

# PERS-80

---



## **Reserve Officer Promotion Brief**

**December 2024**





# Scope & Purpose

---

## ■ Scope:

- This brief covers the process for Navy Reserve and Full-Time Support 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 Precedence Number, which is available on MyNavy Portal (MNP) or BUPERS Online (BOL), which contains the Naval Register



# Competitive Categories (Reserve/TAR)

LINE	
11xx	Unrestricted Line (11xx/13xx: Aviation, SPECWAR, Surface, Sub, EOD)
11x7	Unrestricted Line (11x7/13x7: Aviation, SPECWAR, Surface, Sub, EOD) (TAR)
120x	Human Resources Officer
1207	Human Resources Officer (TAR)
1287	Permanent Professional Recruiter Officer (TAR)
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)
1527	Aerospace Engineering Duty Officer (Maintenance) (TAR)
165x	Public Affairs Officer
166x	Strategic Sealift Officer
171x	Foreign Area Officer
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)
188x	Maritime Cyber Warfare Officer
6xxx	Limited Duty Officer (Line)



# Competitive Categories (Reserve/TAR)

## STAFF

210x	Medical Corps
220x	Dental Corps
230x	Medical Service Corps
250x	Judge Advocate General's Corps
270x	Senior Healthcare Executive (O8 boards)
290x	Nurse Corps
310x	Supply Corps
3107	Supply Corps (TAR)
410x	Chaplain Corps
510x	Civil Engineer Corps
65xx	Limited Duty Officer (Staff)

## CHIEF WARRANT OFFICER

7xxx	Chief Warrant Officer
------	-----------------------



# 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 precedence number!



# Board Membership Composition

## ▪ Reserve Regular Unrestricted Line (Minimum Criteria):

- RADM Promotion Board:

- 3 Air warfare officers (13XX)
- 3 Surface warfare/special warfare/special operations officers (111X/113X/114X), at least 2 must be 111X. Third may be 113X/114X or another 111X
- 1 Submarine warfare officer (112X)
- President must be VADM or above, all other members must be RADM, with at least one ADL officer
- Minority/Female Representatives

- RDML Promotion Board:

- 4 Air warfare officers (13XX)
- 4 Surface warfare/special warfare/special operations officers (111X/113X/114X), at least 3 must be 111X. Fourth may be 113X/114X or another 111X
- 1 Submarine warfare officer (1120)
- President must be VADM or above, all other members must be RDML, with at least one ADL officer
- Minority/Female Representatives



# Board Membership Composition

## ▪ Reserve Regular Unrestricted Line (Minimum Criteria):

- CAPT through LCDR Promotion Boards:
  - 7 Air warfare officers (13XX), including at least one NFO (132X)
  - 6 Surface warfare/special warfare/special operations officers (111X/113X/114X), at least 5 must be 111X. Sixth may be 113X/114X or another 111X
  - 2 Submarine warfare officers (112X)
  - At least one member must be an ADL officer
  - CAPT promotion board president shall be VADM, two additional members must be in or selected to RADM or RDML. All others CAPTs or above
  - CDR promotion board president shall be RADM, two additional members must be in or selected to RADM or RDML. All others CAPTs or above
  - LCDR promotion board president must be in or selected to RADM or RDML. At least three other members must be in or selected to CAPT. All others may be LCDRs or above
  - Minority/Female Representatives



# Board Membership Composition

- **Reserve Regular Restricted Line (Minimum Criteria):**
  - 5 officers minimum, at least 1 RL (from competitive category if available)
  - 3 URL officers with 1 from each major warfare (Aviation/Surface/Submarine)
  - Grade of members should be same as URL counterparts
  - At least one member must be an ADL officer
  - Minority/Female Representatives
  
- **Reserve Regular LDO (Minimum Criteria is 5 Officers):**
  - One member shall be a LDO from same competitive category
  - LDO (Line), majority members must be URL
  - LDO (Staff), at least one member from SC, and CEC when considering LDOs from those communities
  - Members shall be serving in a grade higher than that of the officers being considered
  - At least one member must be an ADL officer
  - Minority/Female Representatives



