

PERS 42 DRUMBEAT (FEB 2018)



Fiscal Year 2019 Drumbeat Administrative/Statutory Board Edition

It's that time of year again where promotion and milestone boards come in rapid succession. This Drumbeat edition will give you the tools to ensure you are adequately informed about the board process. It also provides guidance to verify or update your record and to give you the best chances of being promoted to your next rank or screened for your next milestone tour.

My staff here spends a lot of time "scrubbing" officer records, notifying officers of record deficiencies and providing career guidance to individuals. Although we do our best to provide watch team backup and ensure that all records are perfect, the responsibility of an officer's record still lies with the service member.

Topics in this edition of the Drumbeat include:

- Upcoming board dates
- Submarine CO/XO/DH eligibility
- Administrative vs Statutory
- 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?
- 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

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

Very respectfully,

//s//

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Distribution (PERS 42)
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Upcoming Board Dates

- O-5 Active Duty Line, Board #230: 13 February (LTB Deadline – 2359CST 3 FEB)
- O-4 Active Duty Line, Board #275: 21 May (LTB Deadline – 2359CST 11 MAY)
- Submarine CO/XO, Board #350: 21 May (LTB Deadline – 2359CST 11 MAY)
- Submarine DH, Board #146: 21 May (LTB Deadline – 2359CST 11 MAY)

LTB: Letter to the Board

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) 04	YG 09	YG 13
2 nd	YG 03	YG 08	YG 12
3 rd	YG 02	YG 07	---
4 th	---	YG 06 ¹	---

Note 1: Officers selected for XOSS during the FY18 CO/XO board (May 2017) will get a 4th and final look. If they are not selected for XO, their XOSS status does not change.

Administrative vs. Statutory

Administrative Boards: These are boards that are community specific and organized and executed by PERS-42/N133. For the submarine community, these milestone boards are submarine Department Head, Executive Officer, Commanding Officer, and Major Command.

Statutory Boards: These boards are required by law (statute). These boards are authorized by the Chief of Naval Personnel and executed by PERS-8 at Navy Personnel Command. These are all promotion boards, O-2, O-3, O-4, etc.

Board Correspondence Policy Change (LTB Submission)

NAVADMIN 297/17 changes 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.

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



What is Board Correspondence?

Board correspondence, known as a letter to the board (LTB), is written communication that will invite the attention of the board to any matter concerning the officer that the officer considers important. The written communication must be in accordance with MILPERSMAN 1420-010 and may include, as enclosures, correspondence from any individual concerning the eligible officer. LTBs are typically missing or recent FITREPs, recent EOT awards, or letters of recommendations from previous COs or Flag Officers.

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 or she desires such correspondence be presented to the board. Correspondence without such acknowledgment is considered third party correspondence and will be returned.

If you have a significant period of time between FITREPS (about 3 months), it is highly encouraged that you either submit a LTB from your reporting senior or in special circumstances as described below, a Special FITREP that explains your accomplishments since the last reporting senior's FITREP or since arrival at a new command. This is especially important for the O-6 promotion board since there are over 5 months between the regular reports in July and the board convening in mid-January. The O-5 and O-4 boards have approximately 3.5 months of time between the regular report and the board. If you have received at least 1 observed regular report from your reporting senior, a letter of recommendation from your reporting senior is appropriate.

Special FITREP Requirements IAW BUPERSINST 1610.10(series)

1. State the justification for the Special report in the opening sentence of the comments. **A report without this statement will be returned for correction.**
2. A new reporting senior who has not written an "observed" report on a member may submit a Special FITREP before the promotion board so long as they have performed significant duties for at least 3 months.
3. A Special report only applies to statutory boards.

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.
- Please ensure that 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.
- It is strongly recommended that you email your LTB if possible vice relying on U.S. mail. It will allow PERS-42 to have some visibility that your LTB has been submitted.
- Email your LTB to CSCSELBOARD@navy.mil
- Please CC PERS-421B and your detailer on any LTB that is sent to CSCSELBOARD@navy.mil via email.

