PERS-80

Active-Duty Officer
Promotion Brief

November 2024

- **Scope:**

  - This brief covers the process for Active-Duty Officer regular statutory promotion boards as governed by SECNAVINST 1420.3

  - Provides an overview ONLY, not to be taken as comprehensive or authoritative

- **Purpose:**

  - Answer the question: "How does the board process work?"

  - Emphasize the importance of personal record management

Officer Promotion Plan:
How Do I Know When Am I Eligible?

- **Notice Of Convening Promotion Selection Boards NAVADMIN**

  - Announces next Fiscal Year's zones for each competitive category of officers

  - Always released in December –Not less than 30 days prior to first board

  - Based on the Promotion Plan produced by OPNAV N13

- **Individual Eligibility**

  - Based on your Date of Rank and Lineal Number, which is available on MyNavy Portal (MNP) or BUPERS Online (BOL), which contains the Naval Register

Competitive Categories (Line)

11xx	**Unrestricted Line (11xx/13xx: Aviation, SPECWAR, Surface, Sub, EOD)**
120x	**Human Resources Officer**
123x	**Permanent Military Professor (O6 boards)**
127x	**Acquisition Line (11xx,13xx,14xx,15xx with APM AQD) (O8 boards)**
14xx	**Engineering Duty Officer**
150x	**Aerospace Engineering Duty Officer (O7 and above boards)**
151x	**Aerospace Engineering Duty Officer (Engineering)**
152x	**Aerospace Engineering Duty Officer (Maintenance)**
165x	**Public Affairs Officer**
171x	**Foreign Area Officer**
176x	**Foreign Expertise (11xx,13xx,18xx,17xx with FE1 AQD) (O7 boards)**
180x	**Oceanography Officer**
181x	**Cryptologic Warfare Officer**
182x	**Information Professional Officer**
183x	**Intelligence Officer**
184x	**Cyber Warfare Engineering Officer**
186x	**Information Warfare (180X,181X,182X,183X,184X,187X,188X) (O7 and above boards)**
187x	**Maritime Space Officer**
188x	**Maritime Cyber Warfare Officer**
61xx	**Limited Duty Officer (Surface)**
62xx	**Limited Duty Officer (Submarine / Nuclear)**
63xx	**Limited Duty Officer (Aviation)**
64xx	**Limited Duty Officer (General Line)**
68xx	**Limited Duty Officer (Information Warfare)**

Competitive Categories (Staff)

210x	Medical Corps
220x	Dental Corps
230x	Medical Service Corps
250x	Judge Advocate General's Corps
270x	Senior Healthcare Executive
290x	Nurse Corps
310x	Supply Corps
410x	Chaplain Corps
510x	Civil Engineer Corps
65xx	Limited Duty Officer (Staff) (653X)

Competitive Categories (CWO)

71xx	Chief Warrant Officer (Surface)
72xx	Chief Warrant Officer (Submarine) (includes 740X)
73xx	Chief Warrant Officer (Aviation)
74xx	Chief Warrant Officer (General Line)
75xx	Chief Warrant Officer (General Staff)
78xx	Chief Warrant Officer (Information Warfare)

Help, I'm in zone! What do I do now?

- **View your OSR/PSR and Official Military Personnel File (OMPF) by selecting "My Record" on MyNavy Portal:**

https://my.navy.mil/

- **Check everything in your record (see next slide for details)-- if something is missing, submit a letter to the board with the missing/correct document(s) as an enclosure(s)**

Maintaining Your Record

- **Check:**
  - Regular FITREP Continuity
  - Awards
  - Education Information
  - Service Schools
  - Subspecialty Codes
  - Special Qualifications (AQDs)
  - Naval Officer Billet Classification codes (NOBCs)
  - Ensure that you have a lineal number!

Board Membership Composition

- **Active-Duty Regular Unrestricted Line (Minimum Criteria):**
  - 5 Aviation (13XX with at least one pilot 131X and one NFO 132X)
  - 4 Surface (111X)
  - 3 Submarine (112X)
  - 1 Special Warfare (113X)
  - 1 Special Operation (114X)

- **Included in the above minimum requirements are:**
  - 1 Joint Qualified Officer (JQO) and one alternate (approved by CJCS)
  - Acquisition Workforce (AW) Representative: 1 member on each promotion selection board from O4-O8
    - Exception: there must be 3 Acquisition Corps members on O6-O7 promotion selection boards (one surface warfare, one air warfare, and one submarine warfare)
  - Minority/Female Representatives

Board Membership Composition

- **Active-Duty Restricted Line (Minimum Criteria):**
  - 2 Restricted Line officers from the competitive category under consideration
  - 5 URL officers and must include at least one member from each of the three major warfare specialties (air warfare, surface warfare, and submarine warfare)
  - JQO/AW Representatives (as required by eligibles)
  - Minority/Female Representatives

