

IT'S YOUR BOARD



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PURPOSE

The purpose of this booklet is to assist you in understanding the selection board process for statutory and administrative boards. Refer to the rest of the “It’s Your Career” playbook series to see how it all comes together.

STATUTORY VS. ADMINISTRATIVE BOARDS

	Statutory	Administrative
Description	Include promotion, selective early retirement (SERB), and various continuation boards	All other boards are administrative (e.g., 810 Program, CDR Milestone, TWI)
Governed by	Law, primarily Title 10 of the U.S. Code	Instruction or policy
Convening authority	SECNAV	The Chief of Naval Personnel (CNP) or Deputy Chief of Naval Personnel (DCNP)
Approved by	The President, SECDEF, or SECNAV	CNP/DCNP
Membership	Set by statute and SECNAVIST 1401.3. This instruction is very specific as to designator mix and pay grade	Membership requirements are determined by the board sponsor

STATUTORY BOARDS (PROMOTION BOARDS)

Your position on the Navy active duty list is a function of the year you were commissioned (Year Group) and lineal standing within the Year Group, or precedence. Your exact position within your Year Group can be determined via the Naval Register located on the [BUPERS Online \(BOL\)](#) website.

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Additional information is contained in [OPNAVINST 1427.2A](#) - “Rank, Seniority and Placement of Officers on the Active Duty List and Reserve Active Status List of the Navy.”

Year Group (YG)

A “Year Group” (YG) is an administrative grouping of officers for promotion and strength management purposes. It is generally indicative of the Fiscal Year in which an officer was commissioned and represents all officers commissioned with a date of rank within a fiscal year.

Officers from each YG generally progress through promotion and key career milestones at the same time; however, YGs may be split once or multiple times as a result of the promotion plan. They do not change an officer's initial YG.

Precedence

Within a Year Group, officers are arrayed by date of rank. Officers commissioned as Ensigns are placed on the active duty list without a precedence number until they have completed one year of active commissioned service as outlined in [OPNAVINST 1427.2A](#). Until then, precedence is indicated by date of rank and alphabetical sequence by last name.

Following one year of active commissioned service, your precedence is first determined by the effective date of commission, and then by your percentile of class standing among other ensigns appointed from all commissioning sources of the same date or with the same initial date of rank.

May/June graduates of the Naval Academy, Naval Reserve Officer Training Corps (NROTC) Regular and NROTC Contracts are normally assigned the same date of rank upon commissioning and are fanned into lineal precedence according to their final class standing. The class standing is a weighted average of the

officer's academic average, Naval Science course average, and final Naval Aptitude grade. Officer Candidate School (OCS) graduates take lineal precedence among those of the same class based on their Officer Candidate School class standing; and are usually later lineal precedence than USNA and NROTC even for the same month of commission.

After the officers are arrayed into lineal precedence, they are assigned precedence numbers. A precedence number is a six-digit number followed by a two-digit sub number. These numbers are assigned sequentially throughout the active duty list of the Navy in sub number increments of 10. Your precedence number is important for you to determine when you will be considered for promotion.

Promotion Zones

Eligibility is based upon your Date of Rank and lineal number, which is available via the Naval Register located on the [BUPERS Online \(BOL\)](#) website. Vacancies in the next higher grade (due to separations, retirements, and promotions) and the in zone promotion opportunity established by the Secretary of the Navy (SECNAV) approved Officer Promotion Plan determines the size of the zone. A NAVADMIN (usually released in December) announces the senior officer in zone and the junior officer in zone. You can determine if you are in zone by comparing your lineal number against the senior and junior officers in the zone. For board information please view the [My Navy HR website](#).

Title 10 U.S.C., 623 requires “relatively similar” promotion opportunity over five years. Based on this, the Secretary of Defense (OSD) and SECNAV provide guidelines for Opportunity and Flowpoint (average years of commissioned service of officers in zone) as shown in the chart below.

The in-zone selection rate may not be the same as opportunity. It is calculated based on how many above zone (AZ) and below zone (BZ) officers are selected for promotion. See page 8, *Eligible List of Officers*, for example.

Promotion Opportunity		Flow Point
50 +/- 10%	CAPT	21-23 yrs
70 +/- 10%	CDR	15-17 yrs
80 +/- 10%	LCDR	9-11 yrs
AFQ	LT	4 yrs
AFQ	LTJG	2 yrs
	ENS	

Board Convene Dates and Requirements

Promotion boards are convened by SECNAV as authorized by statute. SECNAV provides (via NAVADMIN) the board schedule and promotion zones at least 30 days before the first scheduled convening date for selection boards of the next fiscal year.

