

ENLISTED SELECTION BOARDS



**Navy Personnel Command
Enlisted Selection Boards (PERS-803)
27 September 2021**





Topics of Discussion

- Eligibility
- Available for review
- Not available for review
- Communicating with the board
- Pre-Board
- Membership
- Precept/ Convening order
- Post board process
- Items board members can't discuss
- Common Issues/ FAQs/Myths



Eligibility

- ➤ Eligibility questions?
 - BUPERSINST 1430.16 (Advancement Manual)
 - Cycle NAVADMIN
 - Two NAVADMINS for E7 – one for the exam, one for the board
- View your board eligibility profile sheet
 - “Sel Bd Eligible” means you made the FMS cut from the exam.
 - Candidates MUST periodically review eligibility
 - Review Navy Advancement Center website for profile sheet changes
 - Sign up for profile sheet change notification via the Navy Advancement Center website.

CANDIDATES: CLOSELY MONITOR YOUR ELIGIBILITY



Available For Board Review

- ➤ **Official Military Personnel File (OMPF) field codes 30-38 (MILPERSMAN 1070-080)**
 - Available via BOL menu item “OMPF-My Record”

- **Performance Summary Record (PSR)**
 - Available via BOL menu item “ODC, OSR, PSR”
 - ✓ Part I (Personnel Data Summary)
 - ✓ Part II (Pre-1996 evaluation summary)
 - ✓ Part III (1996 to present evaluation summary)

- **Candidate's Letter to the Board (ESSBD preferred)**

**ACCURACY OF THESE THREE ITEMS MAY BE THE
DIFFERENCE BETWEEN SELECT AND NON-SELECT**



Available For Board Review

Navy - Official Military Personnel File

[Return to BOL](#)[Logout of BOL](#)

All record and document views are audited.

[Download OMPF](#)[Welcome](#)[OMPF Documents](#)[e-Submission Documents](#)

Drag a column header and drop it here to group by that column

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	NAVCRUIT	1133/52	ENLISTED GUARANTEES ANNEX	20087763	30	19961003
<input type="checkbox"/>	DD	2366	MGIB ACT 1984	20087765	30	19961003
<input type="checkbox"/>	DD	4	ENL REENL DOC	20087766	30	19961003
<input type="checkbox"/>	DD	1966	MIL PROC RCD	20087768	34	19961003
<input type="checkbox"/>	SF	86	QUESTIONNAIRE FOR NAT'L. SECURITY POSITI	20087769	34	19961003
<input type="checkbox"/>	DD	93	EMERG DATA RCD	20087770	39	19961003
<input type="checkbox"/>	SF	93	MED HIST RPT	20087771	43	19961003
<input type="checkbox"/>	SF	88	MED EXAM RPT	20087772	43	19961003
<input type="checkbox"/>	SGLV	8286	SGLI ELECT CERT	20087773	43	19961003
<input type="checkbox"/>	NAVCRUIT	1133/52	ENLISTED GUARANTEES ANNEX	48343915	30	19961003
<input type="checkbox"/>	DD	4	ENL REENL DOC	48343916	30	19961003
<input type="checkbox"/>	NAVPER5	1070/613	ADMIN REMARKS	48343920	32	19971020
<input type="checkbox"/>	SGLV	8286	SGLI ELECT CERT	20388606	43	19971103
<input type="checkbox"/>	NAVPER5	1070/602	EMERG DATA RCD DEP APP	23194166	39	19971103
<input type="checkbox"/>	NAVPER5	1070/613	ADMIN REMARKS	48343921	32	19980916

UNCLASSIFIED



Not Available For Board Review

Items Not Presented to Board Members

- **NSIPS ESR data not in the OMPF**
 - Should have been forwarded to the OMPF at time of reenlistment/record close-out
- **Items sent to the board by anyone other than the candidate**
- **Letters to the board received after the “received by” date**
- **ESR, NTMPS, FLT MPS, ETJ – unless submitted by the candidate**
- **PRIMS information**

IF YOU WANT THE BOARD TO CONSIDER ITEMS NOT IN YOUR OMPF, YOU MUST SUBMIT THEM IN YOUR LTB.



