

PERS 42 DRUMBEAT (JUN 2020)



Special Edition: FY21 Board Update

As promised in the last edition of the *Drumbeat*, this supplement provides important information regarding selection board processes. It also provides guidance on how to verify or update your record to give you the best chance of promotion or screening for your next career milestone.

My staff spends considerable time reviewing officer records in preparation for boards, notifying officers of record deficiencies, and providing career guidance to constituents. **However, please remember the primary responsibility for maintaining your record lies with YOU.**

Topics in this edition of the Drumbeat include:

- Upcoming Administrative Board Dates
- Submarine CO/XO/DH Eligibility
- Administrative vs. Statutory Boards
- Board Correspondence Policy (Letter to the Board (LTB) Submission)
- Board Lessons Learned
- What is Board Correspondence?
- How do I know if the board received my LTB?
- What is a precedence number (lineal number)?
- How do I know if I am in-zone?
- What information in my record matters the most?
- Officer Photographs at Selection Boards
- How do I review and update my record?
- FITREP Milestone and Promotion Recommendations
- How will PERS-42 contact me before the board?
- Other Board Resources and Points of Contact

COVID-19 restrictions resulted in delays to most statutory and administrative boards. Although the dates for submarine officer administrative boards moved later in the year, there should be no impact on the conduct of these boards or the career timing for officers selected.

Please read this drumbeat in full and discuss it with your subordinate commands and wardrooms. It is intended as a professional development tool that can be used for wardroom training.

Very respectfully,

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Upcoming Administrative Board Dates

Submarine CO/XO (#350)	30 Jun (LTB Deadline: 2359CST 19 JUN)
Submarine DH (#146)	30 Jun (LTB Deadline: 2359CST 19 JUN)
Submarine LDO Drydock CO (#147)	2 Dec (LTB Deadline: 2359CST 21 NOV)
Submarine Maj Cmd (#145)	2 Dec (LTB Deadline: 2359CST 21 NOV)
Submarine CO Ashore (#TBD)	2 Dec (LTB Deadline: 2359CST 21 NOV)

NPC Board Schedule: NPC ->Boards -> Board Schedule

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

Submarine CO/XO/DH Eligibility

# Look	Commanding Officer	Executive Officer	Department Head
1 st	Year Group (YG) 06	YG 11	YG 15
2 nd	YG 05	YG 10	YG 14
3 rd	YG 04	YG 09	---
4 th	---	YG 08 ^(Note 1)	---

Note 1: Officers selected for XOSS during the FY20 CO/XO board (May 2019) will get a 4th and final look. If they are not selected for XO, their XOSS status does not change.

Administrative vs. Statutory Boards

Administrative Boards: These boards are community-specific, organized and executed by PERS-42. For the submarine community, these milestone boards are submarine DH, XO, CO, and Major Command. Eligibility is based on YG (except Major Command, which is based on the year you select for O-6). In rare cases, officers may be administratively delayed by PERS-42 based on the officer's career timing.

Statutory Boards: These boards are required by law for promotion. They are authorized by the Chief of Naval Personnel and executed by PERS-8 at Navy Personnel Command. Eligibility is based on lineal number and NPC promulgated promotion zones.

Board Correspondence Policy (LTB Submission)

NAVADMIN 304/18 changed the submission deadline for all board correspondence. The new deadline is 2359CST on the 10th day before the board convenes. This policy affects both administrative and statutory boards. However, despite board delays, NAVADMIN 072/20 announced eligibility and LTB submission dates would remain unchanged for FY-21 statutory promotion boards to ensure fairness and consistency from year-to-year. This did not change the

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policy for administrative boards. **LTBs for the CO/XO/DH selection board are due 2359 CST 19 June 2020.**

<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17297.txt>

Board Lessons Learned

Contact information out of date: The results of PERS-42's courtesy record reviews are emailed with contact information pulled from NFAAS. If your NFAAS email and phone information are not updated, you may not receive the results of these reviews.

Documenting change of ISIC: Any ISIC shift should be documented in the FITREP command employment block and thoroughly explained in Block 41. Be sure to include be sure any original Squadron rankings in Block 41. ISIC changes should not disadvantage officers at boards, but they must be clearly understood. Consider a LTB if your record does not speak for itself in this regard.

Split-tour DHs: Split tours broaden a DH's professional experience, but similar to ISIC shifts, must be explained in an officers record. Reporting seniors must carefully manage trait averages and onboard rankings for split-tour DHs. Address the split tour in Block 41 and discuss any impacts of forced distribution, a change in trait average or onboard ranking, etc.

Documenting Squadron ranking: Squadron rankings are a significant factor in screening for XO and CO. Rankings must be documented in a FITREP or submitted via LTB by the officer. Importantly, regular O-3 and O-4 periodic FITREPs (January and October, respectively) will not document spring Squadron rankings without an additional FITREP (*i.e.*, special or change of reporting senior) or a LTB.

