

PERS-80



Active-Duty Officer Promotion Brief

March 2021





Scope & Purpose

■ 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/13xx	Unrestricted Line
- 120x	Human Resources
- 123x	Permanent Military Professor (O6 boards)
- 127x	Acquisition Line (11xx,13xx,14xx,15xx with APM AQD) (O8 boards)
- 14xx	Engineering Duty Officer
- 150x	Aviation Engineering Duty Officer (O7 and above boards)
- 151x	Aviation Engineering Duty Officer (Engineering)
- 152x	Aviation Engineering Duty Officer (Maintenance)
- 165x	Public Affairs
- 171x	Foreign Area
- 176x	Foreign Expertise (11xx,13xx,18xx,17xx with FE1 AQD) (O7 boards)
- 180x	Meteorology / Oceanography
- 181x	Cryptologic Warfare
- 182x	Information Professional
- 183x	Intelligence
- 184x	Cyber Warfare Engineer
- 186x	Information Warfare (180X,181X,182X,183X,184x) (O7 and above boards)
- 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 Engineering Corps
- 65xx Limited Duty Officer (Staff)



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 Corps (ACQ) Representation: 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
- 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/ACQ Representatives (as required by eligibles)
- Minority/Female Representatives

■ **Limited Duty Officer (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/ACQ Representatives (as required by eligibles)
- 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.
- **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



Pre-Board (Precept)

■ 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 Corps



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 does NOT replace an officer's responsibility to ensure the completeness and accuracy of his/her record**



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)

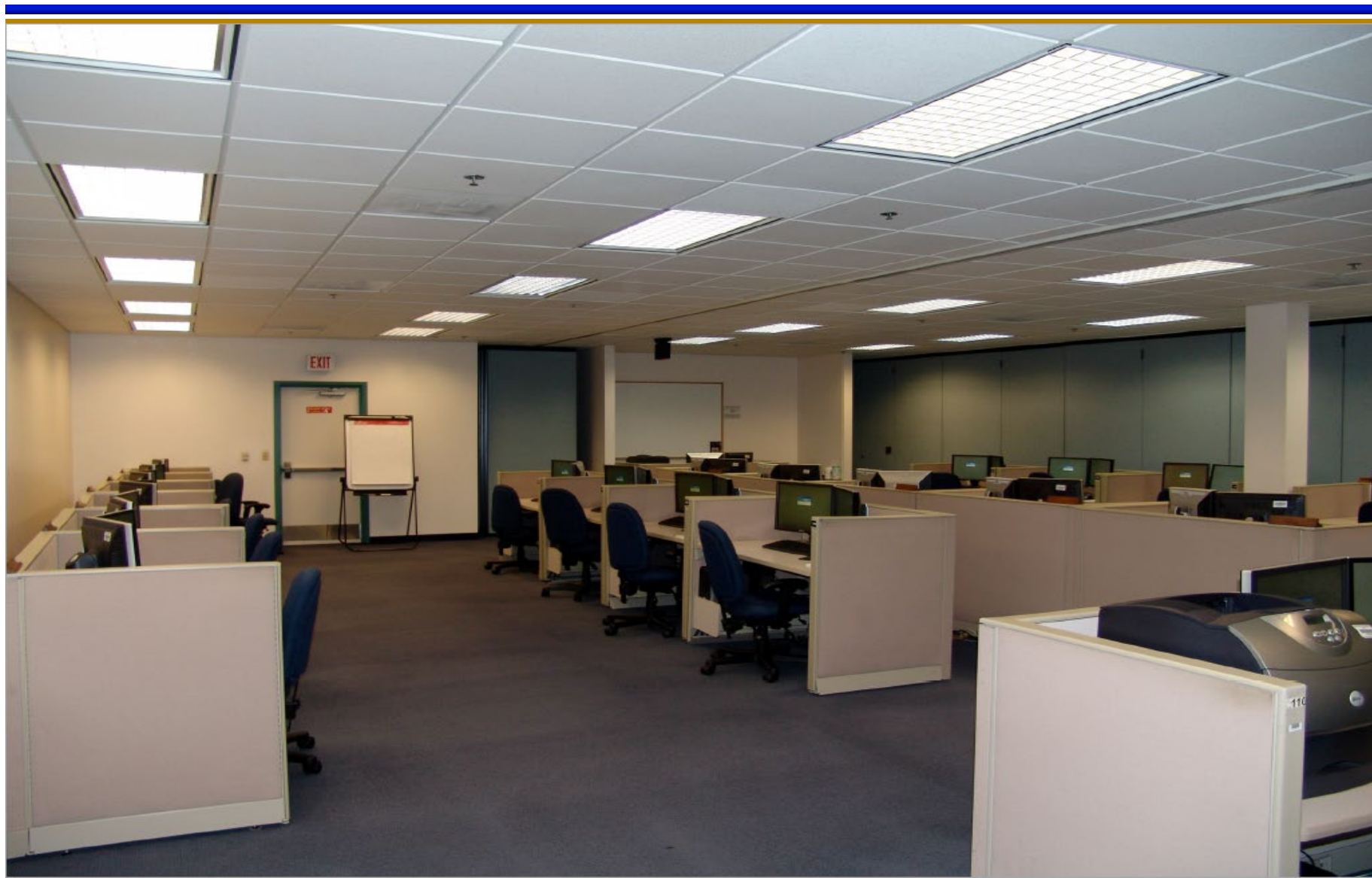
- **Communication with the Selection Board by eligible officers (cont):**
 - **By law, a LTB MUST be considered by the board, so use discretion!!**
- **Federal law prohibits third party correspondence, so items submitted including letters of recommendation, MUST ALL come from the eligible officer!! Refer to MILPERSMAN 1420-010 for specific guidance.**