Communicating With The Board

➤ Your Letter to the Board (LTB)

- Only method to communicate with the board!
- Must be ****RECEIVED**** by the cut-off date in cycle NAVADMIN
- Read the cycle NAVADMIN before you begin!
- Consider having an experienced board member review your OMPF with you
- Per the cycle NAVADMIN, submit items you want considered that are missing from your OMPF
- Do not send originals, they will not be returned
- Do not send duplicates of items already in your OMPF
- Do not highlight items on your documents mailed
- Include your **DODID #** on each page submitted

***** Submission through ESSBD is the preferred method. It also provides the ability to see if your letter was accepted. *****



Membership

➤ Membership demographics:

Source Rating

Gender

Community

Component

Number of eligibles

Race

Geographic Location

Special Qualifications

Prior Board Experience

➤ Divided into panels by rating for record review. For example:

Admin/Supply

Nuke/SPECWAR

Aviation

Surface Ops/Engineering

Submarine

Combat Systems/Info Warfare




Board Precept/Convening Orders

- **Precept = general guidance for the entire board season**
- **Convening Order = specific guidance for that board**
- **Guidance from the Chief of Naval Personnel to the Board**
 - **Guidance on quota use and restrictions**
 - **Guidance on secrecy of board discussions**
 - **Membership and quotas**
 - **Fully qualified and best qualified considerations**
- **Read them each year, then ask yourself:**

**ARE YOU EXHIBITING THESE LEADERSHIP TRAITS AND
ARE THEY DOCUMENTED IN YOUR EVALUATIONS?**



Board Precept/Convening Orders

**MyNavy HR**

[About MyNavy HR](#) [Career Management](#) [Support & Services](#) [References](#) [Media Center](#) [Contact Us](#)

[Career Management](#) [Boards](#) [Active Duty Enlisted](#) [CPO Selection Boards](#)

Active Duty Chief Petty Officer Selection Boards

ACTIVE DUTY ENLISTED

- GENERAL INFORMATION
- CPO SELECTION BOARDS **
- SCPO SELECTION BOARDS
- MCPO SELECTION BOARDS

ACTIVE DUTY OFFICER

- ADMINISTRATIVE
- ENLISTED CONTINUATION
- FLAG OFFICER
- GENERAL BOARD INFORMATION
- OFFICER CONTINUATION / SERB
- RESERVE ENLISTED
- RESERVE OFFICER
- SCREEN BOARDS
- SELECTION BOARD SUPPORT
- SPECIAL BOARDS
- SPOT PROMOTIONS

FY22 CPO Selection Board

- NAVADMIN: 050/21
- [Precept](#)
- [Convening Order / Quotas / Membership](#)
- Selectees: NAVADMIN

FY21 CPO Selection Board

- NAVADMIN: 031/20
- [Precept](#)
- [Convening Order / Quotas / Membership](#)
- Selectees: NAVADMIN 306/20

FY20 CPO Selection Board

- NAVADMIN: 040/19
- [Precept](#)
- [Convening Order/Quotas / Membership](#)
- Selectees: NAVADMIN 174/19

Need Career, Pay or Personnel help?
Call MyNavy Career Center: 833.330.MNCC,
or 901.874.MNCC (DSN 882.6622)
Email MNCC, MNCC Chat

NAVY PERSONNEL COMMAND
5720 Integrity Drive
Attn: PERS-### or BUPERS-###
Millington, TN 38055-0000

FOIA | U.S. Navy | U.S. Navy Recruiting
No Fear Act | USA.gov | Privacy Policy
Open Government | Plain Writing Act
Veterans Safe Helpline | Navy SAPR | NETC
Accessibility/Section 508 | Information Quality
NCIS Tips | Privacy Program

Comments or Suggestions about this website?

