

# PERS 42 DRUMBEAT (SEP 2019)



Last week I relieved CAPT Brian Davies as Director, Submarine/Nuclear Officer Distribution (PERS 42) and Nuclear Propulsion Program Manager (N133). I am confident I speak for the entire PERS 42 constituency in wishing Brian and Kacey well in their next adventure.

This edition of the *Drumbeat* includes several topics, but perhaps most importantly, it addresses common board mistakes that can significantly impact your administrative screening and/or promotion results. Specific topics in this edition:

- CDR/CAPT Spot Promotion Announcement
- Electronic Photo Submission
- Electronic Submission of Selection Board Documents
- FY21 Virtual Board Announcement
- FY21 Board Schedule and Eligibility
- FY20 Board Lessons learned
- PFA Exemption FITREP Guidance
- Post 9/11 GI Bill Update
- Department Head Tour Length
- FITREP 201 Quick Reference Guide
- Previous *Drumbeat* Topics

The PERS 42 website is updated and available on Navy Personnel Command's website at: <http://www.public.navy.mil/bupersnpc/officer/Detailing/submarinenuclear/Pages/default.aspx>. It includes detailer contact information, frequently asked questions, the Submarine Force community status brief, and past issues of the *Drumbeat*.

I also encourage you to follow us on Facebook. Your feedback and interaction with PERS 42 detailers help us improve the submarine officer distribution process!

Please read this *Drumbeat* in full, disseminate it, and discuss it with your subordinate commands and wardrooms.

Very respectfully,

A handwritten signature in black ink, appearing to read 'Cavanaugh', with a long horizontal flourish extending to the right.

CAPT Christopher J. Cavanaugh  
Director Submarine/Nuclear Officer  
Distribution (PERS 42)  
Nuclear Propulsion Program Manager (N133)  
christopher.j.cavan1@navy.mil;



## Commander and Captain Spot Promotion Announcement

The Navy recently expanded the spot promotion program to CDR and CAPT. PERS-8 will conduct these boards in a manner similar to the LCDR spot promotion boards; however, instead of being conducted quarterly, they will be conducted semi-annually in October and April. PERS-421 will coordinate with officers being detailed to applicable Commander spot promotion billets, and PERS-42B will coordinate with officers being detailed to applicable Captain spot promotion billets.

### Approved Commander spot promote billets:

Commanding Officer NPTU Charleston MTS-626  
Commanding Officer NPTU Charleston MTS-635  
Commanding Officer NPTU Charleston MTS-701  
Commanding Officer NPTU Charleston MTS-711

### Approved Captain spot promote billets:

Nuclear Propulsion Examination Board Senior Board Member (PAC/LANT)  
Combat Readiness Examination Senior Board Member (PAC/LANT)  
COMSUBLANT/COMSUBPAC N9

## Electronic Photo Submission

PERS-3 recently added an electronic submission tool to allow an individual to directly update their Officer Photograph. To use this feature, login to MyNavy Portal (MNP) via <https://my.navy.mil>. From here, navigate to "MyRecord," "Other Record Sites of Interest," and select the "Officer Photograph" tile. When clicked, this will open an electronic Officer Photograph form (NAVPERS Form 1070/884) opens and photos can be uploaded directly into the form and then submitted to the OMPF.

A tutorial for this new application can also be found on MNP under the Officer Photograph link. Traditional mailed submissions remain acceptable as an alternative.

## Electronic Submission of Selection Board Documents

Electronic Submission of Selection Board Documents (ESSBD) is a means of submitting Letters to the Board (LTBs) via upload from MyNavyPortal. This method offers significantly more transparency to the member and allows the member to verify a submission has been successfully uploaded.

However, ESSBD is not supported for PERS-42 sponsored virtual boards at this time. Please see the table below for the upcoming virtual board schedule. PERS-42 will provide updates as ESSBD is implemented in traditional boards and will inform the Force when ESSBD is compatible with the Virtual Board Format. In the interim, board eligibles should submit LTB via instructions found at the NPC board website ([https://www.public.navy.mil/bupers-npc/boards/generalboardinfo/preparing\\_boards/Pages/PromotionBoard.aspx](https://www.public.navy.mil/bupers-npc/boards/generalboardinfo/preparing_boards/Pages/PromotionBoard.aspx)) for mail or email submission.

