

PERS 42 DRUMBEAT (FEB 2019)



Fiscal Year 2020 Drumbeat Administrative/Statutory Board Edition

It's that time of year again where promotion and milestone boards come in rapid succession. This Drumbeat edition will give you the tools to help inform you of the board process. It also provides guidance to verify or update your record and to give you the best chances of being promoted to your next rank or screened for your next milestone tour.

My staff here spends a lot of time "scrubbing" officer records, notifying officers of record deficiencies and providing career guidance to individuals. Although we do our best to ensure that all records are updated, the responsibility of an officer's record lies with the service member.

Topics in this edition of the Drumbeat include:

- Upcoming board dates
- Submarine CO/XO/DH eligibility
- Administrative vs Statutory Boards
- Board correspondence policy change (Letter to the board (LTB) submission)
- What is Board Correspondence?
- How do I know if the board received my LTB?
- What is a precedence number (lineal number)?
- How do I know if I am in-zone?
- What information in your record matters the most?
- Officer Photographs at Selection Boards
- How to review and update my record?
- How will PERS-42 contact me before the board?
- Who can answer your board questions at PERS-42?
- Other Board Resources and Points of Contact



Please read this drumbeat in full and discuss it with your subordinate commands and wardrooms. This can also be used as a professional development tool for wardroom training.

Very respectfully,

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Nuclear Propulsion Program Manager (N133)
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Upcoming Board Dates

- O-4 Active Duty Line, Board #275: 20 May (LTB Deadline – 2359CST 09 MAY)
- Submarine CO/XO, Board #350: 20 May (LTB Deadline – 2359CST 09 MAY)
- Submarine DH, Board #146: 20 May (LTB Deadline – 2359CST 09 MAY)

NPC Board Schedule: NPC ->Boards -> Board Schedule

<http://www.public.navy.mil/bupers-npc/boards/Pages/default.aspx>

Submarine CO/XO/DH Eligibility

# Look	Commanding Officer	Executive officer	Department Head
1 st	Year Group (YG) 05	YG 10	YG 14
2 nd	YG 04	YG 09	YG 13
3 rd	YG 03	YG 08	---
4 th	---	YG 07 ¹	---

Note 1: Officers selected for XOSS during the FY19 CO/XO board (May 2018) will get a 4th and final look. If they are not selected for XO, their XOSS status does not change.

Administrative vs. Statutory Boards

Administrative Boards: These are boards that are community specific, organized and executed by PERS-42/N133. For the submarine community, these milestone boards are submarine Department Head, Executive Officer, Commanding Officer, and Major Command. Eligibility is based on YG and in rare cases, officers may be administratively delayed by PERS-42 and N133 based on delays in the officer's career timing.

Statutory Boards: These boards are required by law (statute). These boards are authorized by the Chief of Naval Personnel and executed by PERS-8 at Navy Personnel Command. These are all promotion boards, O-2, O-3, O-4, etc... Eligibility is based on lineal number and NPC promulgated promotion zones.

Board Correspondence Policy Change (LTB Submission)

NAVADMIN 304/18 changes the submission deadline for all board correspondence. The new deadline is 2359CST on the 10th day before the board convenes. This policy affects both administrative and statutory boards.

<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17297.txt>



Board Lessons Learned

Contact Info Out of Date: Results of PERS-42's courtesy record reviews are emailed out with contact information automatically pulled from NFAAS. When PERS-42 receives undeliverable responses, NMCI account deleted, or even disgruntled responses from civilians claiming we have 'been emailing them for years' and 'do not want to be contacted', we do everything in our power to find accurate contact info for the constituent and get the information in their hands.

Not only is such an interaction with a non-Submarine Officer undesirable, but, resolving these concerns greatly increases the time required to issue out board emails. Members are reminded that they are required to update their NFAAS data twice annually. Additionally, PERS-42 recommends that personnel use both the primary and secondary email options to maximize the email cross-section of absorption. For those officers whose billet status indicates they are serving in at sea commands, additional emails will be sent to the member's boat NIPR account by billet.

Documenting Change of ISIC: In the case of an ISIC shift, be sure any original ISIC rankings are included in the members FITREP Block 41. Additionally, the ISIC shift should be documented in the command employment block and as a comment in Block 41. This will ensure the member's rankings are properly documented and will fully explain the shift to the board. Typically, ISIC changes do not disadvantage personnel at the boards.

Split Tour Department Heads: In the event a boat receives a split-tour department head, it can be difficult balancing trait averages and onboard DH / O-3 ranking. It is important to discuss the split-tour status in Block 41, in particular, it is important to discuss the impacts of forced distribution, a drop in trait average, or onboard ranking. If the competing DHs are particularly close in timing, matching their trait average and explaining both as #1 performers can keep both competitive. Additionally, it is important to consider that should forced distribution requirements only allow 1 EP, the non-split tour DH will have a harder time showing explanation for the 'air gap' if bumped down to MP.

