepancy. You will need to do this via separate correspondence.

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9. I’m an eligible OCEANO LT—should I send a letter to the board with my LT FITREP?

If you do not see your LT FITREP annotated in your Performance Summary record by mid-March, you should submit it as an Enclosure in a LTB to ensure it is considered by the Board.

10. When will my OSR/PSR be pulled for the board?

For all boards, your OSR/PSR is pulled by Board Matters ~30 days prior to the board. Any FITREP, award, AQD, etc earned inside this 30-day window should be provided to the board as an Enclosure in a LTB.

11. If I submit a “Do Not Pick Me” Letter, does that become part of my official record? Will it impact my next promotion board?

A “Do Not Pick Me” Letter does not become part of your official record. It is considered at the board for which you are considered and then destroyed. While the letter itself will not impact
your next promotion board, the second order effect of the letter and not screening for Milestone or XO/OIC Leadership could impact your next promotion board.

A “Do Not Pick Me” Letter does not carry over from one board to the next year’s board. If you submit a “Do Not Pick Me” Letter for this year’s board and you still do not wish to be selected next year, you will need to submit another letter to ensure you are not selected on your second look.

12. What happens if I am administratively screened but do not want to go to the O-4 Milestone or O-4 XO/OIC Leadership billet I am slated for?

If you are screened for O-4 Milestone or O-4 XO/OIC Leadership, you will provide your preferences for consideration in the slating process. These preferences are one factor among many (e.g. timing, qualifications, experience, EFM, dual-military co-location, etc.) that detailers consider when slating officers for assignment. As we are screening more officers for leadership assignments than opportunity, some officers will not be slated to a leadership assignment. If an officer is slated for an O-4 Milestone or O-4 XO/OIC Leadership billet, but does not want to accept these orders, they must submit a Memorandum to PERS 47 declining Milestone or XO/OIC Leadership. If you decline the assignment, your record will be annotated with a Field Code 17 indicating Officer declined Milestone or XO/OIC Leadership. This FC-17 will be part of your permanent record and will be briefed at all future statutory and administrative boards. Your detailer is standing by to discuss this with any Officer who is considering this step.

13. What happens if I do not administratively screen for O-4 Milestone or O-4 XO/OIC Leadership?

If you do not successfully screen for Milestone or XO/OIC Leadership at your first look, then you will be considered the next year in your second look. You will be detailed to a valid O-4 billet within your designator while you await successful screening. If you do not screen after your second look, you will not be able to be assigned to any community Milestone or Leadership assignments. The IWC places great value on Milestone and Leadership assignments, which is addressed in greater detail in Statutory Board Convening Order, Precept, and Community Values slides.

14. I am an 1830. I have completed my mid-career Milestone as a LT. Will I be screened for O-4 Milestone?

LT mid-career milestones for 1830s are in the process of being removed from the 1830 Milestone list. If you have completed an 1830 mid-career Milestone as a LT and have earned the GB1 AQD, then you will not be screened for O-4 Milestone and you will not be required to complete another Milestone tour as an O-4. However, recommend you discuss with your
detailed your record and if it is advisable to complete an O4 Milestone assignment. You will be eligible for O4 XO/OIC Leadership screening in YOS +2 and YOS +3.

15. **How will the cross-detail XO slating work?**

The IWC will seek to cross-detail O-4 XO positions to the maximum extent possible. O-4 OIC positions will remain community specific to their assigned designator. All potential XO positions and any designator constraints will be advertised. An example of a constraint is if an O5 CO position is cross detailed, then the XO position in that command will remain in designator. You will be asked to provide your preferences among the Leadership opportunities, but again as mentioned in Q12, your preferences are one factor under consideration when slating.

16. **Can I request just OIC or just XO?**

You cannot request just OIC or just XO.

17. **How is successful screening for O-4 Milestone or O-4 XO/OIC Leadership reflected in my record?**

Successful screening will be annotated in your record by an administrative screen code. These codes are not viewed by statutory boards, so it is strongly recommended for successful screening to be annotated in your FITREP for consideration by future Statutory Boards. If not included in a FITREP, consider a LTB for future Statutory Boards.

NPC is working with IFOR (TYCOM) to establish an AQD for successful O-4 XO/OIC Leadership screening, but until that is created, it is critical to ensure successful screening is annotated in your next FITREP.

18. **I'm senior to the process and just completing my O-4 XO assignment. Can I serve on the board as a board member? Who is sitting this board?**

The board will be comprised of 1x IW Flag Officer, and 1 x O-6 and 2 x O-5 from each IW Community. In addition, each IW Community will provide an Assistant Recorder. All Assistant Recorders are verified to be ineligible for the board by either being junior than the junior Officer considered, senior to the Senior Officer considered, or ‘grandfathered’ due to completion of either Milestone or XO/OIC Leadership.

19. **I'm an 1830 and am trying to figure out my career path with O-3 Milestones coming off the list. When will a new Milestone list be published?**

NPC is currently working to create and publish a revised 1830 Milestone list in the upcoming months that will include only O-4 Milestones. All O-3 Milestones will be removed and will
count as normal Type 2 or Type 4 sea duty. Anyone currently in an O-3 Milestone, slated to go to an O-3 Milestone, or already mid-career Milestone complete will still receive their GB1 AQD in accordance with the current designation memo (17 May 2016).

All IWC communities conduct an annual review of their respective Milestone lists and are currently conducting Milestone revisions to ensure the billets meet the criteria for IWC Milestone.