Navy Personnel Command (NPC) will post a schedule for the selection boards listing the boards, convening dates and requirements. These requirements include both the composition of the board members as well as the recorders needed to support the board. As the requirements list is being

developed, the Chief of the Supply Corps will query inputs from Supply Corps Flag Officers for the best and brightest officers to serve as selection board members and recorders. Visit the [Active Duty Officer Promotions](#) page on MNHR's website for additional resources, current convene dates, and information.

The Selection Board Construct

Once the Promotion Plans authorizing the number of selections across competitive groups are approved, it becomes the responsibility of the selection board to implement them. The Secretary of the Navy, in addition to approving the Promotion Plan, is charged with the responsibility of appointing statutory selection boards (those required by law) and convening them. Selection boards that consider Supply Corps officers for promotion to the grade of Lieutenant Commander through Captain are composed of at least five members, and include one line officer. Each member of a selection board must be senior to all officers considered by the board.

Board membership is an important duty. Board members are recommended by the Chief of the Supply Corps and approved by the Chief of Naval Personnel. No other individuals are privy to board membership. These members serve as "information brokers" as well as "performance judges."

Each Selection Board follows the ground rules and working procedures established by the Board President. There is no limitation to the length of time a board may take to complete its deliberations. All promotion boards are held at the Navy Personnel Command (NPC) in Millington, Tennessee.

Board Members

The goal in developing board membership is to provide a broad range of experience and a diverse representation of officers who have served at various commands (echelon I-VI). Diversity is a general board member requirement. An Acquisition Corps member and Joint Qualified Officer are part of the membership. With the above parameters as a guide, a desired board membership will consist of officers with a variety of professional backgrounds. The search is made for a mixture of officers with diverse warfare backgrounds (aviation, surface, submarine, and expeditionary), competencies (Contracting, Finance, Planning, etc.), tour diversity, and experiences.

Approximately two to three months prior to the Board convening, the Director of Supply Corps Personnel (OP) will begin to socialize the list of viable candidates provided by the Chief of Supply Corps against the requirements list from NPC to develop the members for each board.

Recorders

Recorders are assigned to provide administrative support to board members. Recorders meet the week before the board convenes to conduct a thorough review of each record. The recorders are looking for any discrepancy, including missing fitness reports, awards, warfare qualifications, and any other information board members may need to thoroughly review the record.

Like board members, recorders are sworn to secrecy at the convening of the board and are under oath not to divulge any of the proceedings, deliberations or recommendations of a selection board. Recorder duty provides an outstanding opportunity to work with senior Supply Officers and gain valuable insight into successful career management.

If you are interested in recorder duty, contact the Office of Supply Corps Personnel or notify your chain of command. For more information please review the Selection Board Support [webpage](#).

Board and Record Preparation

Preparation for promotion boards begins approximately four months before the convening date. The initial list of eligible officers is compiled and modified as required. The eligible list is continually synchronized with an official automated database to ensure consideration of all candidates. The master file is queried six weeks prior to the board convening for fitness report continuity. All officers eligible for promotion should review the Fitness Report Continuity Report feature available on [BUPERS Online \(BOL\)](#) and compare it with their Performance Summary Report (PSR) to ensure no gaps or overlaps exist.

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Personal preparations for an upcoming board are, naturally, the responsibility of each officer. When you start preparing, is completely up to you but ensure you are aware of the general time it may take for corrections to your record to be accurately reflected (some can take up to 6 months).

One week before the board convening date, assistant recorders review the record of each candidate, transcribe late flowing data onto the PSR/OSR, and ensure fitness report continuity for at least the last five years.

The week of the board, members arrive at NPC Millington, TN and convene the board. Board membership is not released until after the results of the board are released. Members are specifically directed not to communicate with detailers or community managers until board conclusion. The process is designed to ensure a “level playing field” for all involved. As stated previously, board membership is carefully balanced to represent the demographics of all the candidates in the selection zones.

The precept is discussed and the board begins to work. The initial step is the individual record review. Each service record is made up of three primary parts – Official Military Personnel File (computer files including FITREPs, awards, transcripts, etc.), PSR, and OSR; along with any Letters to the Board from the individual. Notes (strengths and weaknesses) are transcribed from the review onto the PSR/OSR. All board records are destroyed at the conclusion of a board. Of note, if you serve on a board you may not counsel or advise officers who failed to select for promotion at your board as to why they may not have been selected. Direct the officers to contact their detailers or community managers for counseling.