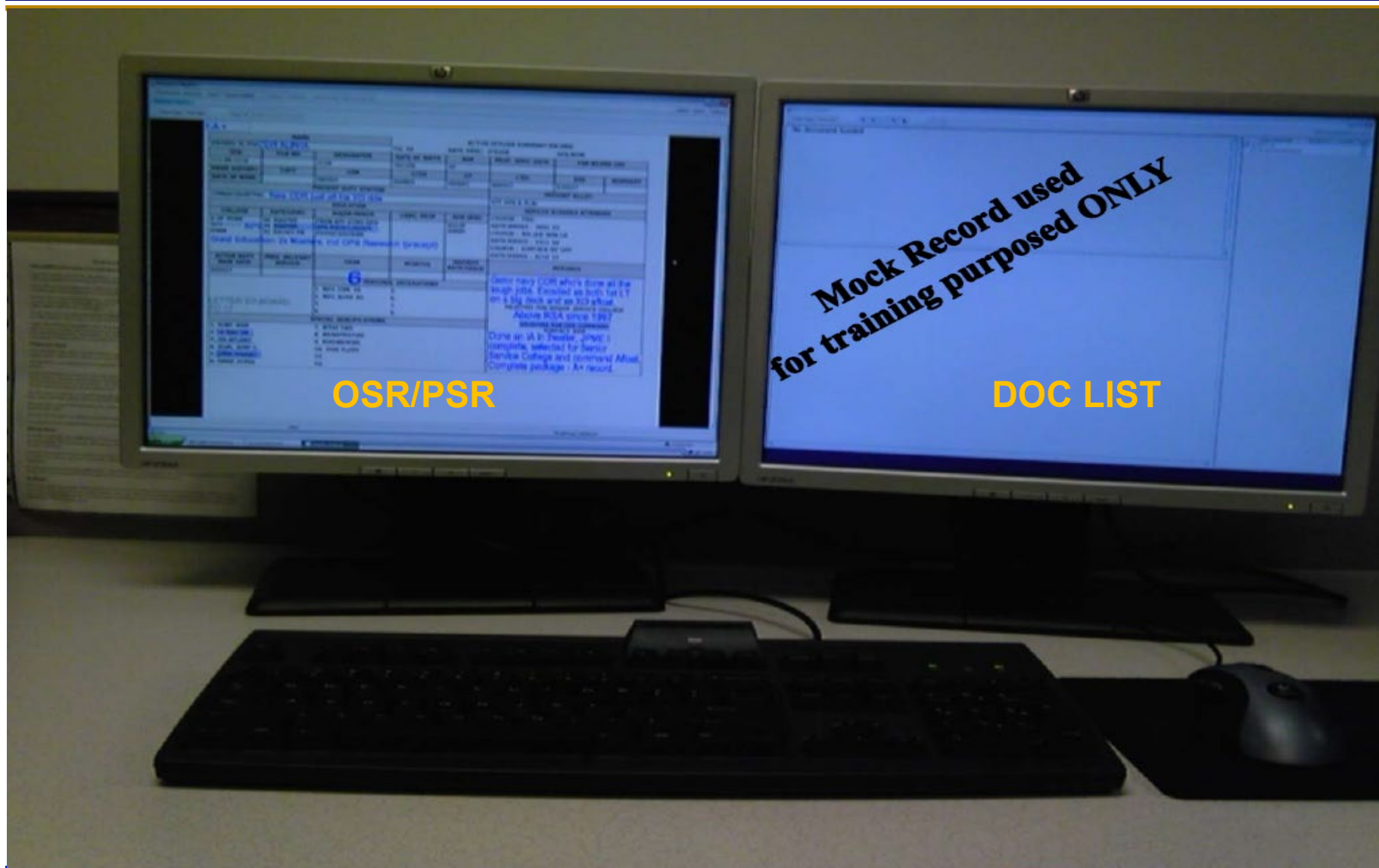
Board Week (Convening & Record Review)

