

## FY22 MAJOR COMMAND BOARD GUIDANCE

**Mark your calendars!** The FY22 Major Command Board convenes **09 - 13 NOV 2020** here in Millington. The deadline for correspondence is **30 OCT 2020**. Please ensure your most recent periodic (31JUL – CAPT, 30APR – CDR/CAPT (sel)) is on file NLT **01 OCT 2020**. Also, do not forget to submit your preferences to LCDR Jason M. Garfield (cc'ing the SWO\_MAJCOM\_Board.fct@navy.mil email) by **09 SEP 2020**.

- **Eligibility**

The board will be comprised of PYG 15 (1<sup>st</sup> look), PYG 14 (2<sup>nd</sup> look) and PYG 13 (3<sup>rd</sup> look) Surface Warfare Officers who have previously screened for Commander Command by administrative selection board. Specifically, the date of rank of commander promotions is as follows:

- 1st Look (PYG 15): Date-of-rank to Commander between 10/01/14 and 9/30/15
  - 2nd Look (PYG 14): Date-of-rank to Commander between 10/01/13 and 9/30/14
  - 3rd Look (PYG 13): Date-of-rank to Commander between 10/01/12 and 9/30/13
- \*If you previously requested and were granted an early or deferred look, your DOR will not align with above

For Acquisition Professional (AP) Officers, the requirements are as follows:

- Previous screening for Commander Command by administrative selection board
- Submit a request to NPC PERS-41 (SWO\_MAJCOM\_BOARD.fct@navy.mil and kara.k.sartain.ctr@navy.mil) for inclusion in the AP Major Command screening group or designated as an Acquisition Member at a previous AP selection board (example letter attached to email)
- Rank criteria consistent with community requirements

- **Official Board Correspondence**

Please submit correspondence to the board **directly** to CSCSELBOARD@navy.mil and **cc** the following email address: SWO\_MAJCOM\_BOARD.fct@navy.mil. Please do not forget to copy the SWO\_MAJCOM\_BOARD.fct email address as this is how we within PERS-41 track your correspondence. All board correspondence should include the correct board number, **22085** (FY22 Board #85). Please do not wait until the deadline to submit your correspondence. Recall, all emails containing PII in the body or attachments must be encrypted per the Department of the Navy Users Guide to PII. The subject line for correspondence to the board should read: "FOUO-Privacy Sensitive Board Package: SWO Major Command Board, #22085".

To submit correspondence, generate a letter to the board (essentially a cover sheet), include missing documents as enclosures (e.g. FITREPS, award write-ups, etc), scan the whole package to a .pdf, and email it to 'cscselboard@navy.mil' and **cc** SWO\_MAJCOM\_BOARD.fct@navy.mil. You will receive an automatic reply from the [cscselboard@navy.mil](mailto:cscselboard@navy.mil) address indicating they received your package. You will also be able to verify receipt of your submission via the NPC Board link, 'check status of your package'. **NOTE:** Submitting items to this address **does NOT** update your personal record i.e. OMPF. This will simply ensure that the items you're submitting is visible for THIS board. *You should make every attempt to permanently update your record.*

The [cscselboard@navy.mil](mailto:cscselboard@navy.mil) mailbox account is capable of receiving encrypted correspondence IAW DoD policy. If you are sending your board package from a non-NMCI network (bumed.mil, usmc.mil, etc.), please visit <https://dod411.gds.disa.mil> to download the required mailbox certificate. To download the "cert" (please note, you must be using MS outlook with a CAC reader, including "activclient" software and have internet explorer or Netscape 7), go to <https://dod411.gds.disa.mil>, type [cscselboard\(at\)navy.mil](mailto:cscselboard@navy.mil) in the "e-mail address" field, then click "search." Click the "CSC" link under "last name." Click on the link "download certificate(s) as vcard." Click "software certificate for cscselboard(at)navy.mil." Click the "open" button for the file download popup. The certificate will then open. Click "save and close." The certificate is then saved to the profile and can be used to send your encrypted e-mail.

More information on correspondence to the board is included here: <https://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Pages/default.aspx>. Electronic Submission of Selection Board Documents (ESSBD) is available for your use. However, if you submit your documents via ESSBD we request you also send in the documents to the [SWO\\_MAJCOM\\_BOARD.fct@navy.mil](mailto:SWO_MAJCOM_BOARD.fct@navy.mil) email address to ensure we have visibility of the documents you submit.

**Please notify us via email or phone if you are sending in correspondence via mail.**

**-Mailing address for board correspondence is:**

Navy Personnel Command  
Pers-41  
Attn: FY22 Surface Major Command Screening Board  
5720 Integrity Drive  
Millington, TN 38055-4100

**-FEDEX or overnight delivery:**

Whitten Building 791  
FY22 Surface Major Command Screening Board  
Navy Personnel Command  
Attn: LCDR Jason Garfield  
5750 Commitment Loop  
Millington, TN 38055-4120

- **Personal Record Review**

Whether you are an eligible or bank officer, please review your record for completeness. Your record should contain all fitness reports, awards, transcripts, and qualifications. FITREP gaps of greater than 90 days should be rectified prior to the board. Use BUPERS Online (<https://www.bol.navy.mil/>) to view your record under the Official Military Personnel File (OMPF) – My Record link, review/update your OSR/PSR, and/or download a copy of your record or order a copy on CD.