Board Convening Orders, Release Process, and Board Statistics can be found by selecting the specific board in question on the MNHR [website](#).

Board Stamps

PERS 8 at NPC is responsible for board preparations to include specific stamps that are included on OSRs being considered. The only stamps available for statutory boards are:

- **FC 17** - Field Code 17 (medical or punitive, regardless of characterization)
- **Letter to Board (LTB)** - correspondence to board president submitted
- **SECNAV Resignation/Retire** - SECNAV Approved Voluntary Retirements and Resignations
- **ACQ** - Acquisition Corps
- **JQO** - Joint Qualified Officers (determined by JCS)

Board Correspondence

It is your responsibility to make sure the board has your complete and accurate record. Within 6 months before a board convenes, you should check your Officer Data Card (ODC) and Officer Summary Record (OSR) for missing data (awards, education, AQDs, schools, and training). Your Performance Summary Report (PSR) should be accurate and free of continuity gaps.

Missing documents (such as officer photographs, fitness reports, awards, etc.) should be submitted using BOL's [Electronic Submission of Selection Board Documents](#) (ESSBD) or by emailing MNHR's Customer Service Center (CSCSELBOARD@navy.mil) via a letter to the president of the selection board.

If using ESSBD a cover letter is automatically generated.

Only eligible officers may correspond with a board. Any endorsement or letter written from a third party must be endorsed by the member being considered for promotion or it will be returned to the originator.

Correspondence must arrive no later than 10 calendar days before the convening date of the board. All documents must contain your FULL 10 digit DoD identification number.

If not using ESSBD, Encrypted email is the preferred method of submission to CSCSELBOARD@navy.mil. The recommended subject line of your email is "FOUO-Privacy Sensitive Board Package: Active-Duty [Rank] Staff 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. If you send from a .mil e-mail address, you should digitally sign your e-mail. Per MILPERSMAN 1420-010, cover letters must be signed with a wet (pen) or CAC signature that displays DoD ID number.

An example "Letter to the Board" is available [here](#).

For instructions and requirements for correspondence to a Selection Board refer to [MILPERSMAN 1420-010](#).

You may call the My Navy Career Center (AskMNCC) at 1-833-330-5672 or by email at askmncc@navy.mil to confirm receipt of your package for Statutory Promotion Selection Boards.

Convening the Board

The Precept & Convening Order— Guidance to the Board

The mission of any board is to select those "best and fully qualified" based on a variety of factors. For statutory boards, the official status is set forth in the convening order from the Secretary of the Navy. The precept specifies the number of officers the board must select and defines the board's legal duties.

The Secretary of the Navy also specifies the maximum number of officers that may be selected from below the promotion zone. No limit is placed on the number of above zone selections. A precept is a document, signed by the convening authority and directed to the president of the board, giving guidance to the board regarding the criteria upon which their selections should be based. The precept is the only guidance for selection provided to a board along with the community's convening order. A convening order is a document which orders a specific board to convene at a specified date and time and with selected and approved board members. It provides community and board specific guidelines, career accomplishments and specific qualifications to delineate the parameters by which the board members will make their selections. These parameters are taken directly from approved program instructions and/or [community management briefs](#). A precept is general and governs all boards in a specific fiscal year, while a convening order is more specific to a particular board. Archives of these documents from previous boards can be found on MNHR's [Active Duty Officer Promotions](#) page by selecting a specific board on the left side of the page. Using the precept as guidance, the only other sources of information about an officer allowed for consideration by a statutory board are the following:

- **Official Military Personnel File (OMPF) Records** – contains fitness reports, personal awards, and other matters of official record.
- **Performance Summary Record (PSR)/Officer Summary Record (OSR)** – career resume containing summary information.
- **Letter to the Board correspondence** – the officer submits information to the board about their record.

*No information other than what is listed above is allowed to be discussed or presented before a board.