- 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**”

Selection Board Room



Member's Workstation (Grade & Record Review)





Record Brief / Vote in the “Tank”

- **Completed records are displayed and briefed by the reviewing member in the “Tank”**
- **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 **MUST** 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**

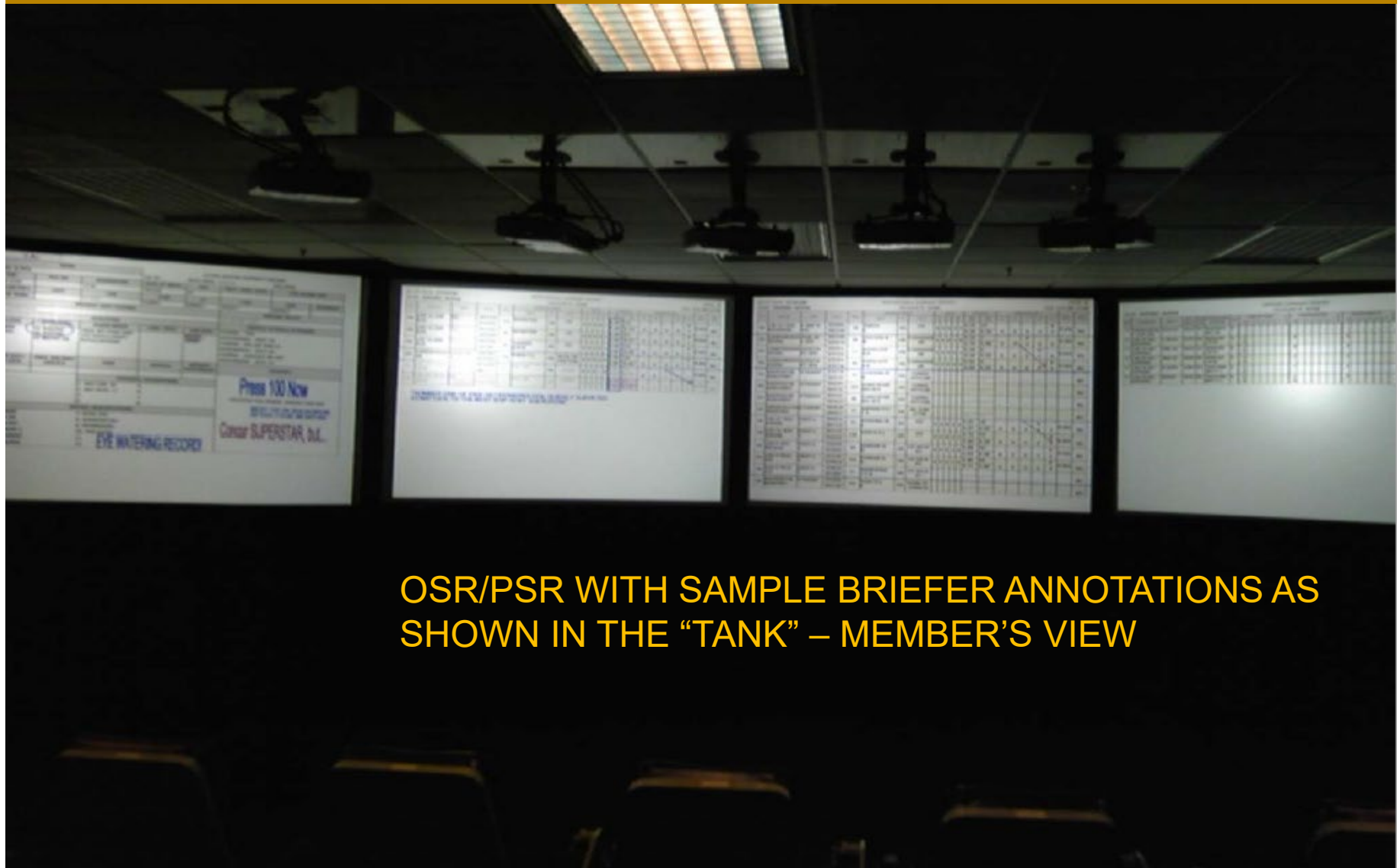
Selection Board “Tank”