- **Limited Duty Officer – Line (Minimum Criteria is 5 officers):**
  - One member must be from each major designator (61XX, 62XX, 63XX, 64XX and 68XX) under consideration
    - A 640X officer may satisfy the 61XX or 62XX requirement when that officer has expertise in the community represented
  - A majority of the members must be URL officers
  - Minority/Female Representatives

Board Membership Composition

- **Active-Duty Staff Corps (Minimum Criteria):**
  - 5 Members with at least 1 URL officer
  - 4 Members should be from the community
    – Chaplain Corps Boards (O6 and below) – 2 CHC and 5 URL
    – LDO – 5 members (1 member from each LDO designator under consideration, 1 Staff Corps member corresponding to the LDO staff designator, and at least 1 URL member)
    – Flag Boards – majority is from URL
  - Medical Corps (O6 and below) – Medical / Surgical Specialties Representation
  - Nurse Corps (O6 and below) – Advanced Practice Nurses Representation
  - Medical Service Corps (O6 and below) – Health Care Administrators / Health Clinical Care / Health Care Scientists Representation
  - JQO/AW Representatives (as required by eligibles)
  - Minority/Female Representatives

- **Limited Duty Officer – Staff**
  - One member from each LDO (Staff) designator under consideration
    – At least one member from each of the Staff corps corresponding to the LDO staff designator.
    – At least one URL member

Board Membership Composition

- **Active-Duty Chief Warrant Officer (Minimum Criteria):**
  - 2 Aviation (13XX with at least one pilot 131X and one NFO 132X)
  - 1 Surface (111X)
  - 2 Submarine (112X)
  - 1 Special Warfare (113X) or 1 Special Operation (114X)
  - 1 Supply Corps (310X)
  - 1 Civil Engineer Corps (510X)

- **Included in the above minimum requirements are:**
  - One member either a LDO or W-5 must be assigned as a board member from each must be from each major designator (61XX/71XX, 62XX/72XX, 63XX/73XX, 64XX/74XX, 65XX/75XX and 68XX/78XX) under consideration
  - All members must be serving in the grade of Commander or above or W-5.
  - Minority/Female Representatives

Lieutenant All-Fully Qualified

- **Lieutenant All-Fully Qualified Officer List (AFQOL) is a selection process conducted by PERS-80**
  - All officers who will have completed the LTJG statutory time in grade requirement of 24 months within the next fiscal year will normally be placed on the select list for Lieutenant if on the most recent observed regular fitness report, the officer did not receive a promotion recommendation of "significant problems" or "progressing"
  - Performed twice per year, AFQOL #1 in May and AFQOL #2 in December.
  - Eligible officers may only be considered once per year.
  - Officers administratively missed by AFQOL #1 will be considered by AFQOL #2 including mid-year accessions from Chaplain Corps and JAG Corps.

- **All records are screened and reviewed for adverse information**
  - Those who are selected for promotion will be promoted on the first day of the first month following the anniversary of 24 months in grade. The monthly promotion NAVADMIN message released by CNP is the authority for promotion

Promotion to Lieutenant Junior Grade

- **Commanding Officers are authorized to make the initial determination as to the basic qualifications of officers under their command to serve in the grade of lieutenant junior grade (LTJG)**

- **Officers may be promoted to LTJG as soon as qualified, but not earlier than the date of completion of 24 months service in grade as Ensign (ENS)**
  - For example, an ENS whose date of rank is 2 October 2017 will complete 24 months in grade on 1 October 2019 and will be eligible for promotion on 2 October 2019

- **Promotions are automatically effected by NSIPS and no selection ALNAV message is released**

- **The Promotion Selection Board Precept:**
  - Signed by SECNAV
  - **ONE** issued each FY and covers all Active-Duty Navy and Navy Reserve O6 and below promotion selection boards convened for that FY
  - Promulgates general guidance on the function and procedures of all statutory selection boards
  - Contains the required oaths for the board members and recorders to ensure strict confidentiality of proceedings
  - Addresses equal opportunity and diversity guidance
  - Addresses processing and routing of promotion selection board reports
  - References SECNAV approved community briefs & competency/skill information

Pre-Board (Convening Order)

- **The Promotion Selection Board Convening Order:**
  - Signed by SECNAV or ASN
  - Issued for **EACH** board and provides the authority to convene the board
  - Provides the date, time, and location of the selection board along with official list of membership, recorders, and admin support for that particular board
  - Sets the "best and fully qualified" selection standard along with the authorized percentage to select for each competitive category
  - Defines skill requirements to be considered by the board for each competitive category
  - Defines additional considerations by the board for each competitive category
  - Sets the statutory objectives for Joint and Acquisition Workforce

Pre-Board (Preparation)

- **Two Months Prior/Three Weeks Prior:**
  - Verify eligible officers based on lineal number and any changes (e.g., loss due to resignation or retirement)

- **List of eligible officers sent to Selection Board Support (PERS-35) for creation of selection board records in the Navy Selection Board System and the Navy Officer and Enlisted Board System (OEBS)**
  - The Officer Summary Record (OSR), Performance Summary Record (PSR) and Official Military Personnel File (OMPF) are downloaded from corporate information systems approximately three weeks before the board convenes.
  - The OSR and PSR are frozen at this point and no longer updated from external data sources to facilitate manual corrections by board recorders.
  - Documents added to the OMPF are updated on a daily basis until the board convenes.

