

# ENLISTED SELECTION BOARDS

---



**Navy Personnel Command  
Enlisted Selection Boards (PERS-803)**

**Limited Duty Officer & Chief Warrant Officer In-Service Procurement Selection Board Public Brief**





# Topics of Discussion

---

- **Eligibility**
- **Communicating With the Board**
- **Pre-board**
- **Membership**
- **Quotas**
- **Tools of the board**
- **Available for Review**
- **Not Available for Review**
- **What the Board Considers**
- **Board Process Overview**
- **Post Board Process**
- **Common Issues/FAQs/Myths**



# Eligibility

- **Read the announcing NAVADMIN, Discrete Requirements and Chapters 2, 7, and Appendix F of OPNAVINST 1420.1B**
  - Where conflicts exist, follow the NAVADMIN.
  
- **FY24 eligibility**
  - Time in Service (TIS) windows (Computed to 01OCT23)
  - 8 to 14 years for LDO (non-nuclear) [OCT 15 – OCT 09]
  - 8 to 16 years for LDO (nuclear) [OCT 15 – OCT 07]
  - 14 to 20 years for CWO (E7 and E8) [OCT 09 – OCT 03]
  - 14 to 22 years for CWO (E9) [OCT 09 – OCT 01]
  
- **Additional requirements**
  - U.S. citizenship
  - High school graduate or GED
  - Color vision test (for certain designators)
  - No NJP/civil conviction in the last three years as of 1 October of calendar year of application (**1 Oct 22 for FY24 board**)



# *Eligibility*

---

- **Importance of our TIS windows:**
  - **In order to support career progression/promotion models and maximize Navy's return on investment.**
- **LDO TIS waiver: 14 yrs plus 180 days**
- **CWO TIS waiver: 20 yrs plus 180 days**
- **E9 TIS waiver for CWO3: 22 yrs plus 180 days**
- **\* No further exceptions will be entertained**



# *Eligibility*

- **Application submissions must be complete**
  - PERS-803 checks each submission using the same eligibility checklist that applicants and commands will use (NAVPERS 1420/5)
  - Any information that is required but not provided will result in a determination of “not eligible”

**To resolve eligibility issues, contact PERS-803 prior to application due date.**



# Communicating with the Board

---

- **Your application is your means to communicate with the board**
  - Discuss your application with your LDO/CWO mentor and or coordinator.
  - Consider having an experienced board member review your OMPF with you.
  - Submit items you want considered **ONLY if they are missing from your OMPF** as enclosures to your application.
  - NSIPS Electronic Service Record (ESR) data is not available to the board unless it is also in your OMPF.
  - Documents forwarded to selection boards do not update your OMPF.
  - Any addendums must be signed and **submitted by you** and have command endorsement. Addendums not signed by the applicant are considered third-party correspondence and are not presented to the board.



# Communicating with the Board

---

- **Your application is your means to communicate with the board**
  - DO NOT
    - Send multiple copies of your application
    - Send originals of source documents, they will not be returned
    - Send duplicates of items already in your OMPF
    - Send Joint Service Transcripts (JST)
    - Highlight items on your documents. They may become illegible when scanned into the selection board system



# Communicating with the Board

---

- **Your application is your means to communicate with the board**
  - DO:
    - Know what was submitted in your application
    - Pay close attention to due dates on the announcing NAVADMIN
    - Include your FULL SSN on each page submitted
    - Use your personal statement to discuss any item in your record that you think should be clarified





# Pre-Board

## ➤ **PERS-8 Actions**

### ➤ **Scrub eligibility**

- Each application is checked against the eligibility checklist.
- Errors are posted to BOL and updated weekly.
- Errors that are not corrected will result in a determination of “not eligible” for the board.

### ➤ **100% accountability and verification of addendums**

- Each addendum is added to the original application.
- BOL is updated with the number of addendums added to your application.
- Addendums received after the required due date published in the announcing NAVADMIN are not presented to the board.



# Board Membership

---

➤ **Up to five panels for record review. For example:**

Admin/Supply Panel

Surface Ops Panel

Aviation Panel

Information Warfare Panel

Submarine Panel

- 1 LDO captain (President who is a member of all panels)
- 1 senior O5 and W5 core members (who are members of all panels along with the president)
- 1 URL on each panel
- ~ 60 members total

- Membership of the board is not released until the results of the board are released.