# Board Membership Composition

## ▪ Reserve Regular Staff Corps (Minimum Criteria):

- 5 or more members, with at least one URL member. Remaining members may be from competitive category under consideration
- Chaplain Corps Board – must have 5 URL Officers and at least 1 CHC Chaplains selected without regard to religious affiliation
- Medical Corps – Should include Medical / Surgical Specialties Representation
- Nurse Corps – Should include Advanced Practice Nurses Representation
- Medical Service Corps – Should include Health Care Administrators / Health Clinical Care / Health Care Scientists Representation
- At least one member must be an ADL officer
- Minority/Female Representatives



# Board Membership Composition

## ■ Reserve Regular Staff Corps (Minimum Criteria) cont:

- Grade of members:
  - RADM: President must be RADM or above, remaining members must be serving in a grade higher than officers under consideration
  - RDML: President must be RDML or above, remaining members must be serving in a grade higher than officers under consideration
  - CAPT: President should be RDML or above. CAPTs selected for promotion to RDML may be used if flag officers from respective corps are not reasonably available. Remaining members must be CAPTs or above
  - CDR: President should be RDML or above. CAPTs selected for promotion to RDML may be used if flag officers from respective corps are not reasonably available. Remaining members must be CDRs or above
  - LCDR: President should be CAPTs selected for promotion to RDML or above. CAPTs may be used in the small competitive categories where continued use of a small number of flag officers is not practical. Remaining members must be LCDR or above



# Lieutenant All Fully Qualified

- **Lieutenant All Fully Qualified 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
- **Promotions are automatically effected by NSIPS and no selection ALNAV message is released**



# Pre-Board (Precept)

## ■ The Promotion Selection Board Precept:

- Signed by SECNAV
- **ONE** issued each FY and covers all O6 and below statutory 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



# Pre-Board (Preparation)

- **Two Months Prior/Three Weeks Prior:**

- Verify eligible officers based on precedence number and any changes (e.g., resignations or retirements)

- **List of eligible officers sent to Selection Board Support for creation of the selection board 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.
  - The verification and subsequent corrections only apply to the board the eligible is being considered. It DOES NOT 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](mailto: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!!**
  - 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 to the board.
  - 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 ALL come from the eligible officer!! Refer to MILPERSMAN 1420-010 for specific guidance.**