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A guide for ESSBD submission can be found here: [https://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Documents/ESSBDUSERGUIDE\\_v4.pdf](https://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Documents/ESSBDUSERGUIDE_v4.pdf)

## FY21 Virtual Board Announcement

PERS-42 will be continuing NPC transformation efforts by conducting several boards via Virtual Board Format. While this will largely be transparent to the board eligibles, it will impact the actual board dates compared to the PERS-3 announced FY21 Board Schedule. The impacted boards and applicable dates are below:

Board	LTB Due Date / Time	Virtual Board Convening Date	Physical Board Backup Date
Sub Major Command (#145)	26 OCT 2359	05 NOV 19	13 NOV 19
LDO Drydock CO, LDO CMD (#147)	26 OCT 2359	05 NOV 19	13 NOV 19
Nuclear LDO ISPB (#182)	18 JAN 2359	28 JAN 20	No Back Up

### **Impact for Letters to the Board:**

In the event a backup physical board is conducted, PERS-42 will use the same LTB due date. All correspondence received after the due date will be considered correspondence and inclusion will be per PERS-42 and Board President discretion.

As stated above, LTBs submitted via ESSBD will not be accepted for FY21 Submarine Administrative boards conducted in the Virtual Board format.

## FY21 Board Schedule and Eligibility

05 NOV<sup>1</sup>: Submarine Major Command (#145)  
LDO Drydock CO/XO, LDO CMD (#147)  
15 JAN: Active O-6 Line (#160)  
28 JAN<sup>1</sup>: Nuclear LDO ISPB (#182)  
11 FEB: Active O-5 Line (#230)  
18 MAY: Active O-4 Line (#275)  
Sub DH (#146)  
Submarine CO/XO (#350)

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

*Note 1: These dates reflect Virtual Board dates and do not match Physical Board schedules.*

*Note 2: Officers selected for XOSS during the FY20 CO/XO board (May 2019) will get a 4<sup>th</sup> and final look. If they are not selected for XO, their XOSS status does not change.*

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The FY-21 Board Schedule can be found on the NPC website, please note boards conducted in the “Virtual Format” (Submarine Major Command and Nuclear LDO ISPB) may have different dates: <http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Pages/FY21-Board-Schedule.aspx>

Statutory zones are determined by OPNAV N1 and are released via NAVADMIN every December. The zone projection NAVADMIN can be found on the NPC website and a similar tacaïd on the PERS-42 website: [http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Documents/BoardInformation/FY19\\_URL\\_Zone\\_Projections.pdf](http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Documents/BoardInformation/FY19_URL_Zone_Projections.pdf)

## FY20 Admin Board Lessons Learned

Letter to the Board (LTB) Submissions:

1. Submit all LTBs before the deadline. Do not wait until the deadline. If you are waiting for additional information, we recommend sending two LTBs. While the LTB process can become a burden to maintain, we would rather receive a second LTB from our members than have the lone package disallowed because it was received late.
2. The deadline is **10 calendar days** prior to the board convening. Verify the date on the NPC website well ahead of time.
3. We rarely accept late submissions. We will accept late submissions by any command that was underway and in EMCON that prevented transmission of LTBs or FITREPs. This is extremely rare as most boats on deployment will have a port call sometime between 31 January (O-3 FITREP deadline) and the first week of May.
4. Make sure that your LTB is addressed to the right board. Do not send a letter to a Board that was addressed to a different Board.
5. Ensure ISIC rankings are reported for administrative boards.
6. Send Special Report FITREPs via official channels AND via a LTB. If your Special Report FITREP is rejected by PERS-32, the board members will still see the FITREP as a LTB.

FITREP Continuity:

1. Make sure you have continuity for ALL FITREPs.
2. Make sure you can read your FITREPs in BOL. Some scanned copies are not legible.

Personal Achievements: The board will only see what is in your record. If your academic degrees, transcripts, JPME completion letter, AQDs, and/or subspecialty codes are not in your record, the board will never know they exist.

Rankings:

1. Do not be ambiguous with rankings. Write the rankings exactly as written from squadron. Carry the ranking forward onto every FITREP while at the command unless the ranking changes or is removed.
2. Be very deliberate with JO rankings. “1 of 11 JOs” sounds better than “Top JO.”
3. Use the recently revised CSLCSP NOTE 1610; GUIDANCE TO STANDARDIZE RANKING OF OFFICERS/CHIEFS OF THE BOAT, dtd 4JUN19 as direction for ISIC rankings.