# Selection Quotas

---

- **Recommended by Officer Community Managers**
- **Approved by Chief of Naval Personnel**
- **Made public after the board adjourns**
- **May go unfilled when insufficient number of candidates meet “fully qualified” standard**



# Tools of the Board

- **The convening order from the Chief of Naval Personnel to the Board President provides**
  - Date board ordered to convene
  - The selection standard (best and fully qualified)
  - Board Membership
  
- **The Quota Letter and Discrete Requirements from the Chief of Naval Personnel provides**
  - Number of authorized primary and alternate selects for each designator
  - Discrete requirements for each designator describes best qualified candidates and assists the board members in providing community briefs to their panels



# Available for Board Review

- **Official Military Personnel File (OMPF) field codes 30-38**
- **Enlisted Summary Record (ESR) and Performance Summary Record (PSR)**
  - Available via BOL menu item “ESR, PSR”
    - Part I (Personnel Data Summary)
    - Part II (Pre-1996 evaluation summary)
    - Part III (1996 to present evaluation summary)
- **Candidate’s Application**
  - Including any authorized addendums

**Accuracy of these three items may be the difference between select and non-select**



# Not Available for Board Review

- **NSIPS ESR data not in the OMPF**
  - Should have been forwarded to the OMPF at time of reenlistment/record close-out.
- **FLTMPS, ETJ**
- **PRIMS information**
- **Items sent to the board by anyone other than by the candidate (third-party correspondence)**
- **Addendums that are not signed or that are received after the due date**

**If you want the board to consider items not in your OMPF, you must submit them.**



# What the Board Considers

---

## ➤ Appraisals and CO's Endorsement

- Strong, honest recommendations and comments from appraisals
- Command endorsement communicates potential to succeed as an officer

## ➤ Evaluations

- Trait average at or above summary group and reporting senior's cumulative average
- Documented sustained superior performance
- Break out among peers
- Promotion recommendation
- Consistent? Improving? Declining?



# What the Board Considers

---

- **Description of duties**
  - Demonstrated positive, effective leadership
  - Documented sustained superior performance
  - Technical expertise
- **Success at sea/arduous duty**
- **Initiative**
- **Education and professional development**





# What the Board Considers

---

- **Adverse matter that is poorly explained or buried in the write-up**
- **Appraisals, CO's recommendations, and evals that contradict each other**
- **Decline in promotion recommendation or trait marks without adequate explanation in write-up**
- **Lack of documented experience to satisfy the Discrete Requirements**



# Board Process Overview

## ➤ Prep Week

- Usually starts one week prior to the board with recorders' arrival

## ➤ Recorders

- Verify each applicant's record and application displays accurately in the Selection Board System.
  - DONE AS A COURTESY TO ELIGIBLES!
  - Verify regular eval continuity for previous five years
  - Verify PSR accurately reflects eval grades and promotion recommendations for the previous five years
  - Verify awards

**IMPORTANT!!** – The recorder's verification does **NOT** replace your responsibility to ensure the completeness and accuracy of your record.



# Boardroom Layout



UNCLASSIFIED



# Board Process Overview

---

- **Board is sworn in and convened**
- **Members receive board process in-briefs and training**
- **Members read convening order and precept**
- **Records are randomly assigned for review**
- **Members review and take notes on their assigned records**
- **Records are taken to the tank for voting**



# Board Process Overview

---

- **Records are displayed and briefed by the reviewing members in the tank**
- **The record is briefed on experience, technical qualifications, past performance, reporting senior cumulative average break out, break out amongst peers, along with any adverse information found or reported**
  - Adverse information (FC-38) is privileged or adverse information of a punitive or medical nature concerning the eligible, that **MUST** be briefed in the tank
  - **NOTE: Adverse/medical information can only be briefed if it is contained in the applicant's official military record**
- **All members vote the record via a confidence factor (100, 75, 50, 25, 0)**
- **Board Recorder records the vote and calls out the number of YES votes with the overall confidence factor**





# The Tank



UNCLASSIFIED



# Voting Box





# Board Process Overview

- **Once all records have been briefed and voted, a scattergram is displayed that shows where each applicant broke out by grade**
- **The floor is open for motions**
  - Tentatively select those applicants that are clearly at the top
  - Drop from further consideration those applicants that are clearly not competitive for further consideration
- **Those applicants who remain after those tentatively selected or dropped from further consideration are considered “crunch” records and are re-reviewed and voted again to select or drop.**

**NOTE:** This is an overview of typical motions made by a board membership and is not meant to represent an actual tank voting session





# Scattergram

0 Selects		0 Alternates		0 Fails		20 Non-Select		20 Total	
SelStat	Score	# Eligibles	Total #	Score	SelStat				
Non-Select	100	<b>3</b>	<b>3</b>	100	Non-Select				
Non-Select	95	<b>3</b>	<b>6</b>	95	Non-Select				
Non-Select	90	<b>1</b>	<b>7</b>	90	Non-Select				
Non-Select	85			85	Non-Select				
Non-Select	80	<b>1</b>	<b>8</b>	80	Non-Select				
Non-Select	75	<b>2</b>	<b>10</b>	75	Non-Select				
Non-Select	70	<b>2</b>	<b>12</b>	70	Non-Select				
Non-Select	65			65	Non-Select				
Non-Select	60	<b>1</b>	<b>13</b>	60	Non-Select				
Non-Select	55			55	Non-Select				
Non-Select	50			50	Non-Select				
Non-Select	45	<b>1</b>	<b>14</b>	45	Non-Select				
Non-Select	40	<b>1</b>	<b>15</b>	40	Non-Select				
Non-Select	35			35	Non-Select				
Non-Select	30	<b>1</b>	<b>16</b>	30	Non-Select				
Non-Select	25	<b>1</b>	<b>17</b>	25	Non-Select				
Non-Select	20			20	Non-Select				
Non-Select	15			15	Non-Select				
Non-Select	10	<b>1</b>	<b>18</b>	10	Non-Select				
Non-Select	5			5	Non-Select				
Non-Select	0	<b>2</b>	<b>20</b>	0	Non-Select				