Reserve implications of resigning from sea: Officers with resignations submitted before the DH screening board are unlikely to screen, and in some cases this has negatively impacted opportunities for reserve affiliation. PERS-42 recommends officers proceed to a shore duty assignment from sea screen for DH and, if not continuing on to a DH tour, to facilitate transition out of the Navy and to maximize the opportunity for reserve affiliation.

What is Board Correspondence?

Board correspondence, also known as a LTB, is written communication that provides information on any matter concerning an officer that he/she considers important. LTBs must be in accordance with MILPERSMAN 1420-010 and may include correspondence from any individual concerning the eligible officer. LTBs are typically used to correct missing or recent FITREPs, awards, or letters of recommendation from senior officers (*e.g.*, a previous CO or Commodore).

Only eligible officers may communicate with a selection board. Correspondence not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer must contain a written acknowledgement by the eligible officer that he/she desires this

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correspondence to be presented to the board. Correspondence without an acknowledgment is considered "third party" correspondence and will be returned.

Some notes on LTBs:

- Provide your Squadron ranking letter in a LTB if the ranking is not included in your FITREP.
- Classified correspondence will not be accepted.
- Ensure your correspondence is encrypted since all submissions must include your full SSN.
- Your permanent record is NOT updated when you send documents to the board.
- Copy (cc) PERS-421B and your detailer on any LTB that is sent to CSCSELBOARD so we can provide backup.
- Ensure your letter is addressed and submitted to the correct board. A LTB written to the O-4 promotion board will not be entered into the XO screening board unless a separate letter is sent (also, information pertinent to the O-4 board may not convey helpful information in the XO board, and vice versa).

LTBs are a positive and effective tool for managing your record and are required to be briefed/ viewed during the execution of the board.

The NPC website provides a LTB template:

[https://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Documents/Sample LTB ACTIVE 20191004.docx](https://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Documents/Sample%20LTB%20ACTIVE%2020191004.docx)

Encryption Guidance:

The CSCSELBOARD@navy.mil mailbox account is capable of receiving ENCRYPTED correspondence in accordance with DoD policy. If you are sending your board package from a non-NMCI network (BUMED.mil, EU.NAVY.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 and ActivClient software and have Internet Explorer or Netscape 7.X), go to <https://dod411.gds.disa.mil>, type CSCSELBOARD@navy.mil in the "E-Mail address" field, then click "Search." Click the "BUPERS" link under "Last Name." Click on the link "Download Certificate(s) as vCard." Click "Software Certificate for CSCSELBOARD@navy.mil." Click the "Open" button for the "File Download" pop-up. 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.

How do I know if the board received my LTB?

There are three methods to check the status of your LTB.

1. NPC Website: https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html
2. My Navy Career Center (833) 330-6622
3. Email ASKMNCC@NAVY.MIL

Detailers do not have any situational awareness on whether your LTB was received. Please contact the My Navy Career Center to check on the status of your LTB.



What is a precedence number (lineal number)?

An officer's grade and date of rank determine their position on the Navy Active Duty List (ADL). The relative seniority of officers is indicated by assignment of an eight-digit lineal number, and officers are carried on the ADL in order of seniority in the grades in which they are serving. Dates of rank determine seniority among officers of the same grade. An officer whose date of rank is earlier than the date of rank of another officer of the same rank is senior to that officer. An officer whose lineal number is lower than that of another officer of the same grade and date of rank is senior to that officer.

An officer's date of rank is the date the appointment to their grade is made with one exception: the date of rank of officers appointed as ensigns in the Navy in May or June of any year is the same as the date of the graduation of the class of midshipmen of the United States Naval Academy in that year. For example; if a NROTC midshipman commissions on 13 May, their DOR is the date of the USNA commissioning, normally the week before Memorial Day weekend.

Your lineal number is a six-digit whole number and a two-digit suffix. Suffixes allow additional placement of officers on the ADL in proper precedence order between whole numbers. Lineal numbers are based on grade, date of rank, and class percentile standing.

Officers receiving original appointments to grades with the same grade and date of rank are rank-ordered by percentile of class standing among other ensigns appointed from all commissioning sources on the same date or with the same date of rank. The USNA graduate who ranked highest in the class and who was appointed an ensign will be assigned the lowest (most senior) lineal number of those ensigns appointed with the same date of rank.

When an officer is promoted to the next rank, they are assigned a new precedence number in the higher grade based on their promotion dates and their precedence positions in the previous grade.

More information can be found in OPNAVINST 1427.2, RANK, SENIORITY, AND PLACEMENT OF OFFICERS ON THE ACTIVE DUTY LIST AND RESERVE ACTIVE STATUS LIST OF THE NAVY.

How do I know if I am in-zone?

First, locate the precedence/lineal number on your Officer Data Card (ODC). Your ODC is available via MyNavy Portal and BUPERS Online (BOL).

