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ACTIVE-DUTY OFFICER PROMOTIONS PERS-80

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Scope & Purpose

- Scope:
  - This brief covers the process for Active-Duty Officer regular statutory promotion boards as governed by SECNAVINST 1420.1 (series)
  - Provides an overview ONLY, not to be taken as comprehensive or authoritative.
- Purpose:
  - Answer the question: “How does the board process work?”
  - Emphasize the importance of personal record management

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Officer Promotion Plan:

How Do I Know When Am I Eligible?

- **NOTICE OF CONVENING PROMTION SELECTION BOARDS NAVADMIN**
  - Announces next Fiscal Year's zones for each competitive category of officers
  - Always released in December – Not less than 30 days prior to first board
  - Based on the Promotion Plan produced by CNP N13
- Individual Eligibility
  - Based on your Date of Rank and Lineal Number, which is available on BUPERS ONLINE, which contains the Naval Register

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Competitive Categories (Line)

- 11xx	Unrestricted Line
- 120x	Human Resources
- 123x	Permanent Military Professor
- 127x	Acquisition Line (O8)(11xx, 14xx, 151x, 152x)
- 14xx	Engineering Duty Officer
- 151x	Aviation Engineering Duty Officer (Engineering)
- 152x	Aviation Engineering Duty Officer (Maintenance)
- 165x	Public Affairs
- 17xx	Foreign Area
- 180x	Meteorology / Oceanography
- 181x	Information Warfare
- 182x	Information Professional
- 183x	Intelligence
- 184x	Cyber Warfare Engineer (New)
- 6xxx	Limited Duty Officer (Line)

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Competitive Categories (Staff)

- 210x	Medical Corps
- 220x	Dental Corps
- 230x	Medical Service Corps
- 250x	Judge Advocate General Corps
- 270x	Senior Healthcare Executive
- 290x	Nurse Corps
- 310x	Supply Corps
- 410x	Chaplain Corps
- 510x	Civil Engineering Corps
- 65xx	Limited Duty Officer (Staff)

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Help, I'm in zone! What do I do now?

- View your OSR/PSR via "Official Military Personnel File (OMPF) – My Record" online at:

www.bol.navy.mil

Log onto BUPERS Online to view record

- Check everything in your record (see next slide for details)-- if something is missing, submit a letter to the board with the missing/correct document(s) as an enclosure(s).

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Maintaining Your Record

- Check:
  - Regular FITREP Continuity
  - Awards
  - Education Information
  - Service Schools
  - Subspecialty Codes
  - Special Qualifications (AQDs)
  - Naval Officer Billet Classification codes (NOBCs)
  - Ensure that you have a lineal number!

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Pre-Board

Membership Composition:

SECNAVINST 1401.3 (Series)

- Active-Duty Regular Unrestricted Line (Minimum Criteria)
  - 5 Aviators (13X0 with at least one pilot 1310 and one NFO 1320)
  - 4 Surface (1110)
  - 3 Submarine (1120)
  - 1 Special Warfare (1130)
  - 1 Special Operation (1140)

  Included in the above minimum requirements are:
    - 1 Joint Rep (JQO) and one alternate (approved by CJCS)
    - 3 Acquisition Professional (APM), 1 each SWO/AVIAT/SUBS for O6/O7 boards and 1 APM for O5/O4 boards
    - Minority/Female Reps

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Pre-Board
Membership Composition:
SECNAVINST 1401.3 (Series)

- Active-Duty Restricted Line (Minimum Criteria)
  - 2 RL
  - 5 URL Officers with 1 min each SURF/SUB/AVIA
    - JQO/APM reps (as required by eligibles)
    - Minority/Female Reps

- LDO (Minimum Criteria is 5 officers)
  - 4 LDOs normally (1 each: 61XX(640X), 62XX(640X), 63XX, 64XX for major designators with eligible officers under consideration)
  - 5 URL Officers normally (URLs must be the majority)
    - Minority/Female Reps

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Pre-Board
Membership Composition:
SECNAVINST 1401.3 (Series)

- Active-Duty Staff Corps (Minimum Criteria)
  - 5 Members with 1 URL required
  - 4 Members should be from the community
    - Chaplain Corps Boards (≤ O6) = 2 CHC and 5 URL
    - LDO = 5 members (In Desig LDO if avail, 1 Staff Corps from each associated LDO designator, 1 URL min.)
    - Flag Boards - majority is from URL
    - Minority/Female Reps
    - JQO/APM Reps (As required by eligibles/community)
    - MC – Med/Surg Rep
    - NC – RN/APN Rep
    - MSC – HCA/HCC/HCS Rep