Board Recorder Week (Board Prep)

- **Usually starts one week prior to the board with board recorders and assistant recorders arrival**

- **Recorders verify eligible officers' record displays accurately in the Selection Board System – DONE   AS A COURTESY TO ELIGIBLE OFFICERS!**
  - Verify regular FITREP continuity for previous 5-years
  - Verify PSR accurately reflects FITREP grades and promotion recommendations from OMPF
  - Verify OSR accurately reflects awards and education from OMPF

- **IMPORTANT:**
  - **The recorder's verification <u>DOES</u> <u>NOT</u> replace an officer's responsibility to ensure the completeness and accuracy of his/her record.**
  - **The verification and subsequent corrections only apply to the board the eligible is being considered. It <u>DOES</u> <u>NOT</u> correct the eligible's OMPF permanently or for future boards.**

Board Recorder Week (Board Prep)

- **Communication with the Selection Board by eligible officers:**
  - Letter to the Board (LTB) – see MILPERSMAN 1420-010 and annual NOTICE OF CONVENING PROMOTION SELECTION BOARDS NAVADMIN
    - Effective 1 January 2020, Electronic Submission of Selection Board Documents (ESSBD) is the preferred method to submit a LTB.
      - Available through MyNavy Portal (MNP) and BUPERS Online (BOL) – Refer to NAVADMIN 220/19 for specific details and LTB submission procedures
      - ESSBD user guide available on MyNavy HR website under Selection Board Support
  - **NOT** required, but is authorized by law
  - Written communication from the eligible officer to the Board President
  - **Must** arrive not later than **10 calendar days** before convening date of the board by law. Submissions received after the due date will not be considered. There is no waiver or exception to policy to this law.
  - Can be sent via 1) regular mail; 2) **encrypted** email via the cscselboard@navy.mil mailbox account; or 3) through the ESSBD
  - May call attention to any matter concerning the eligible officer that the officer considers important to his/her case

# Board Recorder Week (Board Prep)

- **Communication with the Selection Board by eligible officers (cont):**
  - May call attention to any matter concerning the eligible officer that the officer considers important to his/her case

  - By law, a LTB MUST be considered by the board

  - SECDEF MEMO July 14, 2020 directed removal of all officer photographs for promotion selection boards. There is no need to send in an official photo.

  - If an eligible desires not to be selected, they submit a LTB termed a "Don't Pick Me" letter. All LTB must be considered, including "Don't Pick Me" letters.

  - Eligible officers may submit FITREPs/Awards/Certifications as enclosures to a LTB.

  - Federal law prohibits third party correspondence, so items submitted including letters of recommendation, **MUST** come from the eligible officer. Refer to MILPERSMAN 1420-010 for specific guidance.

Board Week
(Convening & Record Review)