Record Review

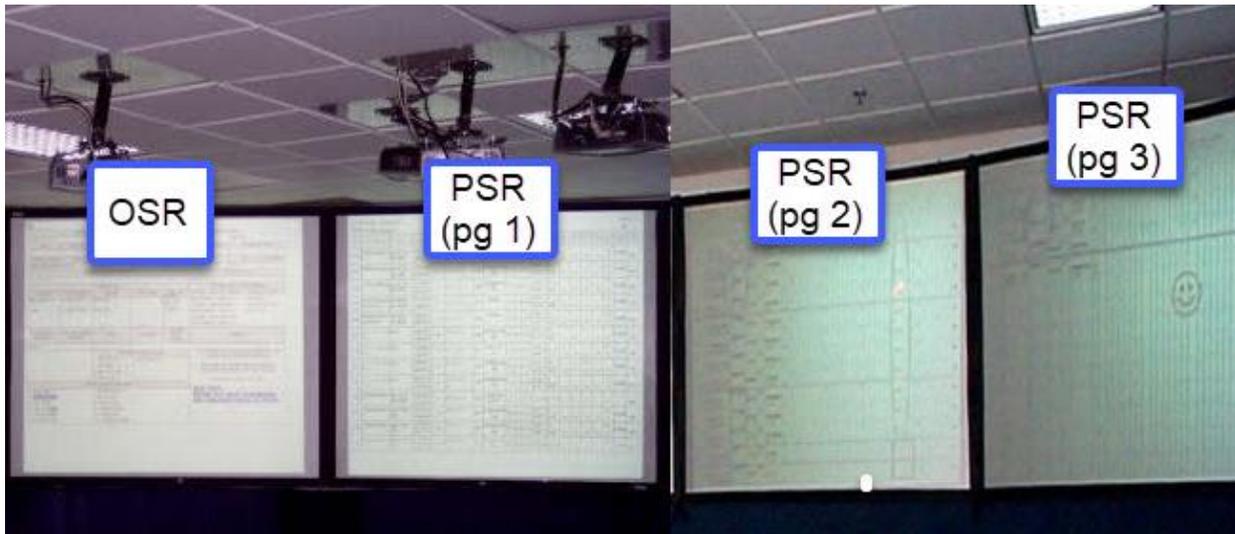
Once the board convenes, records are assigned to the various members while keeping track of which member reviewed which record. Recorders ensure that each board member has the information necessary to review their assigned records. The recorders will also assist in manually recording the votes conducted in the Tank.

Eligible List of Officers

Along with the precept and convening order, the board is furnished a list of officers, in precedence sequence, to be considered for promotions. The list consists of those officers who are in the promotion zone (IZ), those above zone ((AZ) previous non-selectees) who may be selected for promotion to the grade being considered, and those below zone (BZ) -- below zone selection is limited to 10% of the primary zone.

For example, if there are 100 officers in the primary zone with an 80% promotion opportunity, there will be a maximum of 80 officers selected for promotion. If there are eight officers selected below promotion zone (deep select), and eight selected above zone, the actual in-zone promotion opportunity is reduced to 64 of the 100 in zone. Stated another way, the actual in-zone selection rate is 64 percent.

Figure 1 - In the Tank



After the records review phase, the board moves on to the next step, the selection phase. For this phase, most boards move into a room called the “tank” (a private, theater-like room where all the members discuss and vote on candidates). Annotated PSRs and OSRs are projected onto large screens in the tank and the board member who reviewed a particular candidate’s file, briefs the record. The board, using the precept as guidance, recommends (within the numbers authorized) those candidates it considers “best and fully qualified” for selection.



After the briefing officer has presented the candidate and all questions have been asked and answered, each member uses a “secret ballot” computer keypad to vote a confidence level for the selection of the candidate. Each member can vote either 100% (the member is 100 percent sure the candidate should be selected), 75%, 50%, 25%, or 0% (the candidate should not be selected). After all the votes are cast, a computer in the tank computes an overall confidence rating, which is then displayed as a percentage on a monitor for all the board members to see.

The confidence rating of each candidate is recorded and ranked after all the records have been reviewed. A scatter-gram is then produced from these rankings (Figure 2 is an example). The board members select a number of records from the top scorers to be “tentatively selected” and present this selection as a motion to the entire board. The board will either vote in favor of the motion or members will offer counterproposals. Whichever proposal is accepted, it must be accepted by a majority vote of all members. This same scenario is repeated when the board attempts to determine which number of the bottom scoring candidates should be “dropped from further consideration”.

Figure 2 - Scattergram example



All candidates between the “selected” and “dropped” scores – those in the “crunch” – are then reviewed by a different board member who briefs it in the next Tank session. The process starts over again with each candidate receiving another confidence rating. Several tank sessions are usually required before the board determines the candidates best and fully qualified for promotion.