Reserve implications of Resignation from Sea: Officers with resignations submitted before the DH boards are unlikely to be screened for DH. In some cases, this has had a negative impact as the resigning officers later are denied for reserve selection. PERS-42 recommends that officers continue on to their shore tour to ensure they have the opportunity to screen for DH and avoid potential post-active duty impacts from failure to screen for DH.

What is Board Correspondence?

Board correspondence, known as a letter to the board (LTB), is written communication that will invite the attention of the board to any matter concerning the individual that the officer considers important. The written communication must be in accordance with MILPERSMAN 1420-010 and may include, as enclosures, correspondence from any individual concerning the eligible officer. LTBs are typically used to correct missing or recent FITREPs, recent EOT awards, or letters of recommendations from previous COs or Flag Officers.

Only eligible officers may communicate with a selection board. Correspondence not originated by the eligible officer, including endorsements to the officer's letter, and letters written on behalf of

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that officer must contain a written acknowledgement by the eligible officer that he or she desires such correspondence be presented to the board. Correspondence without such acknowledgment is considered third party correspondence and will be returned.

Some notes on LTBs:

- Provide your squadron ranking letter in a LTB if the ranking is not included in your FITREP.
- Classified correspondence will not be accepted.
- Please ensure that your correspondence is encrypted since all submissions must include your full SSN.
- Your permanent record is NOT updated when you send documents to the board.
- Please CC PERS-421B and your detailer on any LTB that is sent to CSCSELBOARD.
- Ensure your letter is addressed and submitted to the correct board. While O-4 statutory and XO admin screening boards are conducted in the same week with many of the same eligible officers, an LTB written to the O-4 board will not be entered into the XO board unless a separate letter is sent (also, information pertinent to the O-4 board may not convey helpful information in the XO board and vice versa).

LTBs are a positive and effective tool for managing your record and must be briefed/viewed by the board.

An LTB template can be found at the NPC Boards and PERS-42 websites.

http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Documents/BoardInformation/Active_Sample_Ltr_to_Brd_1.pdf

Encryption Guidance:

The CSCSELBOARD(AT)navy.mil mailbox account is capable of receiving ENCRYPTED correspondence in accordance with DoD policy. If you are sending your board package from a non-NMCI network (BUMED.mil, EU.NAVY.mil, etc.), please visit <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://dod411.gds.disa.mil>, type CSCSELBOARD(AT)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(AT)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 your encrypted e-mail.

How do I know if the board received my LTB?

There are three methods to check the status of your LTB.

1. NPC Website: https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html
2. My Navy Career Center (833) 330-6622
3. Email ASKMNCC@NAVY.MIL

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Detailers do not have any situational awareness on whether your LTB was received. Please contact the My Navy Career Center to check on your LTB.

What is a precedence number (lineal number)?

An officer's grade and date of rank determine their position on the Active Duty List (ADL) of the Navy. The relative seniority of officers is indicated by assignment of an eight-digit active duty lineal number and officers are carried on the ADL in order of seniority in the grades in which they are serving. Dates of rank determine seniority among officers of the same grade. An officer whose date of rank is earlier than the date of rank of another officer of the same rank is senior to that officer. An officer whose lineal number is lower than that of another officer of the same grade and date of rank is senior to that officer.

An officer's date of rank is the date the appointment to their grade is made, with 1 exception: the date of rank of officers appointed as ensigns in the Navy in May or June of any year is the same as the date of the graduation of the class of midshipmen of the United States Naval Academy in that year. For example; if an NROTC MIDN commissions on 13 May, their DOR is the date that the USNA commissioned their MIDN, usually the week before Memorial Day weekend.

Your lineal number consists of a six-digit whole number and a two-digit suffix. Suffixes allow additional placement of officers on the ADL in proper precedence order between whole numbers. Lineal numbers are based upon grade, date of rank, and class percentile standing. Officers receiving original appointments to grades with the same grade and date of rank will be rank-ordered by percentile of class standing among other ensigns appointed from all commissioning sources on the same date or with the same date of rank. The Naval Academy graduate who ranked highest in the class and who was appointed an ensign will be assigned the lowest (most senior) lineal number of those ensigns appointed with the same date of rank.

When an officer is promoted to the next rank, they are assigned a new precedence number in the higher grade based on their promotion dates of rank and their precedence positions in the previous grade.

More information can be found in OPNAVINST 1427.2, RANK, SENIORITY AND PLACEMENT OF OFFICERS ON THE ACTIVE DUTY LIST AND RESERVE ACTIVE STATUS LIST OF THE NAVY.