## Write Ups:

1. Explain all homeport shifts, ISIC shifts, split tours, HUMS, LIMDU, etc. A lack of information can sometimes be viewed as adverse to the board members. These circumstances can also be explained via a LTB.
2. Explain all changes in member trait average (MTA) if MTA is below the previous FITREP MTA. Without an explanation, the board may think it is a degradation in performance.
3. Capture all milestone screenings/promotions/personal achievements in this block since the last FITREP.
4. Additional information is contained in the recently updated FITREP 201. Contact PERS-42 to obtain a copy.

Command Operations: This block is the officer's official record of ship's operations and achievements. Fill this block up as much as possible. List the most significant events first. Be sure to include all ISIC and homeport shifts in this block.

## PFA Exemption FITREP Guidance

If a Sailor was exempt from taking the PRT (overall excellent low or better score) IAW NAVADMIN 141/17 but completed the BCA, a "B" will be entered into Block 20: Physical Readiness Code and a comment of "PFA validated" will be annotated in Block 41, per the Navy Physical Readiness Program.

## Post 9/11 GI Bill Update

Previously mentioned in the September 2018 edition of the *Drumbeat*, NAVADMIN 170/18 POST 9-11 GI BILL UPDATES announced significant changes to Post 9-11 GI Bill transfer of education benefits (TEB) eligibility. However, NAVADMIN 178/19 changes established revised due dates from 12 July 2019 to 12 January 2020. The previous article with revised dates is provided below:

TEB is a retention incentive that requires members to be eligible for and agree to serve 4 additional years of service on active duty or in the selected reserve beyond the date they elect to transfer their benefits. Members must complete the full 4-year service obligation to retain TEB unless involuntarily separated. Failure to complete this obligation will result in the amount of any transferred entitlement that is used as of the date of such failure being treated as an overpayment of educational assistance and shall be subject to collection by the Department of Veterans Affairs.

Effective immediately, all members requesting to transfer unused education benefits to eligible dependents must meet the eligibility requirements and be able to serve 4 additional years on active duty or in the selected reserve from the date of election in DMDC milConnect.

Effective 12 January 2020, TEB will only be available for members with at least 6 years of service, up to a maximum of 16 years of service, who are eligible for and agree to 4 additional years of service beyond the date they elect to transfer their benefits. This is a significant change: for senior sailors with 16 or more years of service. Action is required prior to 12 January 2020 to preserve the ability to transfer benefits.

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Effectively immediately, all applicable page 13 entries in the Navy Standard Integrated Personnel System (NSIPS) must include: *"I understand by signing this NAVPERS 1070/613, I certify that I am retainable under all statutes and Navy policies for 4 years, and I agree to complete 4 more years in the Armed Forces (active or SELRES) from the date I request transferability of Post 9/11 GI Bill education benefits to my dependents or family members using the Defense Manpower Data Center (DMDC) milConnect web site. I understand that failure to complete this obligation may lead to an overpayment by the Department of Veterans Affairs (DVA) for any benefit payments made to my dependents or family members that may be recouped."*

## Department Head Tour Length

PERS-42 has seen an uptick in Department Head tour lengths to about 35 months. This upward trend is expected to continue due to shrinking year group sizes continuing on to DH. In order to balance tour lengths across the community, and avoid tour lengths in excess of 40 months as much as possible, commands should expect their DH's to role to shore duty closer to the average of 35-36 months. Once the inventory of officers proceeding to DH increases, tour lengths will start to come back to the desired length of 32 months. For Wardroom planning purposes, commands and ISIC's should not plan for a DH to role to shore duty at less than 32 months. Such cases will be the exception and will require specific justification to PERS-42.

## FITREP 201 Quick Reference Guide

FITREP 201 has been recently updated (September 2019 version) to consolidate and streamline the document, cutting it to about half the length while retaining the key elements of this guide. The FITREP 201 Quick Reference Guide is designed to be used by XO's to help streamline the FITREP process and provide backup to commands to ensure the right elements of each fitrep are included. XO's should route this guide with officer FITREPs to help eliminate some of the common mistakes made in FITREPs. This quick reference guide can be found as an enclosure to FITREP 201.

XO's/CO's: Please contact LT Sean Williams at [sean.m.williams5@navy.mil](mailto:sean.m.williams5@navy.mil) if you need a copy of the September 2019 edition of FITREP 201 or the Quick Reference Guide.