Merit Based Promotions

The National Defense Authorization Act for Fiscal Year 19 amended Title 10 to allow promotion boards to recommend officers of particular merit, among those selected for promotion, to be placed higher on the promotion list. The promotion selection process and merit reorder (MR) process are two separate processes conducted during the same board. Merit Reorder is based on meeting community specific merit reorder considerations. Official guidelines are published [here](#).

Up to 15% of those selected for promotion can be merit-reordered and promoted ahead of their peers. Officers selected for MR will promote on October 1st of the promotion year. Officers not selected for MR will promote monthly by seniority as established in the Promotion Phasing Plan, published annually.

For further guidance please contact the Career Counselor at supply_corps_cc@navy.mil.

Statutory Board Results

After the board completes its deliberations and votes to confirm the tentative selections, a select list is provided to SECNAV and is subsequently approved by the Secretary of Defense. Usually three months after the board adjourns an ALNAV message is released and results are available via BOL.

The following is the Release and Approval process steps for O-4 to O-6 once the board has convened/adjourned:

- Board Adjourned**
- Chief of Naval Personnel**
- Judge Advocate General**
- CNO**
- Secretary of the Navy**
- Secretary of Defense**
- Select Message Released (ALNAV)**

President of the United States Senate Confirmation

Under the current promotion phasing plan, 15% are promoted in October. Beginning in November 3% of the active duty O-4/O-5/O-6 selectees will be promoted in each of the next 10 months, and the remaining officers will be promoted in the last month of the fiscal year. Full Time Support (FTS) and Selected Reserve (SELRES) O-4/O-5/O-6 selectees will be promoted at a rate of 5% per month for the first eight months and at a rate of 15% per month rate for the last four months.

For those officers selected to O-4 and above, Senate confirmation is required before promotion and release via ALNAV. Frocking is NOT authorized unless approved via procedures outlined in [SECNAVINST 1420.2B](#).

Failure of Selection (FOS)

Officers who fail to select twice (2XFOS) who are not offered continuation, or who do not accept a continuation offer, must be separated by midnight on the first day of the seventh month following release of the board results in which they fail to select for the second time. This is the not later than (NLT) date as stated in separation orders. An officer may separate any time before the month of their NLT date. However, the officer and their Commanding Officer (CO) must determine this date. Lieutenants who fail to select LCDR are not normally eligible for continuation. However, the community may request lieutenant continuation consideration as part of Promotion Planning based on community inventory levels. This is determined on a case by case basis each year. In some rare and specific cases, the need may arise for the convening of a [Special Promotion Board](#) and is addressed in SECNAVINST 1420.1B.

ADMINISTRATIVE SELECTION BOARDS

In addition to statutory selection boards, there are numerous administrative selection boards convened under the administrative authority of the Navy. Examples of administrative boards are:

- Postgraduate Education
- LDO/CWO in-service Procurement
- Commander Milestone Board
- Captain Major Command
- Lateral Transfer/Redesignation selection boards

*Unless otherwise noted, these are held in Millington, TN at NPC or BUPERS.

Unlike statutory boards, officers must request consideration or, in some cases, submit a letter requesting not to be considered for selection. Administrative board proceedings, membership, and rules are similar to statutory boards.

Post Graduate Education

Officers have three years of screening eligibility for a postgraduate degree opportunity beginning in their fifth year of commissioned service (YCS). The Postgraduate Education Screening Board is a standalone administrative board sponsored by a designated representative from the Supply Corps Office of Personnel (OP). The chart on the next page displays when to expect screening:

PG Screening Board Looks						
Calendar Year	2022	2023	2024	2025	2026	2027
Year Group	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
YG 2014	Last Look					
YG 2015	2nd Look	Last Look				
YG 2016	1st Look	2nd Look	Last Look			
YG 2017		1st Look	2nd Look	Last Look		
YG 2018			1st Look	2nd Look	Last Look	
YG 2019				1st Look	2nd Look	Last Look
YG 2020					1st Look	2nd Look
YG 2021						1st Look

Eligibility requirements are released each year via a “Flash from the Chief.” Eligible officers are automatically screened for postgraduate degree opportunities at Naval Postgraduate School (NPS) and Junior Service Colleges (NWC, ACGSC, AFACSC, and MCCSC). Officers interested in a postgraduate opportunity in the 810 or 811 program MUST submit a screening request package to the board via the ESSBD portal in BOL. This request should be in the form of a Letter to the Board. Packages should also be emailed to supply_corps_cc@navy.mil to ensure receipt.

