

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone:	DSN	882-2322
			COM	(901) 874-2322
			FAX	874-2751

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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Reference	(a) DON CIO 032009Z Oct 08
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1. **Policy.** Each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter addressed to the board president.

2. **Contents of Communication.** The written communication from the eligible officer, termed as a letter to the board president, may call any matter to the board's attention that the officer considers important. The officer's written communication may include (enclosed) correspondence from any individual concerning the eligible officer. Correspondence which is not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must be accompanied by a letter to the board president and signed by the eligible officer stating that the officer desires the enclosed correspondence be presented to the board. Correspondence not accompanied by a letter to the board president and signed by the eligible officer is considered third-party correspondence and will be destroyed. Correspondence containing classified information will not be accepted.

3. **Correspondence Due Date.** Correspondence must be received by Navy Personnel Command (NAVPERSCOM), Customer Service Center (BUPERS-074) not later than 10 calendar days before the date the board convenes.

4. **Submitting Board Correspondence.** There are several ways to submit board correspondence. All board correspondence should include the correct board number. Each board has a three digit number, which is preceded by the fiscal year for that board (e.g., the board number for the FY-18 active O-5 line promotion selection board is "18230.") In the subsequent examples, "FY-YY" indicates the "YY" should be replaced with the applicable fiscal year. Board numbers may be found on that board's respective page or the board schedule, which may be accessed at:

<http://www.public.navy.mil/bupers-npc/boards/generalboardinfo/Pages/default.aspx>.

a. **E-mail Submission Guidelines.** Board correspondence may be e-mailed to CSCSELBOARD@NAVY.MIL. All e-mails containing PII in the body or attachments must be encrypted per the Department of the Navy Users Guide to PII, per reference (a), both of which may be accessed at: <http://www.doncio.navy.mil/ContentView.aspx?id=2451>. Go to <https://dod411.gds.disa.mil> to download the required mailbox certificate. The subject line of the e-mail must include **"FOUO-Privacy Sensitive Board Package: Active Duty [Rank] [Line or Staff] Board, FY-YYXXX."** When the e-mail contains PII, the subject line must be marked with "FOUO - Privacy Sensitive." The e-mail must include a letter to the board president signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's letter to the board may also be included as appropriate.

b. **All USPS Mail.** Please note that the address for commercial shipping is different than the address used for sending board correspondence via the United States Postal Service (USPS). When mailing PII, individuals must use DD Form 2923 Privacy Act Data Cover Sheet and double wrap the package. DD form 2923 may be accessed by using the following Web address: http://www.esd.whs.mil/Directives/forms/dd2500_2999/. The inner package must be labeled with the privacy warning "FOUO - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties" and use a tracking feature. **Correspondence mailed via USPS must use the following address:**

<p>Navy Personnel Command Customer Service Center (BUPERS-074) President, FY-YY (YY is fiscal year) (Active Duty or Reserve) (Grade) (Line or Staff) Promotion Selection Board Board FY-YYXXX 5720 Integrity Drive Millington TN 38055-6300</p>
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c. All "commercial" (Federal Express, UPS, DHL, etc.) express or overnight mail must use the following address:

Navy Personnel Command Customer Service Center (BUPERS-074)
President, FY-YY (YY is fiscal year) (Active Duty or Reserve)
(Grade) (Line or Staff) Promotion Selection Board
Board FY-YYXXX
5640 Ticonderoga Loop Bldg. 768 Rm E302
Millington TN 38055-6300

5. **Confirmation of Receipt.** Members may contact the NAVPERSCOM Customer Service Center (BUPERS-074) to confirm receipt of their package for statutory promotion selection boards via **e-mail:** UASKNPC@NAVY.MIL, telephone 1-866-U-ASK-NPC (1-866-827-5672) or DSN 882-5672, or Web address: [https://npccontactcenter.ahf.nmci.navy.mil/OA HTML/npc.html](https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html).