- **Board members arrive on board convening day and review precept/convening order**
- **Usually 0800 start with welcome/admin remarks**
- **Members and Recorders are sworn in (Oaths)**
- **Mandatory SECNAV administrative brief**
- **Members proceed to the appropriate board room**
- **Members are provided training on the board software application**
- **Eligible records are distributed randomly to board members**
- **Members begin to review and grade all above-zone (AZ) and in-zone (IZ) eligible records**
  - Member reviews all FITREPs and other applicable items in the official record of the assigned eligible officer and annotates grade, notes, and highlights on the OSR/PSR to be viewed by all board members in the "**Tank**"
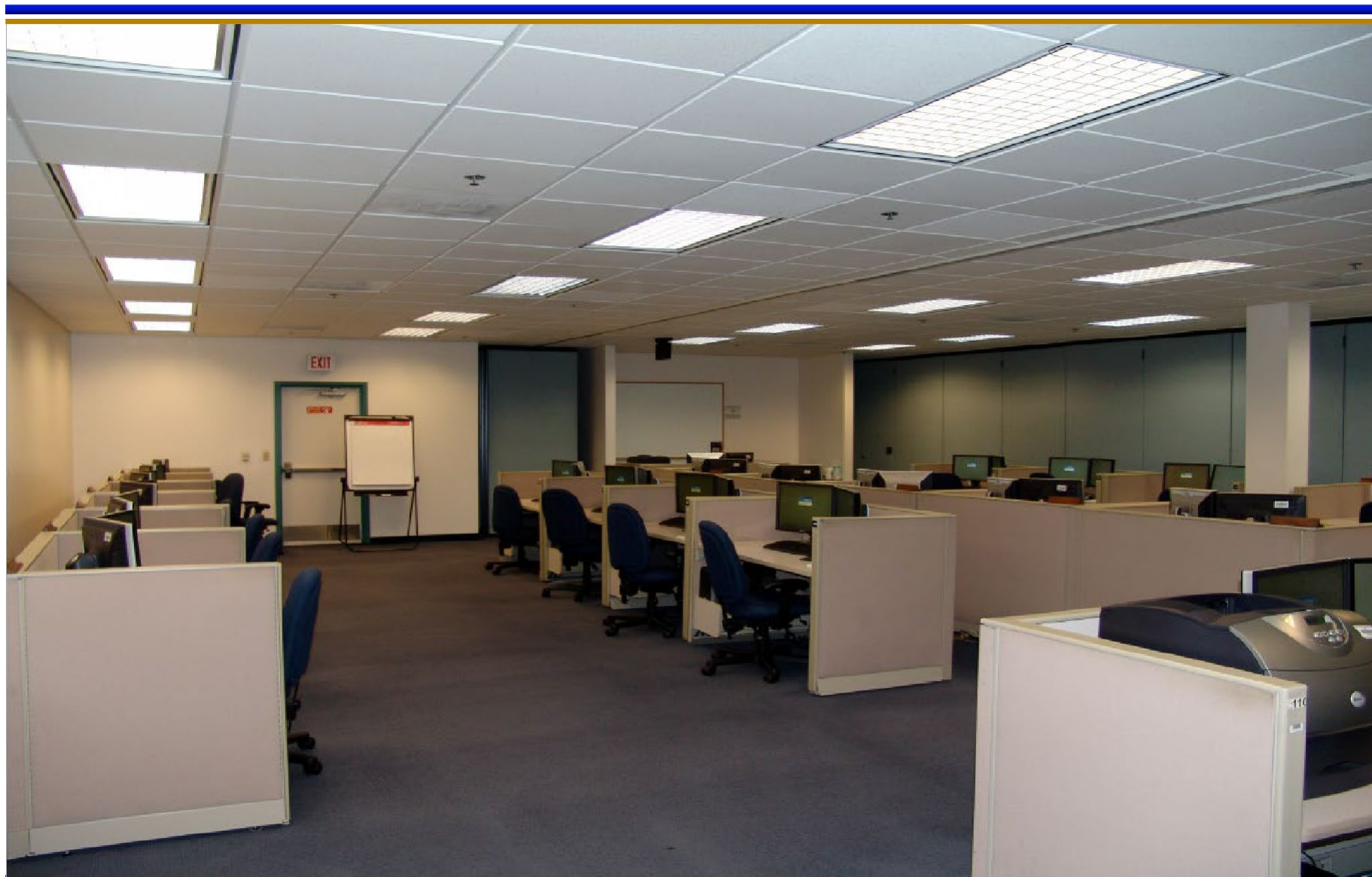
Member's Workstation (Grade & Record Review)