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Lieutenant All Fully Qualified

ALNAV 033/02

- Lieutenant All Fully Qualified is a selection process conducted by PERS-80
- All officers who will have completed the LTJG statutory time in grade requirement of 24 months within the next fiscal year will normally be placed on the select list for Lieutenant if on the most recent observed regular fitness report, the officer did not receive a promotion recommendation of “significant problems” or “progressing”.
- All records are screened and reviewed for adverse information
- Those who are selected for promotion will be promoted on the first day of the first month following the anniversary of 24 months in grade. The monthly promotion NAVADMIN message released by CNP is the authority for promotion.
- An officer is eligible only if during the one-year period ending on the date of the convening of the promotion board the officer has continuously performed service on either the reserve active-status list or the active-duty list (or on a combination of both lists). Entry grade credit does not count towards this one-year period.

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Promotion to Lieutenant Junior Grade SECNAVINST 1412.6 (Series)

- Commanding officers are authorized to make the initial determination as to the basic qualifications of officers under their command to serve in the grade of lieutenant junior grade (LTJG)
- Officers may be promoted to LTJG as soon as qualified, but not earlier than the date of completion of 24 months service in grade as Ensign (ENS).

For example, an ENS whose date of rank is 2 October 2014 will complete 24 months in grade on 1 October 2016 and will be eligible for promotion on 2 October 2016.

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Pre-Board (Precept)

- The Promotion Selection Board Precept
  - Signed by SECNAV
  - **ONE** issued each FY and covers all O6 and below statutory boards convened in that FY
  - Promulgates general guidance on the function and procedures of all statutory selection boards
  - Contains the required oaths for the board members and recorders to ensure strict confidentiality of proceedings
  - Addresses equal opportunity and diversity guidance
  - Addresses processing and routing of promotion selection board reports
  - References SECNAV approved community briefs & competency/skill information

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Pre-Board (Convening Order)

- The Promotion Selection Board Convening Order
  - Signed by SECNAV
  - Issued for **EACH** board and provides the authority to convene the board
  - Provides the date, time, and location of the selection board along with official list of membership, recorders, and admin support for that particular board
  - Sets the “best and fully qualified” selection standard along with the authorized percentage to select for each competitive category
  - Defines skill requirements to be considered by the board for each competitive category
  - Defines additional considerations by the board for each competitive category
  - Sets the statutory objectives for Joint and Acquisition Corps

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Pre-board (Preparation)

- Two Months Prior/Three Weeks Prior
  - Verify eligibles based on lineal number and any changes (e.g., resignations or retirements)
- List of eligibles sent to Selection Board Support for creation of the selection board in the Navy Selection Board System and the Navy Officer and Enlisted Board System (OEBS)
- Board Convening Order is generated and routed by PERS-804 for SECNAV approval **(must have to convene board)**

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Board Recorder Week (Board Prep)

- Usually starts one week prior to the board with board recorders arrival
- Board Recorders: Verify eligible's record displays accurately in the Selection Board System

  (DONE AS A COURTESY TO ELIGIBLES!)

  – Verify regular FITREP continuity for previous 5-years
  – Verify OSR/PSR accurately reflects FITREP grades and promotion recommendations
  – Verify awards & education
- **IMPORTANT!!** – The recorder's verification does **NOT** replace to the officer's responsibility to ensure the completeness and accuracy of his/her record.

Board Recorder Week (Board Prep)

Communication with the Selection Board by eligible Officers:

- **Letter to the Board (LTB) – see MILPERSMAN 1420-010 and annual NOTICE OF CONVENING PROMTION SELECTION BOARDS NAVADMIN**
  - **NOT** required, but is authorized by law
  - Written communication from the eligible officer to the Board President
  - **Must** arrive not later 10 calendar days before convening date of the board
  - Can be regular mail. Preferred method of submission is EMAIL to: CSCSELBOARD@NAVY.MIL
  - May call attention to any matter concerning the eligible officer that the officer considers important to his/her case
  - By law, a LTB MUST be considered by the board, so use discretion!!

Federal law prohibits third party correspondence, so items submitted including letters of recommendation, MUST ALL come from the eligible officer!! Per MILPERSMAN 1420-010, cover letters must be signed with a wet (pen) or CAC signature that displays DoD ID number.