How do I know if I am in-zone?

First, locate your precedence/lineal number on your Officer Data Card (ODC). Your ODC can be located on BOL.

Second, a NAVADMIN message setting the "zones" is released in mid-December every year. This message establishes the senior and junior person that will be in-zone for each grade and competitive category for the upcoming year. The active duty zone message also includes a "junior eligible." The below junior eligible marks the end of the zone list of eligible officers. This NAVADMIN can be found on the NPC website under references ->messages ->NAVADMIN.

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<https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2018/NAV18304.txt>

If your lineal number is lower than the number for the junior **in-zone officer** on the message you will be considered in zone by the upcoming promotion board.

If your number is higher than the junior in-zone but lower than the junior eligible you will be viewed as below zone by the upcoming board. Boards are allowed to select a certain percentage of below zone officers. A below zone look is in essence a “free” look since consideration by the board as a below zone will not incur a failure of selection (or FOS) if not selected. The number of below zone officers actually selected is very small. It is possible, due to varying needs within the different communities, that an officer may receive 1, 2, or occasionally 3 below zone looks.

What information in your record matters the most?

The single most important part of your record is your FITREP. The best thing that you can do to prepare your record for a board is to verify your FITREP continuity in your Performance Summary Record (PSR). Any FITREP GAP of 3 months or more could potentially be a problem when the board members review your record. Please take aggressive action to correct any FITREP continuity problems.

Awards, Academic Degrees, Sub-specialty codes, PHA scores, and Additional Qualification Designators (AQD) are all important aspects of your record and should also be accurately reflected in your record.

If you have missing aspects of your record and do not have time to permanently update your record, you should send a LTB that includes the missing information.

Officer Photographs at Selection Boards

NAVADMIN 265/18 reinstated the requirement to display the Official Photograph for all Officer Selection Boards. Photos must be submitted on the official NAVPERS 1070/884 form with the full SSN in block 3, and a ‘wet’ signature in block 6. The official NAVPERS 1070/884 can be found at the following link:

<https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

For permanent inclusion in your OMPF record, photos must be mailed to:

NAVY PERSONNEL COMMAND
PERS-313
5720 INTEGRITY DR
MILLINGTON TN 38055-3130

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How do I review and update my record?

Your Officer Summary Record (OSR) and Performance Summary Records (PSR) are the only two records that all board members will see in the tank. The individual board member that is reviewing your record in detail will have access to all of your Official Military Personnel Files (OMPF).

To review your OSR and PSR, log onto BOL and view both of those documents. Verify that all of the information is accurate and that you have 100% FITREP continuity.

To update your record, please see the Officer Record Management Guide on the NPC or PERS-42 websites. PERS-42 does not have the ability to update most things in your records. We cannot update FITREPS, awards, academic degrees, or PFA scores.

[http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record Management Brief.pdf](http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record%20Management%20Brief.pdf)

FITREP Milestone and Promotion Recommendations

Your FITREP should recommend you for your next milestone and promotion before you are in-zone for your next promotion. FITREP 201 provides guidance to maximize FITREP effectiveness. Commands are encouraged to contact PERS-42B or PERS-421 to help navigate any FITREP abnormalities.

If you need a 2018 updated copy of FITREP 201, please contact PERS-423, LT Sean Williams at sean.m.williams5@navy.mil.

How will PERS-42 contact me before a board?

All eligible members of a board will be contacted before their board. This email will include any record deficiencies that were identified and how to correct those deficiencies. Please remember that this is a courtesy look and that you are responsible for your own record.

These emails will be sent to the email address that is listed in your NFAAS contact information. If your NFAAS email is not accurate, you will not receive the email that is sent. Please verify that your email contact at <https://navyfamily.navy.mil/> is a functional email address you check regularly.

If you are on a ship, an email will go to your email addresses listed in NFAAS, and to either your boat's NIPR account or to your XO's boat NIPR account.

Other Board Resources and Points of Contact

Any detailer can answer your questions but the board expert in PERS-42 is PERS-421B.

POC: LT Chris Wilber; christopher.r.wilber@navy.mil. Email correspondence is preferred for OQE purposes.

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NPC Website ->Boards ->Active Duty Officer

- Sample LTBs
- Zone Determination
- Community Promotion Briefs
- "Don't pick me letters"
- LTB submission and verification procedures

<http://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Pages/default.aspx>

NPC Website -> Officer -> Officer Detailing -> PERS-42 -> Board Information

- Community Specific Admin Board Dates
- Admin Board Results
- Ted Talks: How to review your record and the Screening Board Video
- Record Review Board Checklist
- Sample LTB

<http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Pages/BoardInformation.aspx>