Search This Site




Enlisted Career Paths

- Outline a normal career path and some “best qualified” items for each rating.
- Prepared by ECMs with Fleet senior enlisted input
- Approved by Deputy Chief of Naval Personnel
- Posted on the NPC website.
- Read them each year and use them as a tool when making career decisions.
- Used in conjunction w/ Precept and Convening order to aid in selection of best and fully qualified candidates.



Enlisted Career Paths

**MyNavy HR**

[About MyNavy HR](#) [Career Management](#) [Support & Services](#) [References](#) [Media Center](#) [Contact Us](#)

[About MyNavy HR](#)


Navy Enlisted System (NES) and Officer Personnel Information System (OPINS) capabilities are being integrated to streamline usage and moving smoothly as soon as possible. Please contact MNCC with any issues.


Responsive & Ready

you, the Sailor.

[Boards](#)[Detailing](#)[Community Management](#)[Career Counseling](#)[Career Toolbox](#)[Education](#)[Language & Culture](#)[Performance Evaluation](#)[Personnel Conduct & Sep](#)[Records Management](#)[Reserve Personnel Mgmt](#)[Retirement](#)[Talent Management](#)[Transition](#)

[Officer](#)[Officer Career Prog](#)[Enlisted](#)[Enlisted Career Admin](#)[Administration](#)[Aviation](#)[Information Warfare](#)[Medical](#)[Nuclear](#)[PACT](#)[Seabees](#)[Security](#)[Selected Reserves](#)[Special Operations](#)[Special Warfare](#)[Submarine](#)[Supply](#)[Surface CS OPS](#)[Surface Engineering](#)


**MyNAVYHR**
"Serving Sailors 24/7"



www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Administration/



Enlisted Career Paths

**MyNavy HR**

[About MyNavy HR](#) ▾ [Career Management](#) ▾ [Support & Services](#) ▾ [References](#) ▾ [Media Center](#) ▾ [Contact Us](#) 🔍

[Career Management](#) ▸ [Community Management](#) ▸ [Enlisted](#) ▸ [Administration](#) ▸ **YN**

YEOMAN (YN)

LN

MC


MU

NC

NC-CRF

PS

RP



[YN COMMUNITY OVERVIEW](#)

[YN FTS COMMUNITY OVERVIEW](#)

[YN CAREER PATH](#)

[YN FTS CAREER PATH](#)

General Description

Yeoman perform administrative and clerical work. They receive visitors, answer telephone calls and sort incoming mail. They type, organize files and operate modern office equipment such as word processing computers and copying machines.

What They Do

The duties performed by YNs include:

- Preparing, typing and routing correspondence and reports
- Organizing and maintaining files
- Receiving office visits and handling telephone communications
- Operating personal computers, word processing, duplicating, audio-recording and other office machines
- Performing office personnel administration
- Maintaining records and official publications
- Performing administrative functions for legal proceedings



Precept – Adverse Info

For those candidates who are recommended for selection and who have received disciplinary action, or whose OMPF contains matters relating to conduct or performance of duty, regardless of the date the matter occurred, every board member in that respective tank shall be briefed on the adverse information contained therein prior to the final board decision.

**NAVY DOES NOT EMBRACE BLIND ADHERENCE TO A
ZERO-DEFECT MENTALITY**



Board Process

- **Board is sworn in and convened**
- **Members receive board process in-briefs and training**
- **Members read convening order and precept**
- **Records randomly assigned within panels**
- **Rating Subject Matter Expert conducts rating brief per the Enlisted Career Path (ECP) for that rating**



Board Process

- **Members conduct initial independent review of each record**
- **All records are then brought to tank for individual briefing and voting. Records are then scattergrammed until selects and non-selects are determined**
- **A debrief is conducted on security of board deliberation & adjourn board**
- **Board President's call-out with DCNP**