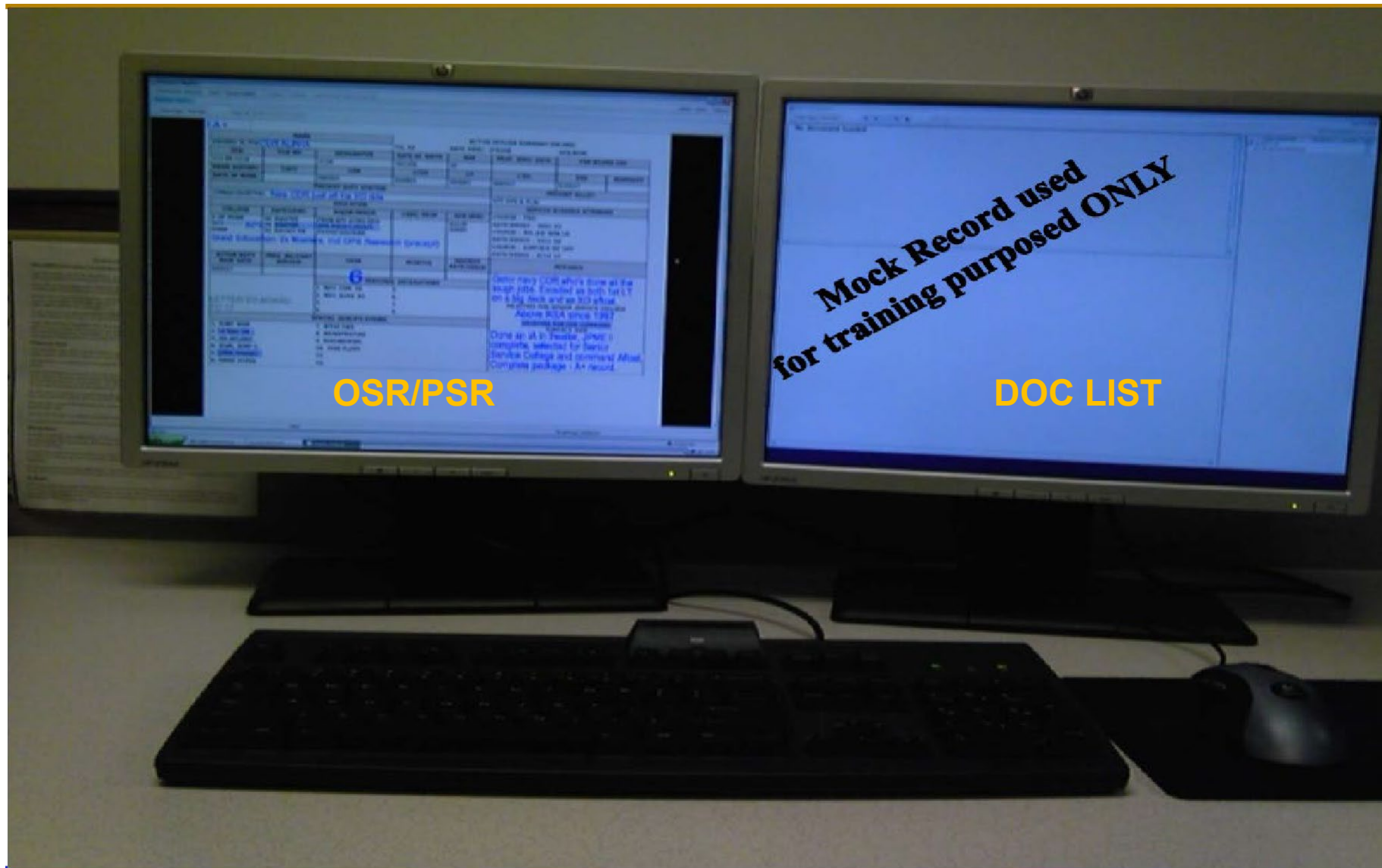
# Board Week (Convening & Record Review)

- 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**
  - Field Code -17 (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”