Upon conclusion of the board, selectee names are announced via a “Flash from the Chief.” Selectees will have an opportunity to update their curriculum preferences before OP begins to slate officers to programs and cohorts. Although each selectee is evaluated on a case-by-case basis, the goal is to get officers to their slated degree opportunity immediately upon completion of their second operational tour and as close to, the 8.5 YCS point as possible.

More information on postgraduate school opportunities are available in the “It’s Your Education” playbook available on the [Supply Corps Career Counselor](#) website.

Commander Milestone Board

Selection to Commander Milestone is a key event in an officer's career, with the number of opportunities driven by the number of billets requiring a Commander Milestone board-selected officer. Supply Corps officers receive two screening opportunities beginning two years after selection for promotion to Commander. The chart below displays when to expect screening:

CDR Milestone Board (#55) Looks						
Promotion Year Group	FY23 (CY 2022)	FY24 (CY 2023)	FY25 (CY 2024)	FY26 (CY 2025)	FY27 (CY 2026)	FY28 (CY 2027)
PYG 2020	2nd Look					
PYG 2021	1st Look	2nd Look				
PYG 2022		1st Look	2nd Look			
PYG 2023			1st Look	2nd Look		
PYG 2024				1st Look	2nd Look	
PYG 2025					1st Look	2nd Look

In order to be eligible for the Commander Milestone board, officers must complete the requirements listed in [NAVSUP Instruction 1412.1B](#) available on [My Navy Portal](#). Requirements include, among others, obtaining a reporting senior’s nomination letter and successfully completing an oral board. Eligible

officers will be screened and considered for both O-5 operational assignments and O-5 Command Ashore assignments. Upon selection, officers may be immediately slated or placed into a bank where they will remain until they are detailed to their Milestone tour. It is expected that all officers selected for Milestone tours are ready, willing, and able to serve in any Milestone billet in any location at the discretion of the Chief of the Supply Corps.

Captain Major Command Ashore

Captain Major Command Ashore selection and duty assignment is also a key milestone in an officer's career and important to the Supply Corps. Opportunities are driven by the number of billets requiring a Major Command Ashore board-selected officer.

All board prerequisites are the same as the Commander Milestone board. If the prerequisites were fulfilled as a Commander, they remain valid for the Captain Major Command Ashore Administrative Screen Board. Eligibility is Promotion Year Group (PYG) based with the first year of eligibility occurring one year after selection to the rank of Captain and continuing for two successive years, resulting in three selection opportunities. Those selected will be detailed to Major Command the earliest possible opportunity. The chart below displays when to expect screening:

CAPT Major Command Board (#56) Looks						
Calendar Year	2022	2023	2024	2025	2026	2027
Promotion Year Group	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
PYG 2019						
PYG 2020	Last Look					
PYG 2021	2nd Look	Last Look				
PYG 2022	1st Look	2nd Look	Last Look			
PYG 2023	CAPT(SEL)	1st Look	2nd Look	Last Look		
PYG 2024		CAPT(SEL)	1st Look	2nd Look	Last Look	
PYG 2025			CAPT(SEL)	1st Look	2nd Look	Last Look

DIRECTORY

NAVSUP OP/PERS 4412	
Director, Supply Corps Personnel (OP)	901-874-4600
Assistant to OP (OPA)	901-874-4609
Director, Detailing Division (P1)	901-874-4607
Assistant to OP1 (P1A)	901-874-4608
LCDR Detailer/"Pit Boss"	901-874-4601
LT Operational & PG School Detailer	901-874-4627
LT Shore/Overseas Detailer	901-874-2936
ENS/LDO/CWO Detailer	901-874-4613
GSA Detailer/FTS Management Branch	901-874-4620
Director, Officer Plans, Programs, and Analysis (P3)	901-874-4623
Supply Corps Career Counselor	901-874-4621
Asst Career Counselor/Reserve Mgmt Analyst	901-874-4622
FTS/SELRES Supply Corps Career Counselor	901-874-4624
Accessions Officer/Internship Program	901-874-4273
BUPERS 3	
Supply Corps Officer Community Manager	901-874-3189
Deputy Supply Corps Officer Community Manager	901-874-3133
Director, Enlisted Plans Division	901-874-2823

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NAVY

Supply Corps

Office of Supply Corps Personnel

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