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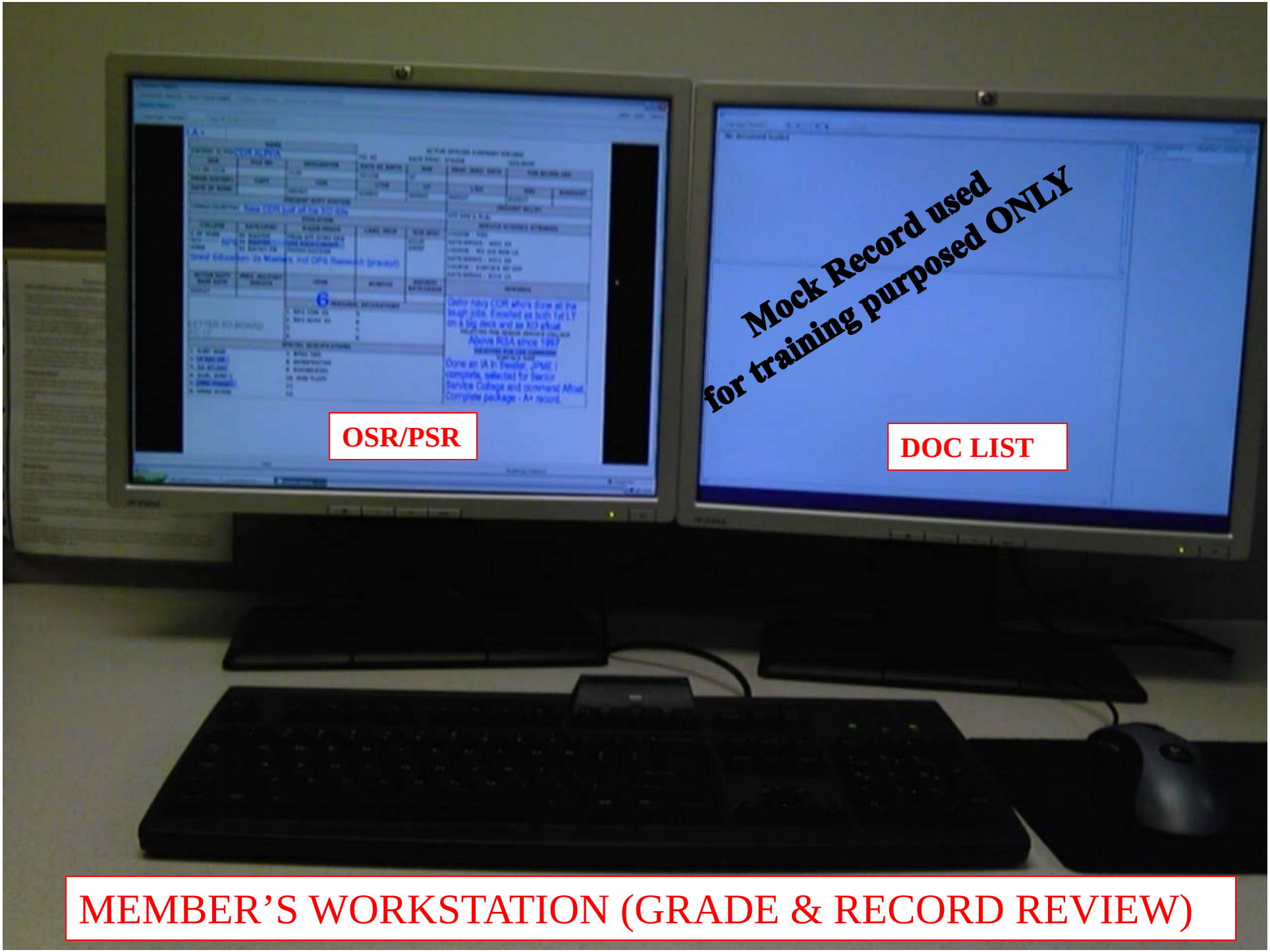
Board Week (Convening & Record Review)

- Board members arrive on board convening day and review precept/convening order
- Usually 0800 start with welcome/admin remarks
- Members and Recorders are sworn in (Oaths)
- **Mandatory SECNAV brief**
- Members proceed to the appropriate board room
- Members are provided training on the board software application
- Eligible records are distributed randomly to board members
- Members begin review and grade of above and in-zone eligible records
  - Member reviews all FITREPs and other applicable items in the official record of the assigned eligible and places grade, notes, and highlights on the OSR/PSR to be viewed by all board members in the "**Tank**".

