

## SAMPLE LETTER TO THE BOARD

Try to limit your letter to documents you know are missing or that you want to bring to the board's attention. Copies of travel claims with receipts attached to them or power point presentations, for example, do not necessarily improve your promotion potential. **You MUST use your full 10 digit DoD identification number on your cover letter and any document that does not already contain it.** Please ensure that your DoD ID number is on **every page** of your correspondence. **Also, if you desire information from another individual (such as letters of recommendation) to be available to the board, YOU MUST include such information in YOUR letter to the board. NO individual can submit information directly to a board except for an eligible officer. It does not matter how positive it may be. This is referred to as Third Party Correspondence and is prohibited by law. They must give to you and you may then include it as an enclosure in your letter.** Each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter addressed to the board president. The written communication from the eligible officer, termed as a letter to the board president, may call any matter to the board's attention concerning the officer that the officer considers important. The officer's written communication may include (enclosed) correspondence from any INDIVIDUAL concerning the eligible officer. Written communication may NOT include information or reference to, explicitly or implicitly, any unsanctioned extra-board administrative activities, e.g. unauthorized external ranking boards. Letters to the board are personal in nature, not based upon an organizational affiliation, and should not be written on command letterhead.

[Date]

From: "Rank" John P. Jones, USN, [DoD ID # (10-digit)]/[Designator]  
To: PRESIDENT, FY-XX NAVY ACTIVE-DUTY [GRADE]  
[COMPETITIVE CATEGORY] PROMOTION SELECTION BOARD (BOARD # xxx)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) SECNAVINST 1420.3

Encl: (1) Fitness Report for the period 06NOV01-07OCT31  
(2) Navy Commendation Medal Award Citation  
(3) Letter of Recommendation from RADM I. M. Sailor

1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY-XX Active-Duty (Grade) (Competitive Category) Selection Board.

(Sign here with ink signature  
OR CAC Digital Signature)  
J. P. JONES

**SUBMIT YOUR PACKAGE EARLY!!!** Correspondence for a statutory promotion selection board **MUST** arrive in the board spaces (NOT the base mail facility) **not later than ten calendar days prior to the board convene date.**

## **HOW TO SUBMIT YOUR LETTER TO THE BOARD:**

Electronic Submission of Selection Board Documents (ESSBD) is the preferred method of submitting a Letter to the Board (LTB)

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 officer promotion selection boards may be submitted via postal mail or encrypted e-mail to the MyNavy Career Center (MNCC) as described in [MILPERSMAN 1420-010](#), Communication with Officer Promotion Selection Boards.

## **IF YOU CHOOSE TO MAIL YOUR PACKAGE VIA USPS OR COMMERCIAL CARRIER:**

Since your letter is digitized when reviewed by the board, it is unnecessary (and a waste of your time and money) to place your letter in special covers, folders, or notebooks. Also, please use either a binder clip or paper clip (**no staples**) to fasten your documents together. This makes it much easier to take apart for the scanning process. Any folders, covers, etc. must be removed in order to scan the pages into EMPRS and are just discarded.

Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. We HIGHLY recommend that you ensure that your package arrives at least two weeks prior to the board's convening date. Due to increased security, ALL routine correspondence sent to NPC is routed through the base's central mail facility. Just because the base mail facility signs for a package does not mean it has made it to the board. It will take approximately two additional days for correspondence to be checked, sorted, forwarded to the Customer Service Center, and THEN to the appropriate board. Certified and registered mail are also NOT recommended as they add several days to a letter's processing time by the US Postal Service.

**Mail correspondence to ALL Statutory Promotion Selection Boards to one of the following addresses:**

**USPS MAIL:**

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)  
PRESIDENT FY-XX ACTIVE-DUTY (GRADE) (LINE or STAFF) PROMOTION  
SELECTION BOARD ###** (Board # may be found on that board's respective page  
or the board schedule)  
**5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6300**

**COMMERCIAL (FEDEX, UPS, DHL, etc.) EXPRESS OR OVERNIGHT:**

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)  
PRESIDENT F-YXX ACTIVE -DUTY (GRADE) (LINE or STAFF) PROMOTION  
SELECTION BOARD ###** (Board # may be found on that board's respective page  
or the board schedule)  
**5460 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055-6300**

**You may call the MyNavy Career Center at 1-833-330-MNCC (1-833-330-6622) or  
DSN 882-5672 to confirm receipt of your package for Statutory Promotion  
Selection Boards. You may also check via the Internet by logging in at:  
[https://npcccontactcenter.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://npcccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html).**