OSR/PSR

Mock Record used for training purposed ONLY

DOC LIST
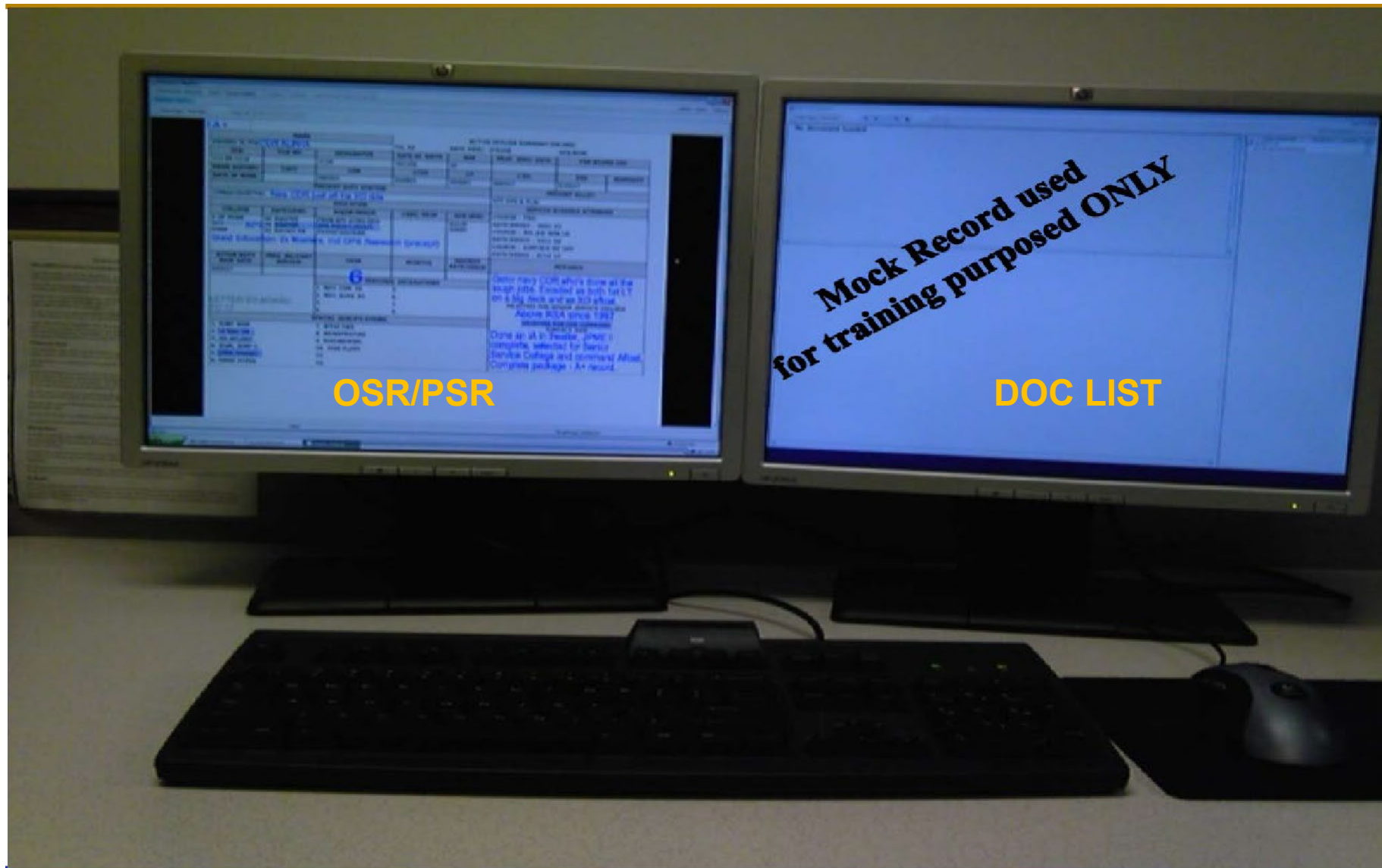
Record Brief / Vote in the "Tank"

- **Completed records are displayed and briefed by the reviewing member in the "Tank"**
  - Briefers have the default perspective of advocate while summarizing record and identify convening order requirements

- **The OMPF (including adverse information) and an officer's LTB has to be made available to the promotion board**
  - FC-17 is privileged or adverse information of a punitive or medical nature concerning the eligible, that **<u>MUST</u>** be briefed in the "Tank"
  - NOTE: Adverse/medical information can only be briefed if it is contained in the eligible officer's official military record, such as FC-17

- **All members vote the record via a confidence factor (100, 75, 50, 25, 0)**

- **Board Recorder records the vote in the Board Recorder's Notebook and calls out the number of YES votes with the overall confidence factor**

Selection Board "Tank"

Grading/Voting Criteria
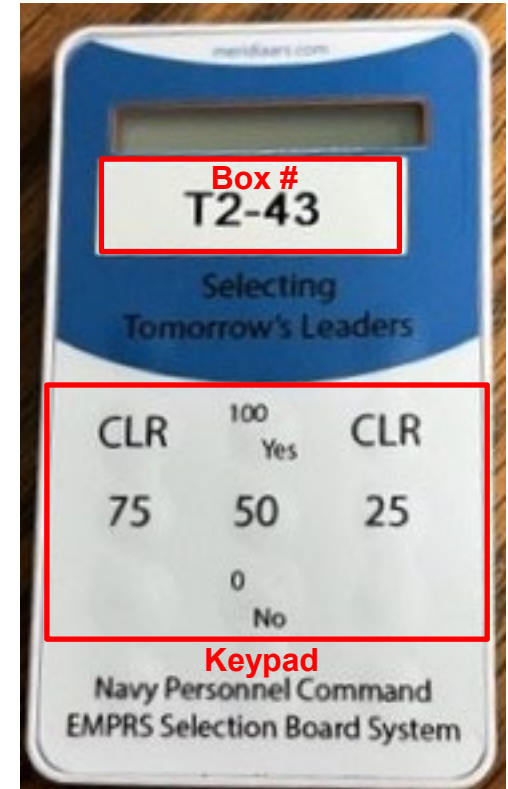
100 or "A" = Absolutely Select