Second, a NAVADMIN message setting promotion "zones" is released in mid-December every year. This message establishes the senior and junior person in-zone for each grade and competitive category for the upcoming year. The active duty zone message also includes a "junior eligible." The junior eligible marks the end of the zone list of eligible officers. This NAVADMIN can be found on the NPC website under references ->messages ->NAVADMIN.

<https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2019/NAV19286.txt>

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If your lineal number is lower than the number for the junior in-zone officer on the message, you will be considered in zone by the upcoming promotion board.

If your number is higher than the junior in-zone officer but lower than the junior eligible officer, you will be viewed as below zone by the upcoming board. Boards are allowed to select a certain percentage of highly qualified below-zone officers. A below zone look is in essence a “free” look since consideration by the board as a below zone will not incur a failure of selection (FOS) if not selected. The number of below-zone officers actually selected is very small. It is possible, due to varying needs within the different communities, that an officer may receive one or two (and in rare cases, three) below-zone looks.

What information in my record matters the most?

The single most important part of your record are your FITREPs, and the best thing you can do to prepare your record for a board is to verify all FITREPS are included in your Performance Summary Record (PSR). Any FITREP GAP of 3 months or more could potentially be a problem when the board members review your record. Take action to correct any FITREP continuity problems and/or to provide a recent FITREP that is not yet reflected in your record.

Awards, academic degrees, subspecialty codes, PHA scores, official photograph, and additional qualification designators (AQD) are all important aspects of your record and should also be accurately reflected.

If there are missing aspects of your record and you do not have time to permanently update it, send a LTB that includes the missing information.

Officer Photographs at Selection Boards

NAVADMIN 265/18 reinstated the requirement to display an official photograph for all officer selection boards. Photos must be submitted on the official NAVPERS 1070/884 form with the full SSN in block 3 and a ‘wet’ signature in block 6. NAVPERS 1070/884 can be found at the following link:

<https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

For permanent inclusion in your record, photos may be mailed or submitted electronically through BOL.

Mailing Address:
NAVY PERSONNEL COMMAND
PERS-313
5720 INTEGRITY DR
MILLINGTON TN 38055-3130

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For Electronic Submission:

Login to BOL at <https://www.bol.navy.mil/>

Navigate to "Officer Photo" Link

Follow Instructions for Submission

How do I review and update my record?

Your Officer Summary Record (OSR) and Performance Summary Record (PSR) are the only two documents that all board members will see. The individual board member who reviews and briefs your record in detail will have access to all your Official Military Personnel Files (OMPF).

To review your OSR and PSR, log onto MyNavy Portal or BOL and view both of those documents. Verify all of the information is included and accurate.

To update your record, please see the Officer Record Management page at the NPC website. PERS-42 does not have the ability to update most things in your records. We cannot update FITREPS, awards, academic degrees, or PFA scores.

<https://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx>

FITREP Milestone and Promotion Recommendations

Your FITREP should recommend you for your next career milestone and rank before you are in-zone for your next promotion. FITREP 201 provides guidance to maximize FITREP effectiveness. Commands are encouraged to contact PERS-42B or PERS-421 to help navigate any FITREP questions or abnormalities.

If you are a Reporting Senior and need a copy of FITREP 201 contact PERS-423, LT Sean Williams, at sean.m.williams5@navy.mil

How will PERS-42 contact me before the board?

PERS-42 will contact all officers eligible for consideration at an upcoming board. This email will include any record deficiencies that were identified during our pre-board review and information on how to correct those deficiencies. Please remember that this is a courtesy look and that you are responsible for your own record. Please note that we will typically not be able to identify that information is missing such as a recent award or non-periodic FITREP.

These emails will be sent to the email address that is listed in your NFAAS contact information. Please verify that your email contact at <https://navyfamily.navy.mil/> is a functional email address you check regularly.

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If you are assigned to a ship, the email will go to your NFAAS email and and to either your onboard NIPR account or to your XO's NIPR account.

Eligible notification emails have been sent to all CO, XO, and DH-eligible officers for the June screening board. If you did not receive a notification email and believe you are eligible contact PERS-421B, LCDR Chris Wilber, at christopher.r.wilber@navy.mil.

Other Board Resources and Points of Contact

Any detailer can answer your questions, but the board expert in PERS-42 is PERS-421B, LCDR Chris Wilber, at christopher.r.wilber@navy.mil Email correspondence is preferred.

NPC Website ->Boards ->Active Duty Officer

- Sample LTBs
- Zone Determination
- Community Promotion Briefs
- "Don't pick me" letters
- LTB submission and verification procedures

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

NPC Website -> Officer -> Officer Detailing -> PERS-42 -> Board Information

- Community Specific Admin Board Dates
- Admin Board Results
- Ted Talks: How to review your record and the Screening Board Video

<http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Pages/BoardInformation.aspx>