UNCLASSIFIED



Reviewing a Record

AS OF DATE: **05/21/13**

ACTIVE ENLISTED SUMMARY RECORD

[REDACTED]

NAME:					RATE:	ITS1	ENL DESG:	SS	SSN:	
BR/CL:	11-USN	PRIOR SVC:	USNR	SEX:	M	DOB:		AGE:	35	
RATE DATE		EDUCATION			NEC	DATE	NEC	DATE	NEC	DATE
PRESENT RATE / DATE: TIME IN RATE DATE: 070701 PREVIOUS RATE / DATE: PROSPECTIVE RATE/DATE:		YEARS: 14 CERT: D-ASSOCIATE DEGREE MAJOR:			1) 2780 2) 2779 3) 2781 4) 9502 5)	1304 1207 0811 1001 10)	6) 7) 8) 9) 10)	11) 12) 13) 14) 15)		
	UIC	ACTIVITY NAME	TYPE	FROM	TO	ACC	SEA/ShORE CODE	MOS	PEBD: 980911 ADSD: 980911 CED: 080919 EREN: SOFT EAOS: 151018 EDLN REAS: SCIND: XFXXX TOSS MOS: 100 SSED: 990914	
2nd PAST	66830	S NSTCP PH HI	STU	100104	100115	341	1-SHORE			
1st PAST	65369	PSBFOROPS COMP	STF	100115	120731	100	1-SHORE	31		
CURRENT	55542	SDR 5 DET TRITON	STF	120817		100	2-SEA			
ADMIN	55522			PRD:	1510			37		
ULT ACTUAL				EDA:						
ULT PARENT				PRD:						
PERSONAL AWARDS NUMBER		NETPMSA DATA				REMARKS				
NAV ACHV		02		COMP RATE: COMP GROUP: SPEC GROUP: EARLY-CAND: STD SCORE: PERFORM MK: FINAL MULT: BRCL / TIC: TIR: Yrs Mos TIS: Yrs Mos		FC-38				

UNCLASSIFIED



Reviewing a Record

PERFORMANCE SUMMARY REPORT																					
NAME (LAST, FIRST MIDDLE)					DESIG/RATE ETC								SSN 000-00-0000				PAGE 3 OF 3				
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS					AVERAGE		PROMOTION REC				PHY READ	RPT TYPE	
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP			EP
E6	FLTCOMBAT DIR SYS	INSTR	950930 960115	04		O4	CO	0	0	7	0	0	3.00 3.20	14 3.22	0	0	X 6	0	0	P/WS	RG
E7	DD967 ELLIOT	LCPO	960116 960428	03		O5	CO	0	0	5	1	0	3.17 3.25	3 3.25	0	1	X 1	0	1	P/WS	RG
E7	DD967 ELLIOT	LCPO	960429 960831	04		O5	CO	0	0	0	2	4	4.66 4.80	3 4.80	0	0	1 1	X 1	1	P/WS	RG
E7	DD967 ELLIOT	LCPO	960901 970131	05		O5	CO	0	0	3	3	0	3.50 3.50	9 3.50	0	0	4 3	X 3	2	P/WS	SUPP
E7	DD967 ELLIOT	LCPO	970201 980131	12		O5	CO	0	0	3	4	0	3.57 3.50	19 3.50	0	0	5 3	X 3	2	P/WS	RG
E7	DD967 ELLIOT	LCPO	980201 980831	08		O5	CO	0	0	5	2	0	3.29 3.29	1 3.29	0	0	0 0	X 0	1	P/WS	CR
E7	FLTCOMBAT CEN	STUDENT	980901 981201	03		O6	CO	-	-	-	-	-	-	-	-	-	-	-	-	P/WS	RG



Reviewing a Record

Field Code/Title	Doc/From ...	To Date
30 - Procurement, Enlistment/reEnlistment Data		
31 - Classification and Assignment		
32 - Administrative Remarks		
33 - Separation and Retirement		
34 - Miscellaneous Professional Service History		
35 - Enlisted Performance Data		
36 - Training and Education		
37 - Decorations, Medals, and Awards		
38 - Adverse Information		
Letter(s) to Board		