75 or "B" = Probably Select

50 or "C" = Maybe

25 or "D" = Probably Not

0 or "No" = Do Not Select

"CLR" = Clears Vote

A "Yes/No" vote is voted using only "100" or "0"
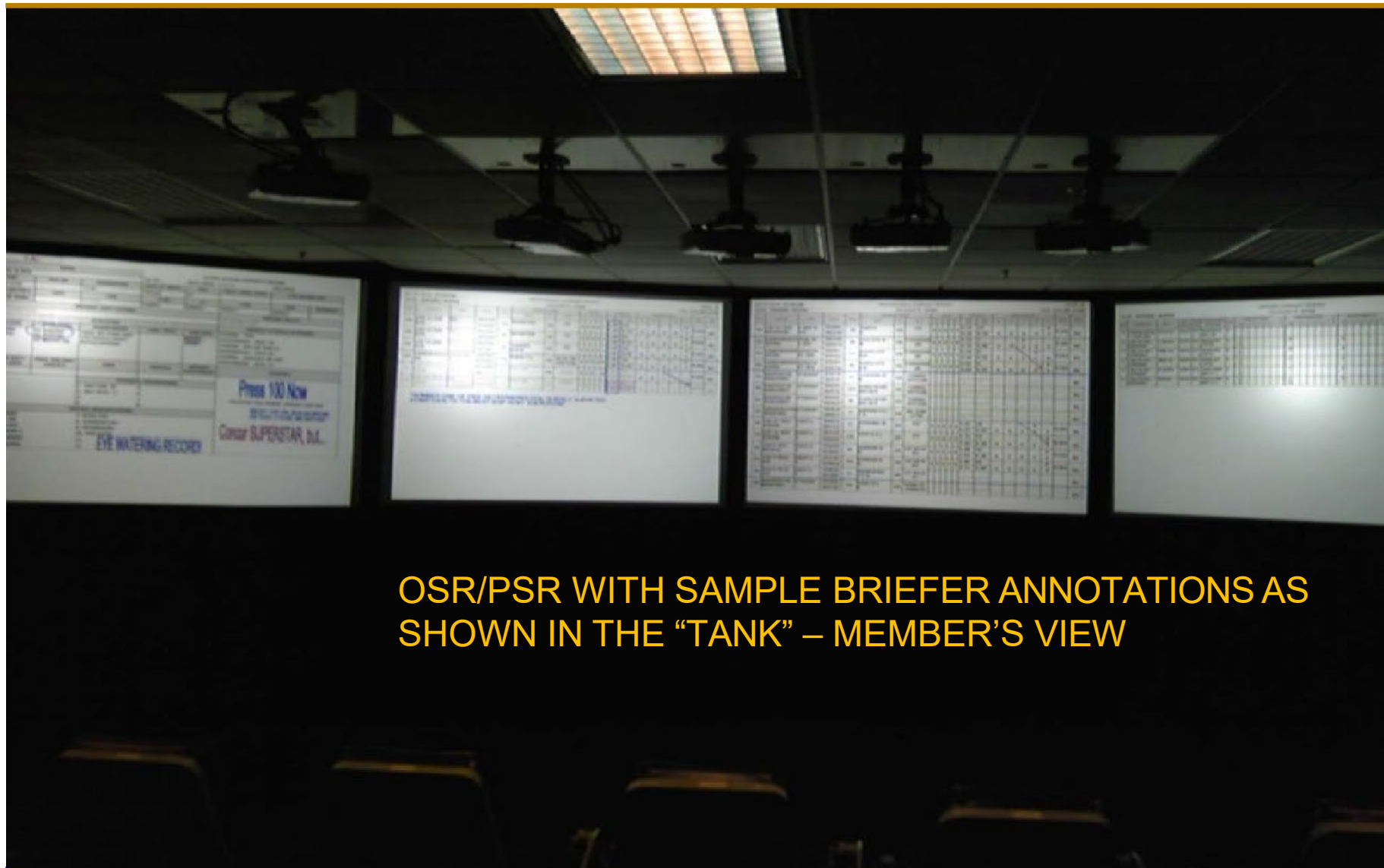
OSR/PSR WITH SAMPLE BRIEFER ANNOTATIONS AS SHOWN IN THE "TANK" – MEMBER'S VIEW
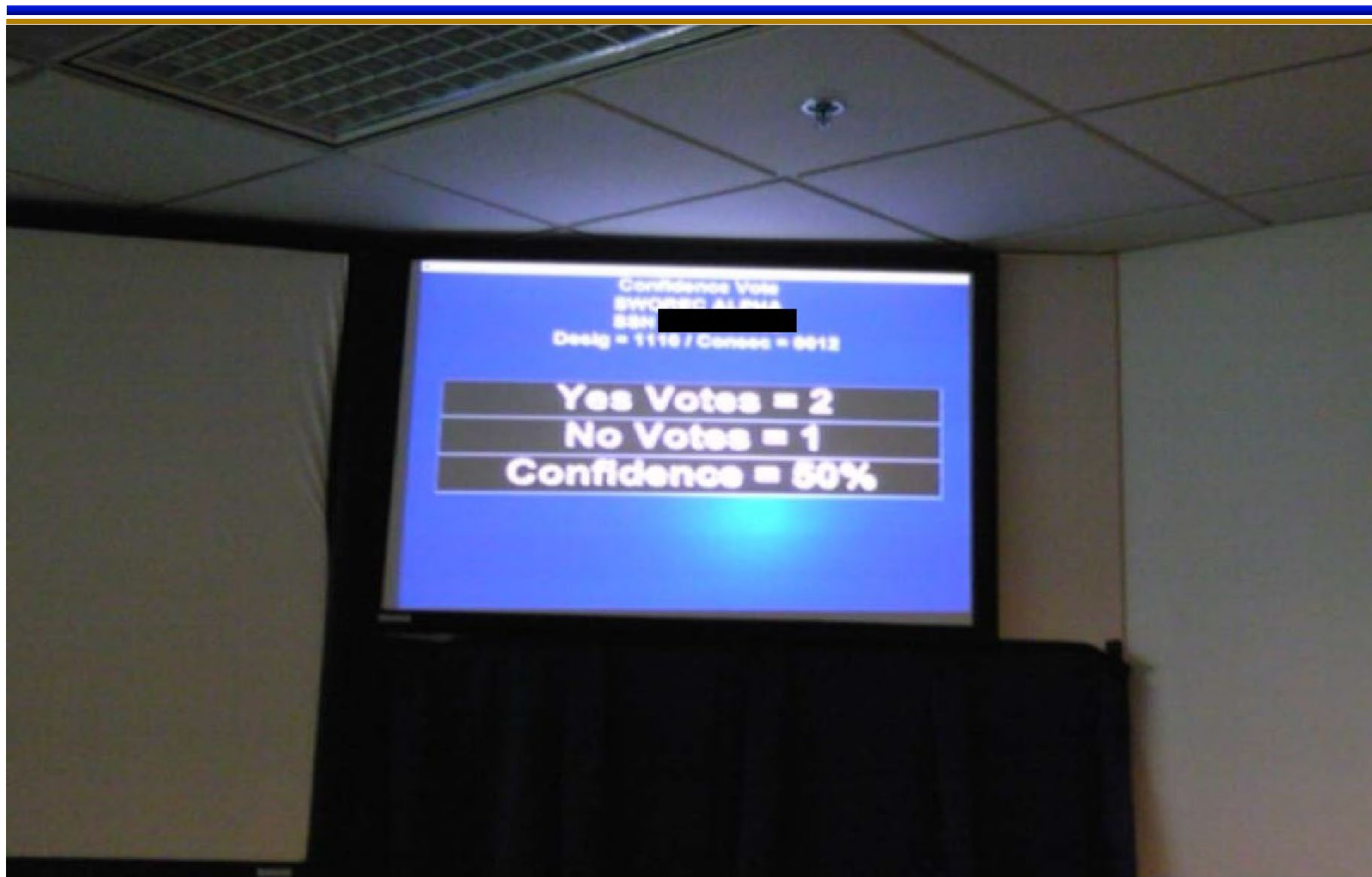
- **Once all AZ & IZ records have been briefed and voted, a scattergram is displayed which shows the cumulative number of votes at each confidence level**

