**LTB Guidance**

**Per** [**NAVADMIN 220/19**](https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2019/NAV19220.txt)**, Electronic Submission of Selection Board Documents (ESSBD) will become the preferred method of submitting a Letter to the Board (LTB) beginning 01 January 2020.**

To utilize ESSBD, candidates must access document services through MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/my-record> or the BOL main menu.  From the BOL main menu, select "Navy Personnel Command Document Services," Start Process, Selection Board and LTB.  On-screen instructions will direct the submitter thereafter.  Submissions should be prepared with attachments (if applicable), prior to initiating their LTB.  There is no save and return function between BOL sessions.  Submitters will receive an e-mail confirmation regarding the status of their submitted LTB.

ESSBD attachments must be in .pdf format and must not contain classified information, including any markings regarding the same.  LTBs and attachments containing such markings will not be presented to the board and may subject the submitter to disciplinary action.

Multiple LTBs to the same board will be accepted.  However, duplicate submissions, using ESSBD or other available avenues, are discouraged.

Submission and subsequent receipt acknowledgement for LTBs submitted via ESSBD or other means does not constitute confirmation of eligibility for the boards to which LTBs are submitted.  If required, a full visual user guide is available at <https://www.mnp.navy.mil/group/advancement-and-promotion>.

**If ESSBD is unavailable**, LTBs for enlisted promotion selection boards may be submitted via postal mail or encrypted e-mail to the MyNavy Career Center (MNCC) in accordance with the selection board NAVADMIN.  Please do not send communications with promotion selection boards to your detailer or other PERS code.  If you do, you risk your correspondence getting lost or being received too late for the board.  Also, you must use your full 10 digit DoD identification number on your cover letter and any document that does not already contain it.

**Encrypted emails** containing LTB packages shall be sent to CSCSELBOARD@navy.mil.  To ensure more efficient processing and for internal tracking purposes, a recommended subject line of your email is "FOUO-Privacy Sensitive Board Package: [Reserve/FTS] [Rank] Board, FY-YYXXX" (where YY represents the last two digits of the fiscal year of the selection board and the XXX represents the actual 3-digit board number and you insert the appropriate parenthetical information).  [FY-21 Board Schedule](https://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Pages/FY21-Board-Schedule.aspx).  You must encrypt your email due to PII policy. **If you send from a .mil e-mail address, you should digitally sign your e-mail.  Cover letters must be signed with a wet (pen) or CAC signature that displays DoD ID number.**

If sending a board package from a **non-NMCI network** (bumed.mil, eu.navy.mil, etc.), please visit [https://dod411.gds.disa.mil](https://dod411.gds.disa.mil/) to download the required mailbox certificate.  To download the cert (please note, you must be using MS Outlook with a CAC reader, including ActivClient software and have Internet Explorer or Netscape 7.x), go to [https://dod411gds.disa.mil](https://dod411gds.disa.mil/), type CSCSELBOARD@navy.mil in the e-mail address field, then click search.  Click the BUPERS link under last name.  Click on the link download certificate(s) as vcard.  Click software certificate for CSCSELBOARD@navy.mil.  Click the open button for the file download pop-up.  The certificate will then open.  Click save and close.  The certificate is then saved to the profile and can be used to send encrypted e-mail.

If you sent a letter to a board to the MNCC via postal mail or encrypted e-mail, you may check on its status by logging in to this web site:  [Check on your letter to the board](https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html)

Many questions about boards can be answered on our Helpful Information or Board Preparation links below. There is also some valuable information on the [General Board Information](https://www.public.navy.mil/bupers-npc/boards/generalboardinfo) pages.