SELECTION BOARD ROOM



MEMBER'S WORKSTATION (GRADE & RECORD REVIEW)

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Board Week
(Record Brief/Vote in the "Tank")

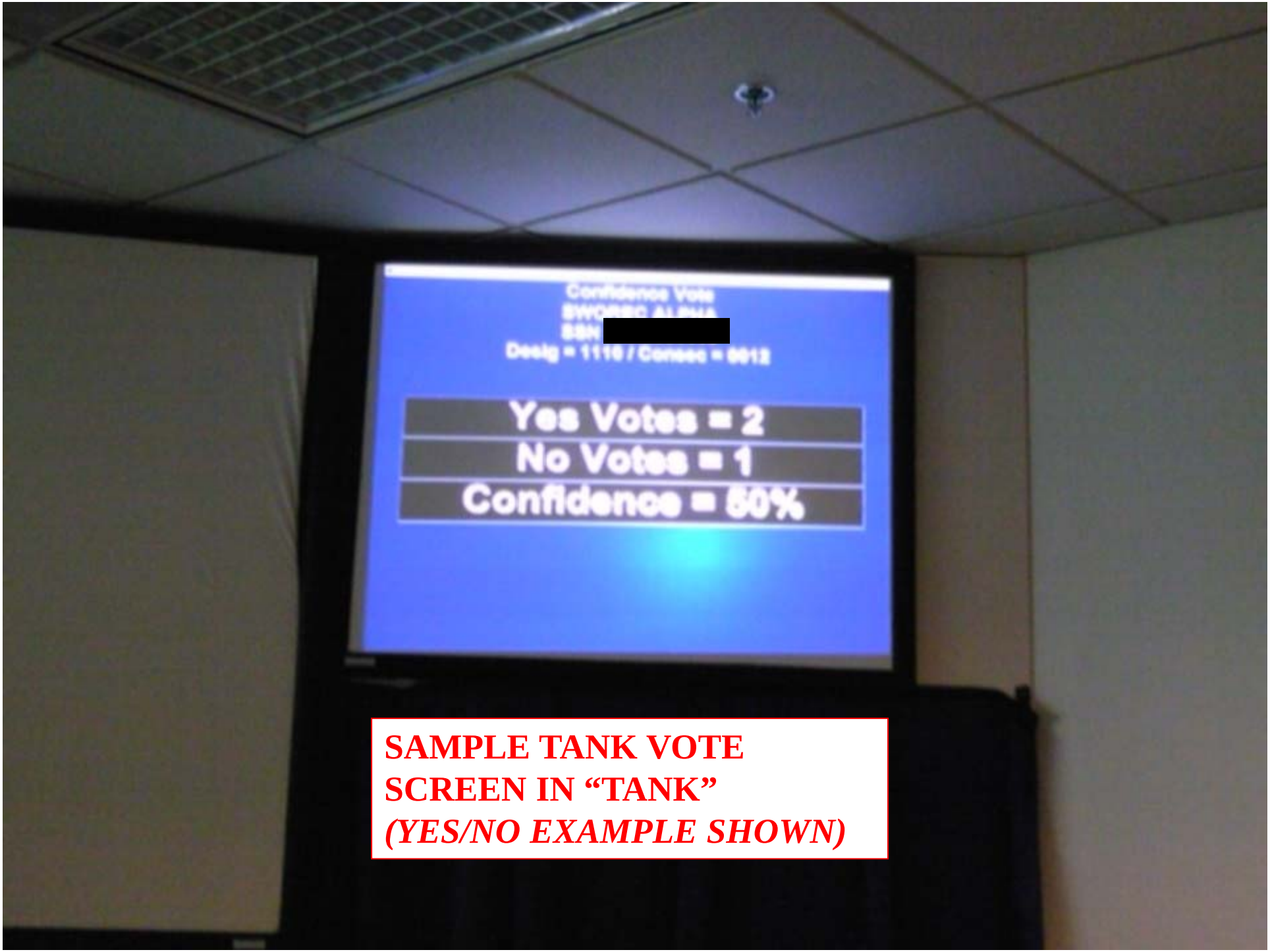
- Completed records are displayed and briefed by the reviewing member in the **"Tank"**
- The record is briefed along with any applicable statutory items, such as LTB or Field Code-17 (FC-17)
  - **FC-17 is privileged or adverse information of a punitive or medical nature concerning the eligible, that <u>MUST</u> be briefed in the "Tank"**
  - NOTE: Adverse/medical information can only be briefed if it contained in the eligible's official military record, such as a FC-17
- All members vote the record via a confidence factor (100, 75, 50, 25, 0)
- Head Recorder records the vote in the Head Recorder's Notebook and calls out the number of YES votes with the overall confidence factor