- **The floor is open for motions**
  - Tentatively select those officers that meet requirements of convening order
  - Drop from further consideration those officers that are clearly not competitive for further consideration
  - All seconded motions will be voted
  - Approved motions may be amended by subsequent motions
  - **NOTE:** This is an overview of typical motions made by a board membership and is not meant to represent an actual "Tank" voting session

- **Those officers who remain after those tentatively selected or dropped from further consideration are considered "crunch" records and can be re-distributed among the membership for a second review in the boardroom**
  - **NOTE:** If the first review was not done by a member of the same or similar designator, the second review **MUST BE** by the same or similar designator

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

BEFORE ANY VOTING MOTIONS

Example of 20 eligibles to select 10

Example Motion:
Tentatively select those officers 90 and above (7 eligibles)

SelStat	Score	# Eligibles	Total #	Score	SelStat
7 Selects	0 Alternates	7 Fails	6 Non-Select		20 Total
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

6 eligible records remain for a second review, known as "Crunch" records, to select 3 remaining quotas

Example Motion:
Drop from further consideration those officers 45 and below (7 eligibles)

Below Zone Vote to Brief

- **After the scattergram is accepted by the Board President, the members view the below-zone (BZ) records displayed in the "tank" by seniority without a member review and grade**
- **Members vote each record:**
  - "100" (Yes – we should review and brief this record)   -OR-
  - "0" (No – we should not review and brief this record)
- **After all BZ records are voted, a new scattergram of BZ records ONLY is displayed for the following voting motion:**
  - Vote to drop from further considerations all officers with a confidence factor of ## and below
  - Any records not dropped from consideration are added to the "crunch" records and will be reviewed, graded, and briefed by a board member

- **NOTE 1: BZ selections are limited to 10% of total authorized selects; they are not extra selections**
- **NOTE 2: BZ eligibles dropped from further consideration do <u>NOT</u> incur a failure of selection**