**When you review your record, please pay particular attention to:**

- Photo in current rank
- Missing FITREP(s)
- Missing award(s)
- Missing transcript(s)

All officers are required to have a full-length color photograph in their official military file, according to NAVADMIN 265/18 in accordance with the requirements in MILPERSMAN 1070-180. These photos will be displayed at the board. Photos are to be submitted electronically via the My Navy Portal (<https://my.navy.mil/>) -> MyRecord -> Officer Photograph site. Instructions located here: [https://www.public.navy.mil/bupers-npc/career/recordsmanagement/Documents/Automated\\_Officer\\_Photo\\_Submission.pdf](https://www.public.navy.mil/bupers-npc/career/recordsmanagement/Documents/Automated_Officer_Photo_Submission.pdf)

\*NOTE: Photos remain a requirement for all selection/screening boards. If the Navy promulgates new guidance I will update you in a future email. However, regardless of board guidance, in-grade photos are expected to remain a requirement in your permanent record.

For questions or concerns about a FITREP, please feel free to send an email to the PERS-311 help desk at [UASKNPC@navy.mil](mailto:UASKNPC@navy.mil) or contact them at one of the following numbers: Commercial: (901) 874-4881/4882/3313 DSN: 882-4881/4882/3313

You can verify what awards you have in NDAWS by going to the NDAWS Public website at <https://awards.navy.mil>. For questions regarding updating awards in your record, please use the NDAWS Frequently Asked Questions (FAQs) page. This page defines a number of scenarios and the respective procedures for updating your record accordingly. Click on the question that best fits your situation and directions will be provided on how and who to contact to update your record.

If you are missing diplomas, transcripts, JPME certificates, etc. - work with the applicable educational institution to have the registrar mail or fax documents to BUPERS.

**-Mail educational diplomas/transcripts to:**

PERS-45E  
5720 Integrity Drive  
Millington, TN 38055

**-Mail JPME transcripts to:**

PERS-45J  
5720 Integrity Drive  
Millington, TN 38055

- **Bank Review**

All Major Command screened officers who are not serving in a Major Command assignment by **01 OCT 2020** (i.e. Bank Officers) will have their records reviewed. An officer who is slated to Major Command, but who will not have reported on board (or Fleeted Up to a Commander or Commanding Officer position) by 01 OCT 2020 is considered a "Bank Officer" for this purpose.

- **Sequential Command**

Surface Warfare Officers presently serving in Major Command (as of 01 OCT 2020) and those who have served in Major Command within the last 12 months (who have not previously screened for Sequential Command) will have their records screened for potential assignment to Sequential Command.

- **Special Look Requests**

Officers who are out of looks but feel they were somehow uniquely disadvantaged and/or unfairly considered during one of their three previous looks may request a 4th 'Special' Look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. Special Look requests for the FY 22 Major Command Board must be received by PERS-41 NLT Monday **12 October 2020** to be considered by the Board.

- **Header Templates**

**Special Request**

From: "Rank" John P. Jones, USN, Designator

To: President, FY 22 Surface Major Command Screen Board

Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY 22 SURFACE MAJOR COMMAND  
SCREENING BOARD

Encl: (1) List any supporting enclosures or letters of recommendation

**Cover Letter**

From: "Rank" John P. Jones, USN, Designator

To: President, FY 22 Surface Major Command Screen Board

Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: INFORMATION FOR CONSIDERATION FOR THE FY 22 SURFACE MAJOR COMMAND  
SCREEN BOARD

Encl: (1) List all FITREPs, awards and supporting enclosures

**Letter of Recommendation to the Board**

From: Commander, LASTSTRIKEGROUP

To: President, FY 22 Surface Major Command Screen Board

Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones

**Do Not Pick Me Letters**

If you do not intend to serve in Major Command if screened, please considering submitting a "Do Not Pick Me Letter." By submitting the letter is will ensure the board does not select you and not take an opportunity away from another officer who desires to serve in Major Command.

From: "Rank" John P. Jones, USN, Designator  
To: President, FY 22 Surface Major Command Screen Board  
Via: Director, Surface Officer Distribution (PERS-41)

Subj: REMOVAL FROM CONSIDERATION FOR FY 22 SURFACE MAJOR COMMAND  
SCREENING BOARD

1. Respectfully request removal from consideration for the FY 22 Surface Major  
Command screening board. Thank you.

#### **Acquisition Screen Consideration Letter**

If you desire to be considered for Acquisition Corps Major Command screening, please use this  
template:

From: "Rank" John P. Jones, USN, Designator  
To: President, FY 22 Surface Major Command Screening Board  
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR INCLUSION IN THE SURFACE ACQUISITION PROFESSIONAL (AP)  
MAJOR COMMAND SCREENING GROUP DURING THE FY-22 SURFACE MAJOR  
COMMAND SCREENING BOARD

Ref: (a) SECNAVINST 1420.1 (series)

1. I respectfully request inclusion in the Surface Acquisition Corps (AP) Major Command  
Screening Group. I understand that my record will not be considered for Surface  
Warfare Officer (SWO) Surface Major Command during the FY 22 Surface Major  
Command Screening Board.

- **Additional Contact information**

LCDR Jason Garfield, PERS-41C  
Jason.m.garfield@navy.mil  
(901) 874-3558

LCDR RJ Daprato, PERS-41S  
Richard.j.daprato@navy.mil  
(901) 874-4097