# Grading/Voting Criteria

**100 or “A” = Absolutely Select**

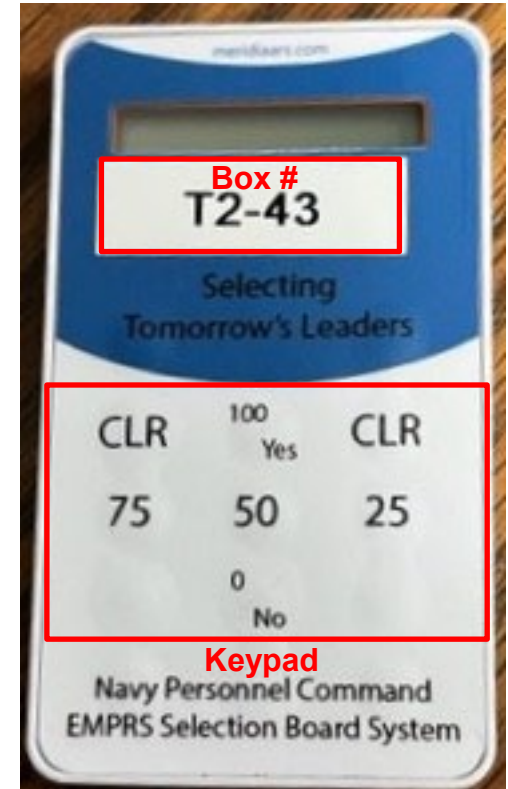
**75 or “B” = Probably Select**

**50 or “C” = Maybe**

**25 or “D” = Probably Not**

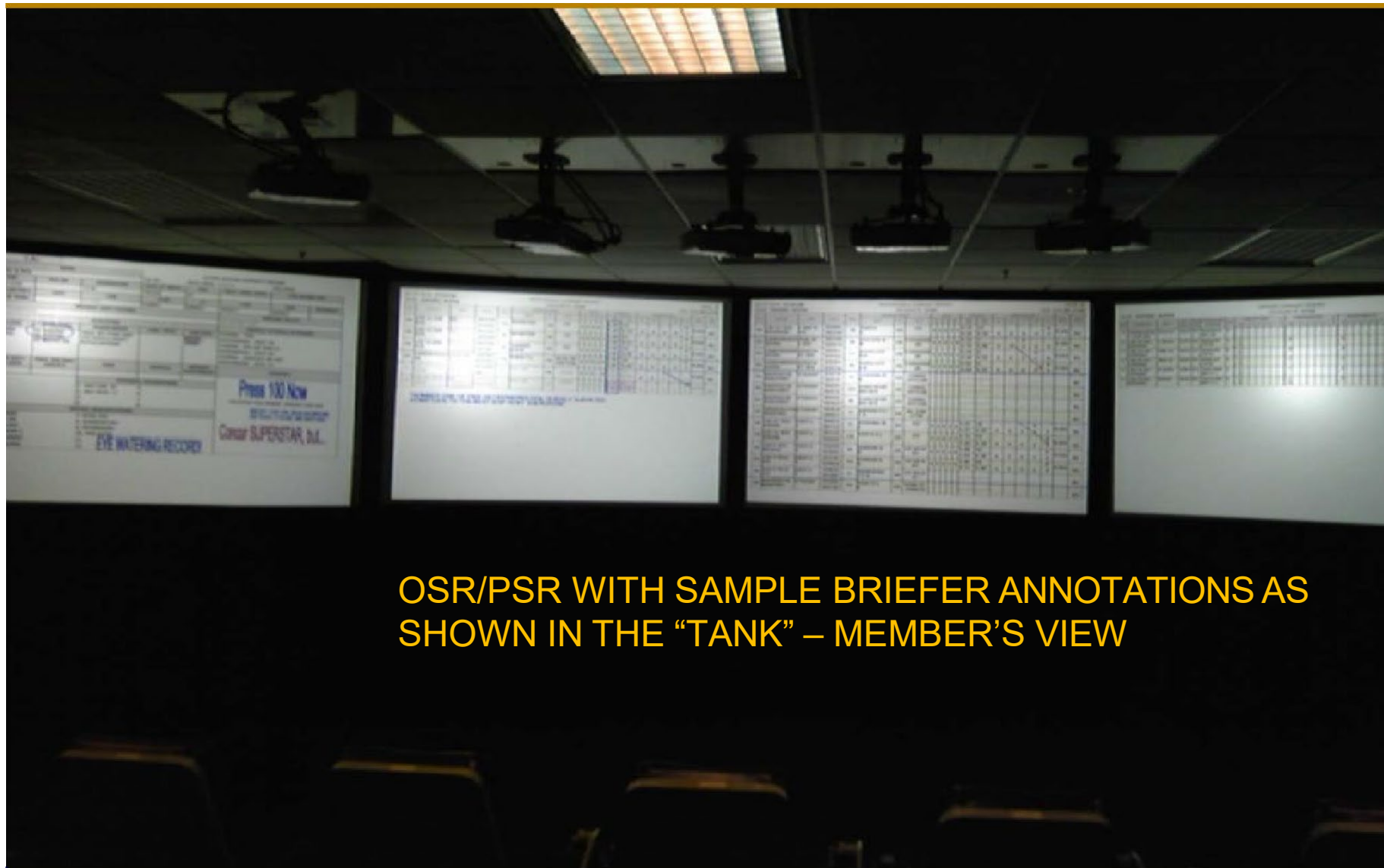
**0 or “No” = Do Not Select**

**“CLR” = Clears Vote**



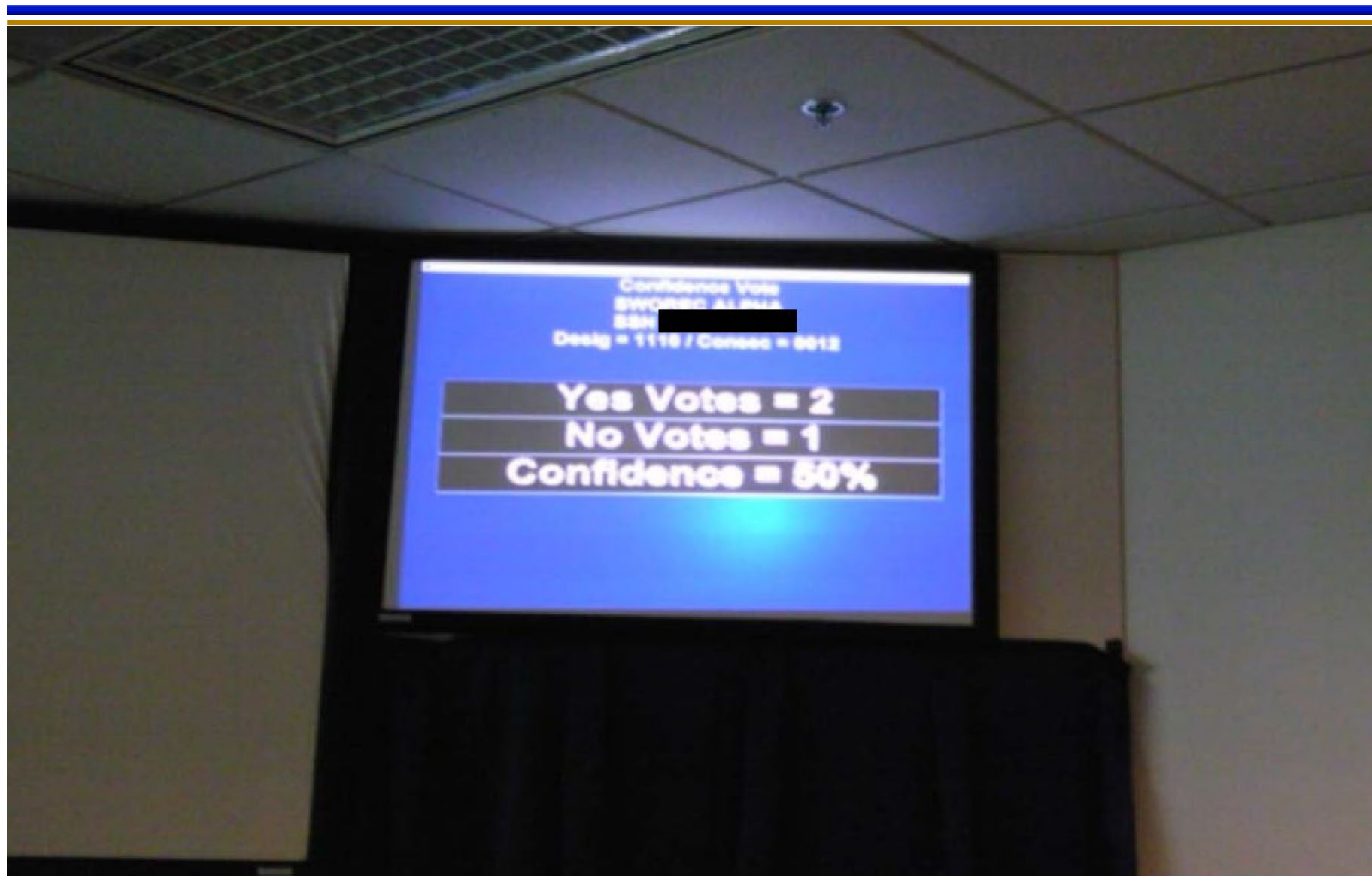
**A “Yes/No” vote is voted using only “100” or “0”**

# 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 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**

# 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 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 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 (limited to no more than 15% of the total selections authorized)**



# 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 14308 –(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 eligible officers with Joint Qualifications)
DOD/OSD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF ( <b>Results approved for release – Reserve O6 still need Senate confirmation</b> )
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 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
  - 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 Reserve O6 and above before promotions can be authorized



# 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-806: Officer promotions (promotion authorization) – (901) 874-4538/4127**
- **PERS-805: Selection board membership – (901) 874-2436/2209**
- **PERS-83: Officer and enlisted performance and adverse matters – (901) 874-4502/3255**
- **PERS-91: Reserve officer status – (901) 874-4713/4485**