- **"Crunch" records are reviewed and graded**

- **Once all complete, the records are again displayed and briefed by the reviewing member in the "Tank"**
  - The record will display all markings and grades by both reviewers (including those BZ records with two reviews) in different colors allowing members to differentiate which reviewer made what mark

- **All members vote the record via a confidence factor (100, 75, 50, 25, 0)**

- **The Board Recorder records the vote in the Board Recorder's Notebook and calls out the number of YES votes with the overall confidence factor**

- **Once all records have been voted, the scattergram is displayed and the floor is open for voting motions**

- **Members vote on who, if any, to tentatively select and who to drop from further consideration**

Final Selections / Adjournment

- **If there are still authorized selections available, and there are officers who are neither tentatively selected or dropped from further consideration, then those remaining records continue to be "crunched"**
  - Process continues until all authorized selections are filled, or the board membership does not find any additional officers that meet the selection criteria

- **The Select List is verified and the board votes to confirm their selections and certify they have maintained the integrity of the selection board**

- **The Board Members and Recorders sign the signature pages to be forwarded with the board's Record of Proceedings**

- **The Board President makes any closing remarks and adjourns the board**

Merit Reorder Process

- **Only officers who are selected by O4 to O6 Promotion Selection Boards are eligible for Merit Reorder**

- **SECNAV approved competitive category specific considerations for merit reorder will be briefed in the tank or board rooms**
  - Records will be reassigned to at least one of the same board members that evaluated and briefed the record during the Promotion Selection Board
  - The records will be re-graded and briefed according to the Merit Reorder Considerations criteria

- **All records will be briefed and voted in the tank**

- **This will result in a scattergram to:**
  - tentatively select eligibles for merit reorder   -OR-
  - tentatively drop from further merit reorder consideration

- **Records will continue to be briefed until Merit Reorder list is at or below the maximum percentage specified in the Convening Order (limited to no more than 15% of the total selections authorized)**

- **PERS-804 prepares and finalizes the board's ROP and sends to the Office of the Secretary of Defense for approval**
- **OSD forwards the Select List to the Senate for confirmation**
- **The following table shows the approval/confirmation process governed by 10 USC 624 –(entire process usually takes 3 months):**

Stops in the chain	Reviewing official
DCNP/CNP	PERS-80 (Sel List/ROP/Nom/Scroll), PERS-83 (Adverse Screen), DCNPC, PERS-00L (Legal Review), CNP/N1 Staff
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty O-4 and above if there are eligibles with Joint Qualifications)
DOD/OSD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF (**Results approved for release – still need Senate confirmation**)
POTUS	White House Military Office, POTUS (Active Duty O-4 and above, Reserve O-6 and above)
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty O-4 and above, Reserve O-6 and above) – Gives authority to promote

Selections Released / Promotion

- **Once OSD approves the board, the selections are released via an ALNAV message and posted to BOL**

- **Selectees are in a select status but are <u>NOT YET</u> promoted**

- **Actual promotions start at the beginning of the fiscal year according to a promotion phasing plan approved by SECNAV and published online**

  - The top 15% are promoted 1 October, followed by 3% promoted for the next 10 months of the FY, and remaining 55% are promoted in the last month of the FY

  - Merit Reorder affects date of rank, but does not necessarily affect/change lineal or precedence seniority order

- **Official promotion authorization is announced via a monthly NAVADMIN message**

  - Senate confirmation required for Active-Duty O4 and above, and Reserve O6 and above before promotions can be authorized

I Failed to Select! What do I do now?

- **Consult MILPERSMAN 1420-050**
  - Above and In Zone officers only

- **You <u>MUST REQUEST</u> formal Failed to Select (FOS) Counseling from your detailer, it <u>IS NOT</u> automatic**
  - PERS-4 Detailer will review your record with you and point out potential weaknesses and areas to strengthen
  - PERS-4 Detailer will <u>NOT</u> be able to provide any specifics of the promotion board

- **Board members and recorders are not allowed to provide FOS counseling or disclose board proceedings per SECNAVINST 1420.3**

- **PERS-80 cannot provide FOS counseling or provide reasons an eligible officer was not selected for promotion**

Points of Contact

- **PERS-801:** Officer promotion selection board execution (includes Spot and Special Selection Boards) – (901) 874-4555/4533

- **PERS-802:** Officer promotion selection board eligibility – (901) 874-3324/4537

- **PERS-804:** Pre and Post Board administration (Precept/Convening Orders, Board ROP, Community Briefs) – (901) 874-3244/4415

- **PERS-805:** Selection board membership – (901) 874-4374/2209

- **PERS-806:** Officer promotions (promotion authorization) – (901) 874-4538/4127

- **PERS-83:** Officer and enlisted performance, retirements, and adverse matters – (901) 874-4502/3255

- **PERS-451:** Officer involuntary separations and resignations – (901) 874-2085/2095