Wireless Voting Box

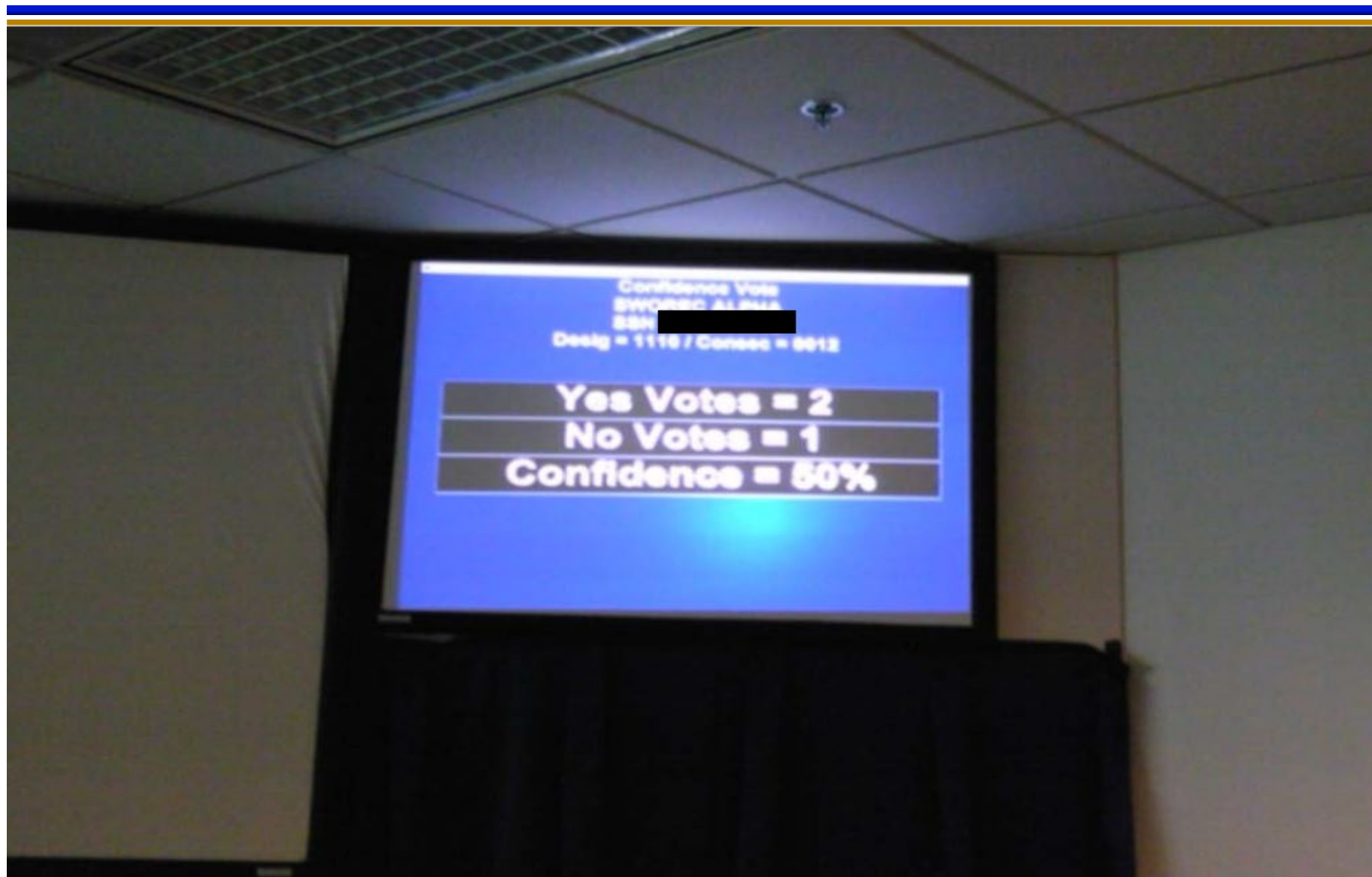


Mock Record for Training Purposes ONLY



OSR/PSR WITH SAMPLE BRIEFER ANNOTATIONS AS
SHOWN IN THE "TANK" – MEMBER'S VIEW

Sample Tank Vote





Voting Motions / Scattergram

- 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 clearly warrant selection
 - Drop from further consideration those officers that are clearly not competitive for further consideration
 - **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 are normally 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

Sample Scattergram

Example of 20 eligibles to select 10

Example Motion:

Tentatively select those officers 90 and above

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				

6 eligible records remain for a second review, known as “Crunch” records

Example Motion:

Drop from further consideration those officers 45 and below



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 or brief**
- **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 (DFC) all officers with a confidence factor of ## and below
 - Any records not DFC are added to the “crunch” records and will be reviewed, graded, and briefed by a board member
- **NOTE 1: BZ eligibles are Active-Duty ONLY and are limited to 10% of total authorized selects; they are not extra selections**
- **NOTE 2: BZ eligibles dropped from further consideration do NOT incur a failure of selection**



Final Selections

- **“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 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)**
- **Head Recorder records the vote in the Head 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
- **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**



Post-Board (Callout)

- Randomly conducted between the Board President, DCNP and CNP – followed by a SECNAV callout
- **Purpose:**
 - Present Board statistic books
 - Brief Chain-of-Command on board results
 - Consider improvements to the Precept and selection board process
- **NOTE: NOT EVERY BOARD HAS A CALLOUT**



Post-Board The Record of Proceedings (ROP)

- 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-5 and above)
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty O-4 and above, Reserve O-5 and above) – Gives authority to promote



Selections Released / Promotion

- Once OSD approves the board, the selections are released via an ALNAV
- Selectees are in a select status but are NOT YET promoted
- Actual promotions start at the beginning of the fiscal year according to a promotion phasing plan approved by SECNAV and published online
 - Current plan: With the implementation of the Merit Reorder process, 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 is announced via a monthly NAVADMIN



I Failed to Select! What do I do now?

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

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

- **Board members and Recorders are not allowed to provide FOS counseling per SECNAVINST 1420.3**



Points of Contact

- **PERS-801: Officer promotion selection board execution (includes Spot and Special Selection Boards) – (901) 874-4533**
- **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) 874-2436/2209**
- **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**