**To select  
7 Primary/  
3 Alternate**



# Scattergram

**Tentatively  
Select 90 and  
above**

**Drop From  
Further  
Consideration  
45 and below**

7 Selects 0 Alternates 7 Fails 6 Non-Select 20 Total						
SelStat	Score	# Eligibles	Total #	Score	SelStat	
Select	100	3	3	100	Select	
Select	95	3	6	95	Select	
Select	90	1	7	90	Select	
Non-Select	85			85	Non-Select	
Non-Select	80	1	1	80	Non-Select	
Non-Select	75	2	3	75	Non-Select	
Non-Select	70	2	5	70	Non-Select	
Non-Select	65			65	Non-Select	
Non-Select	60	1	6	60	Non-Select	
Non-Select	55			55	Non-Select	
Non-Select	50			50	Non-Select	
Fail	45	1	1	45	Fail	
Fail	40	1	2	40	Fail	
Fail	35			35	Fail	
Fail	30	1	3	30	Fail	
Fail	25	1	4	25	Fail	
Fail	20			20	Fail	
Fail	15			15	Fail	
Fail	10	1	5	10	Fail	
Fail	5			5	Fail	
Fail	0	2	7	0	Fail	

**Crunch 6  
to select 3  
Alternate**

**To select  
7 Primary/  
3 Alternate**



# Board Process Overview

---

- **When all designators have been to the tank, the board is complete.**
  - Board members and recorders sign certifying that
    - The board complied with all instructions
    - Each applicant was properly considered
    - The applicants recommended for selection are best qualified to meet the needs of the Navy
  - Board members are briefed on confidentiality
  - The Board President adjourns the board



# Board Member Confidentiality

---

- **Sample items board members cannot discuss**
  - Recommended selectees prior to results being made public
  - Why an applicant was or was not selected
  - Items they saw in a applicant's record
  - The items briefed in the tank
  - Method used in determining selections

**Board members may NEVER disclose the proceedings and deliberations of any board.**



# Post Board Process

---

- **Selects are reviewed for adverse matter**
  - Those placed on hold are notified of their selection by their command, who then provides requested information to CNP (via NPC) who will decide whether to release the hold or permanently remove the selection
  - Holds may take six weeks to a year or more to resolve
- **PERS-804 prepares the board's record of proceedings (ROP)**
  - Routed to CNP via PERS-80, PERS-8, CNPC Legal, and CNPC
- **CNP approves the results and releases results via NAVADMIN**



# Common Issues

## ➤ **Post-board scrub**

- Security clearance issues, NJPs, DFC, pending investigations
- Candidates on hold will be missing from the NAVADMIN

## ➤ **Candidates do not complete commissioning physical early and are found not medically qualified to commission**

- Result: Candidate not allowed to commission, placed on hold, results in fleet manning gap – sometimes up to a year or longer

## ➤ **Adverse event occurs. Command documents locally but fails to report that info to PERS-803**

- Result: Candidate gets commissioned

**COMMUNICATION BETWEEN COMMANDS AND PERS-803 IS KEY!**



# FAQs

---

## 1. How is PRIMS used in the selection board process?

- It is not.

## 2. How is NSIPS ESR data used in the selection board process?

- Only if contained in the OMPF or included in the application.

## 3. How far back in the record does the board consider?

- The entire record is available for review.

## 4. How are alternates identified?

- Alternates are selected as alternates during the tank sessions. If a select falls out, an alternate will be notified by letter from NPC via their CO. Alternates are not announced to the public and alternates do not know they were selected as alternates unless they are needed to fill a vacancy.



# Myths

---

1. A member of the board who knows you increases your chances for selection. **FALSE**
2. The selection board only considered items in my OMPF, ESR, PSR, and items in my application and any addendums. **TRUE**
3. The selection board accepts items from both me and my command up to the convening of the board. **FALSE (x2)**. Items are accepted only from applicants and only up to the deadline in the announcing NAVADMIN.
4. Application status is posted on BOL. **TRUE**
5. E6 candidates do not need to take the E7 exam if on an IA/GSA in theater. **FALSE**. See **BUPERSINST 1430.16G paragraph 614**
6. Only adverse information contained in my OMPF can be considered by the board. **TRUE**, unless submitted in the candidate's application.