SELECTION BOARD “TANK”

WIRELESS VOTING BOX USED IN THE "TANK"

Mock Record used for training purposes ONLY

OSR/PSR WITH SAMPLE BRIEFER ANNOTATIONS AS SHOWN IN THE “TANK” – MEMBER’S VIEW



SAMPLE TANK VOTE SCREEN IN "TANK"
(YES/NO EXAMPLE SHOWN)

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Board Week
(Voting Motions/Scattergram)

- Once all AZ & IZ records have been briefed a voted, a scattergram is displayed that shows a cumulative number of votes at each confidence level
- The floor is open for motions
  - Tentatively select those officers that are clearly at the top
  - Drop from further consideration those officers that are clearly not competitive for further consideration
  - **NOTE: This is an overview of typical motions made by a board membership and is not meant to represent an actual "Tank" voting session**
- Those officers who remain after those tentatively selected or dropped from further consideration are considered "crunch" records and are normally re-distributed among the membership for a second review in the boardroom
  - **NOTE: If the first review was not done by a member of the same or similar designator, the second review MUST BE**

Board Week
(Sample Scattergram)

0 Selects	0 Alternates	0 Fails	20 Non-Select	20 Total	
SelStat	**Score**	**# Eligibles**	**Total #**	**Score**	**SelStat**
Non-Select	100	**3**	**3**	100	Non-Select
Non-Select	95	**3**	**6**	95	Non-Select
Non-Select	90	**1**	**7**	90	Non-Select
Non-Select	85			85	Non-Select
Non-Select	80	**1**	**8**	80	Non-Select
Non-Select	75	**2**	**10**	75	Non-Select
Non-Select	70	**2**	**12**	70	Non-Select
Non-Select	65			65	Non-Select
Non-Select	60	**1**	**13**	60	Non-Select
Non-Select	55			55	Non-Select
Non-Select	50			50	Non-Select
Non-Select	45	**1**	**14**	45	Non-Select
Non-Select	40	**1**	**15**	40	Non-Select
Non-Select	35			35	Non-Select
Non-Select	30	**1**	**16**	30	Non-Select
Non-Select	25	**1**	**17**	25	Non-Select
Non-Select	20			20	Non-Select
Non-Select	15			15	Non-Select
Non-Select	10	**1**	**18**	10	Non-Select
Non-Select	5			5	Non-Select
Non-Select	0	**2**	**20**	0	Non-Select

BEFORE ANY VOTING MOTIONS

Board Week
(Sample Scattergram)

Example Motion:
Tentatively select those officers 90 and above

Example Motion:
Drop from further consideration those officers 45 and below

7 Selects	0 Alternates	7 Fails	6 Non-Select	20 Total	
SelStat	**Score**	**# Eligibles**	**Total #**	**Score**	**SelStat**
Select	100	3	3	100	Select
Select	95	3	6	95	Select
Select	90	1	7	90	Select
Non-Select	85			85	Non-Select
Non-Select	80	1	1	80	Non-Select
Non-Select	75	2	3	75	Non-Select
Non-Select	70	2	5	70	Non-Select
Non-Select	65			65	Non-Select
Non-Select	60	1	6	60	Non-Select
Non-Select	55			55	Non-Select
Non-Select	50			50	Non-Select
Fail	45	1	1	45	Fail
Fail	40	1	2	40	Fail
Fail	35			35	Fail
Fail	30	1	3	30	Fail
Fail	25	1	4	25	Fail
Fail	20			20	Fail
Fail	15			15	Fail
Fail	10	1	5	10	Fail
Fail	5			5	Fail
Fail	0	2	7	0	Fail

6 eligible records remain for a second review, known as "Crunch" records

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Board Week
(Below Zone Vote to Brief)