LTBs are a positive tool for managing your record and must be briefed/viewed by the board.

A LTB template can be found at the NPC Boards and PERS-42 websites.

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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. NPC Customer Service Center (866) 827-5672
3. Email CSCSELBOARD@navy.mil

Detailers do not have any situational awareness on whether your LTB was received. Please contact the customer service center to check on your LTB.

What is a precedence number (lineal number)?

An officer's grade and date of rank determine their position on the Active Duty List (ADL) of the Navy. The relative seniority of officers is indicated by assignment of an eight-digit active duty 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's date of rank is the date the appointment to their grade is made, but 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 an NROTC MIDN commissions on 13 May, their DOR is the date that the USNA commissioned their MIDN, usually the week before Memorial Day weekend.

Your lineal number consists of 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 upon grade, date of rank, and class percentile standing. Officers receiving original appointments to grades with the same grade and date of rank will be 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 Naval Academy 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 new precedence number in the higher grade based on their promotion dates of rank 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.

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How do I know if I am in-zone?

First, locate your precedence/lineal number on your Officer Data Card (ODC). Your ODC can be located on BOL.

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

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

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 but lower than the junior eligible you will be viewed as below zone by the upcoming board. Boards are allowed to select a certain percentage of 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 (or 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 1, 2, or occasionally 3 below zone looks.

It is important to remember that even if you are in a zone 3 fiscal years away, it is very possible that you move up a zone due to attrition at a certain paygrade. Because members do move into earlier zones, it is especially important to always keep your record up to date and to review it after each FITREP cycle or before deployment periods.

What information in your record matters the most?

The single most important part of your record are your FITREPs. The best thing that you can do to prepare your record for a board is to verify your FITREP continuity 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. Please take aggressive action to correct any FITREP continuity problems. If you have any questions, contact your detailer.

Awards, Academic Degrees, Sub-specialty codes, PHA scores, and Additional Qualification Designators (AQD) are all important aspects of your record and should also be accurately reflected in your record.

If you have missing aspects of your record and do not have time to permanently update your record prior to a board, you should send a LTB that includes the missing information. However, make sure that you take action to permanently update your record as well.



How do I review and update my record?

Your Officer Summary Record (OSR) and Performance Summary Records (PSR) are the only two records that all board members will see in “the tank” (i.e., where board members deliberate and vote on records). The individual board member that is reviewing your record in detail, will have access to all of your Official Military Personnel Files (OMPF).

To review your OSR and PSR, log onto BOL and view both of those documents. Verify that all of the information is accurate and that you have 100% FITREP continuity.

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

[http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record Management Brief.pdf](http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record%20Management%20Brief.pdf)

FITREP Milestone and Promotion Recommendations

Your FITREP should recommend you for your next milestone and promotion 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 abnormalities.

If you need a 2017 updated copy of FITREP 201, please contact PERS-423, at joseph.beach@navy.mil.

How will PERS-42 contact me before a board?

All eligible members of a board will be contacted before their board. This email will include any record deficiencies that were identified and how to correct those deficiencies. Please remember that this is a courtesy look and that you are responsible for your own record.

These emails will be sent to the email address that is listed in your NFAS contact information. If your NFAS email is not accurate, you will not receive the email that is sent.

If you are on a ship, an email will go to your email addresses listed in NFAS, and to either your boat's NIPR account or to your XO's boat NIPR account.

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Other Board Resources and Points of Contact

Any detailer can answer your questions but the board expert in PERS-42 is PERS-421B.

POC: PERS-421B at; Edward.may@navy.mil. Email correspondence is preferred for OQE purposes.

NPC Website ->Boards ->Active Duty Officer

- Sample LTB
- 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
- Record Review Board Checklist
- Sample LTB

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