

BUPERSINST 1430.16G
19 Sep 2018

FIGURE 11-1 — SAMPLE ENLISTED SELECTION BOARD COVER LETTER

	Date
From: IT1(SW) Phillip S. Selectme, USN, XXX-XX-XXXX	
To: President, FY-XX Active/Reserve E7/8/9 Selection Board #XXX)	
Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD	
Ref: (a) NAVADMIN ____/____	
Encl: (1) Item 1 (2) Item 2 (3) Item 3	
1. Per reference (a), enclosures (1) through (3) are forwarded for consideration.	
2. Upon review of my Official Military Personnel File (OMPF), I discovered two records of NJP proceedings from different enlisted personnel. These documents do not refer to me and I have sent correspondence to NAVPERSCOM (PERS-313) to have them removed from my OMPF.	
3. Upon review of my Performance Summary Record (PSR), I discovered an erroneous promotion recommendation for my 2014NOV16 - 2015NOV15 evaluation. The "X" on that evaluation is in the Promotable block, but the OMPF image correctly reflects I was a Must Promote. I am working with NAVPERSCOM (PERS-32) to get my PSR corrected.	
(legal signature) P. S. SELECTME	