- After the scattergram is accepted by the Board President, the members view the BZ records displayed in the "tank" by seniority without a member review or brief
- Members vote each record:
  - "100" (Yes – we should review and brief this record) -OR-
  - "0" (No – we should not review and brief this record)
- After all BZ records are voted, a new scattergram of BZ records ONLY is displayed for the following voting motion:
  - Vote to drop from further considerations (DFC) all officers with a confidence factor of ## and below
  - Any records not DFC are added to the "crunch" records and will be reviewed, graded, and briefed by a board member
- **NOTE 1: BZ ELIGIBLES ARE ACTIVE-DUTY ONLY & ARE LIMITED TO 10% OF TOTAL AUTHORIZED SELECTS; THEY ARE NOT EXTRA SELECTIONS**
- **NOTE 2: BZ ELIGIBLES DROPPED FROM FURTHER CONSIDERATION DO NOT INCUR A FAILURE OF SELECTION**

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Board Week
(Final Selections)

- "Crunch" records are reviewed and graded
- Once all complete, the records are again displayed and briefed by the reviewing member in the **"Tank"**
  - ***The record will display all markings and grades by both reviewers in different colors allowing members to differentiate which reviewer made what mark***
- All members vote the record via a confidence factor (100, 75, 50, 25, 0)
- Head Recorder records the vote in the Head Recorder's Notebook and calls out the number of YES votes with the overall confidence factor
- Once all records have been voted, the scattergram is displayed and the floor is open for voting motions
- Members vote on who, if any, to tentatively select and who to drop from further consideration

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Board Week
(Final Selections/Adjournment)

- If there are still authorized selections available, and there are officers who are neither tentatively selected or dropped from further consideration, then those remaining records continue to be "crunched"
- Process continues until all authorized selections are filled, or the board membership does not find any additional officers meet the selection criteria
- The Select List is verified and the board votes to confirm their selections and certify they have maintained the integrity of the selection board
- The Board Members and Recorders sign the signature pages to be forwarded with the board's Record of Proceedings
- The Board President makes any closing remarks and adjourns the board

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Post-Board
(Callout)

- Usually conducted between the Board President, PERS-80 Board Sponsor, DCNP and CNP – followed by a SECNAV callout
- Purpose:
  - Present Board statistic books
  - Brief Chain-of-Command on board results
  - Consider improvements to the Precept and selection board process

NOTE: NOT EVERY BOARD HAS A CALLOUT

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Post-Board
(The Record of Proceedings [ROP])

- PERS-804 prepares and finalizes the board's ROP and sends to the Office of the Secretary of Defense for approval
- OSD forwards the Select List to the Senate for confirmation
- The following table shows the approval/confirmation process governed by 10 USC 624 – (entire process usually takes 3 months):

Stops in the chain	**Reviewing official**
DCNP/CNP	PERS-80 (Sel List), PERS-83 (Adverse Screen), PERS-81(ROP/Nom/Scroll), DCNPC, PERS-00L (Legal Review), CNP /N1 Staff
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty 0-4 and above)
DOD/OSD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF **(Results approved for release – still need Senate confirmation)**
POTUS	White House Military Office, POTUS
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty 0-4 and above, Reserve 0-5 and above) – **Gives authority to Promote**

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Post-Board
(Selections Released/Promotion)

- Once OSD approves the board, the selections are released via an ALNAV
- Selectees are in a Select status but are **NOT YET** promoted
- Actual promotions start at the beginning of the fiscal year according to a promotion phasing plan approved by SECNAV and published online
  - Current plan: By lineal number seniority, 3% promoted for first 11 months of the FY, 67% promoted in the last month of the FY
  - Official promotion is announced via a monthly NAVADMIN

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I Failed to Select! What do I do now?

- Consult MILPERSMAN 1420-050
  - Above and In Zone officers only
- You **MUST REQUEST** formal Failed to Select (FOS) Counseling from your detailer, it **IS NOT** automatic
  - Detailer will review your record with you and point out potential weaknesses and areas to strengthen
  - Detailer will **NOT** be able to provide any specifics of the promotion board
- Board members and Recorders are not allowed to provide FOS counseling per SECNAVINST 1420.1 (Series)

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PERS-8 POCs

- PERS-801/803: Officer and enlisted promotion selection board execution (includes Spot and Special Selection Boards)

- PERS-804: Pre and Post Board processes (Precept/Convening Orders, Board ROP, Community Briefs)

- PERS-83: Officer and enlisted performance, separation, retirement, adverse matter