UNCLASSIFIED

B1 - 26

EMPRS



Selecting
Tomorrow's Leaders

CLR	100 / Yes	CLR
75	50	25
	0 / No	

Navy Personnel Command
EMPRS Selection Board System

REPLIM

UNCLASSIFIED



Board Process

- **Once all records have been briefed and voted, a scattergram is displayed that shows a cumulative number of votes at each confidence level**
- **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 briefed and voted again**

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



Sample Scattergram

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

To select 10



Sample 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**

To select 10



Post Board Process

- **Conduct post-board review of selects to identify adjudicated or pending substandard or adverse information. Items discovered:**
 - **Security clearance issues**
 - **Misconduct**

- **These selects are placed on hold, notified of their selection and hold status, who then provide additional information to CNP to decide whether to release the hold or permanently remove their selection.**
 - **Results in missing sequence numbers on NAVADMIN**



Items Board Members Can't Discuss

- Recommended selectees prior to results being made public
- Why a candidate was or was not selected
- Items they saw in a candidate's record
- Specific items briefed in the tank

**MAY NEVER DISCLOSE THE PROCEEDINGS AND
DISCUSSIONS**



Common Issues

- **Sailors not knowing how to verify their board eligibility.**
 - Board profile sheet is the official source
 - No profile sheet = not being considered by the board

- **You may receive a BUPERS INVAL profile sheet without notification if you lose board eligibility.**



FAQs/Myths

1. A member of the board who knows you increases your chances for advancement. **FALSE**
2. The selection board only considered items in my OMPF, PSR, and items in my Letter to the Board (LTB). **TRUE**
3. **Should a career summary be included with my LTB?** By policy, only items missing from the candidate's OMPF field codes 30-38 and PSR should be included in their LTB. Any additional information that candidate's deem important may be submitted.
4. **The selection board accepts items from both me and my command up to the convening of the board.** **FALSE** (Only items submitted from the candidate and only if received prior to the LTB deadline)
5. **Advancement board eligibility is posted on BOL.** **FALSE** (Results are posted on BOL, but eligibility is reflected on profile sheet on My Navy Portal)



FAQs/Myths

6. CPO candidates are automatically board eligible if on an IA in theater.

FALSE. Must be validated as board eligible by their command. NAVADMIN 336/07 paragraphs 3 and 8 refer.

7. I am mobilized which makes me eligible regardless of my HYT. FALSE

8. Only adverse information contained in my OMPF can be considered by the board. TRUE, unless submitted in the candidate's LTB.

9. How is PRIMS used in the selection board process? It is not.

10. How is NSIPS ESR data used in the selection board process? Only if contained in the OMPF or in the candidate's LTB.

11. Is security clearance information made available to selection boards? No, except where documented in narrative of an eval or on a revocation Page 13.



FAQs/Myths

12. A change in rating must be effective how long before the advancement board convenes to be considered in the new competitive group? One month

13. Once you verify that you have a board eligible profile sheet, is there any reason either before or during the board to re-verify your profile sheet that you are still board eligible? Yes. You may receive a BUPERS INVAL profile sheet without notification if you lose board eligibility.

14. Is it still necessary to submit an LTB even if my OMPF and PSR are up to date? No. Candidates may submit information they deem important, but doesn't appear in their OMPF and PSR. It is unnecessary to submit an LTB stating that your record is up to date.

15. How far back in the record does the board consider? The entire record may be considered.



FAQs/Myths

16. Why are items that reflect in my NSIPS ESR not reflecting in my OMPF?

Your ESR requires close-out either upon reenlistment or separation by your servicing personnel office for items to be submitted to your OMPF.



ENLISTED SELECTION BOARDS

QUESTIONS ?