## Previous Drumbeat Topics

All previous versions of the *Drumbeat* can be found at the NPC/PERS-42 website. If you use a previous topic as a reference, please refer to the source reference/document to verify its accuracy as policies and references change frequently. Please contact us if you have any questions.

*Drumbeat* POC is PERS-421B; LCDR Chris Wilber, at [Christopher.r.wilber@navy.mil](mailto:Christopher.r.wilber@navy.mil).

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

### **JUL 2019:**

- Nuclear Pay Acronyms
- COBO Contract Process and Common Questions
- Recommended Contract Start Dates
- Time of Submarine Service (TOSS) – CONSUBPAY/OPSUBPAY
- AIP and Voluntary Retirement Information
- COSS Retention Bonus
- Pay and Bonus POC
- Graduate Education Priorities and Opportunities
- LDO Program Information
- Contact with PERS-42
- E-mail Address Updates
- Previous Drumbeat Article Reference
- Quick Reference Section

### **FEB 2019: Board Edition**

- Upcoming board dates
- Submarine CO/XO/DH eligibility
- Administrative vs Statutory Boards
- Board correspondence policy change (Letter to the board (LTB) submission)
- 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 your record matters the most?
- Officer Photographs at Selection Boards
- How to review and update my record?

### **FEB 2019: Board Edition (Cont)**

- How will PERS-42 contact me before the board?
  - Who can answer your board questions at PERS-42?
- Other Board Resources and Points of Contact

### **JAN 2019:**

- NPS Distance EMBA Graduate Education
- JO Shore Tour Length and Early O-4 Screening
- JO Manning
- XO/O-4 Administrative/Statutory Boards
- DH Split Tour Opportunities
- ENG SPOT Promote Process
- Limited Duty (LIMDU) Process
- PFA Impact on Promotion Boards
- COSS Retention Bonus
- AIP and Voluntary Retirement Information
- Retirement and Resignation Information
- Permanent PRP De-certification
- FITREP Submission

### **SEP 2018:**

- New Junior Officer Preference Submission Method Status Report
- MIT/WHOI Message
- FY20 Board Schedule and Eligibility
- FY19 Board Lessons learned
- Officer Photographs for Boards
- PFA Exemption FITREP Guidance
- Post 9/11 GI Bill Update
- NOBIP Change for Major Commanders
- FITREP 101 Tri-Fold
- FITREP 201 Quick Reference Guide

# PERS 42 DRUMBEAT (SEP 2019)



PRD and Slate	2Q20	3Q20	4Q20
Slate Opens	2 <sup>nd</sup> Week September 19	2 <sup>nd</sup> Week December 19	2 <sup>nd</sup> Week March 20
Slate Closes	1 <sup>st</sup> Week November 19	1 <sup>st</sup> Week February 20	1 <sup>st</sup> Week May 20
Detach Dates	Mar20-May20	Jun20-Aug20	Sep20-Nov20
Talent Management Due Date	1 Nov 19	1 Feb 20	1 May 20
Talent Management (Play the Slate)	NPS (5)	NPS (5)	NPS (5)
		SNTWI (3)	
Talent Management (Don't Play the Slate)	GEV (3)	GEV (3)	GEV (3)
	War College (1)	War College (1)	War College (1)
	MIT/WHOI 31 OCT 19		
	GE+T (2)/LEAD(2) 1 OCT 19		

### Department Head Detailing

Upcoming SOAC dates:

Class	Start	Finish
20010	28 OCT 19	24 APR 20
20020	13 JAN 20	28 JUN 20
20030	09 MAR 20	21 AUG 20
20040	04 MAY 20	18 OCT 20
20050	29 JUN 20	11 DEC 20

### CO and XO Detailing

Upcoming SCC dates:

Class	Start	Finish
SCC 62	01 OCT 19	06 DEC 19
SCC 63	06 JAN 20	06 MAR 20
SCC 64	06 APR 20	05 JUN 20
SCC 65	06 JUL 20	04 SEP 20

**Class Schedules and Shore Slates can be found at our NPC/PERS-42 Website:**

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

### Upcoming FY21 Board Schedule:

05 NOV: Submarine Major Command & LDO  
 15 JAN: Active O-6 Line (#160)  
 28 JAN: Nuclear LDO ISPB (#182)  
 11 FEB: Active O-5 Line (#230)  
 18 MAY: Active O-4 Line (#275); Sub DH (#146); Submarine CO/XO (#350)

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