

PERS 42 DRUMBEAT (JAN 2020)



Happy New Year! I am excited to bring you the January 2020 Drumbeat. We appreciate the feedback you've provided throughout the year and always welcome the opportunity to improve our talent management processes and efforts.

Topics included in this installment:

- PERS-42 Contact Information and NFAAS
- MyNavy Career Center
- Modernizing the PCS Move Process
- Command Qualification and Command Screening Boards
- FY21 Board Update
- Additional Qualification Designation Codes
- Executive Officer Administrative and O-4 Statutory Boards
- Department Head Split Tour Opportunities
- Engineer SPOT Promote Process
- Department Head Assignment Letters
- Department Head Guarantee Options
- Projected Rotation Dates for Junior Officers Ashore
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The PERS 42 website is updated and available on Navy Personnel Command's website at: <http://www.public.navy.mil/bupersnpc/officer/Detailing/submarinenuclear/Pages/default.aspx>. It includes detailer contact information, frequently asked questions, the Submarine Force community status brief, and past issues of the *Drumbeat*.

You'll note that we've had some turnover within the office. LCDR Chris Rose, recently off XO tours in USS HELENA and USS WASHINGTON relieved CDR Carlos Martinez as the Submarine Branch Head/XO/Post-XO detailer. Carlos is beginning the PCO pipeline en route to command of USS MISSOURI in Pearl Harbor. Additionally, LT Tony Mistrion from USS NEW MEXICO relieved LT Jeanne VanGilder as the JO Shore Detailer as Jeanne departs to start the Submarine Officer Advanced Course.

I encourage you to follow us on Facebook to stay up to date with the latest information from the PERS 42 team. Your feedback and interaction with your detailers is vital to us continuing to improve the submarine officer distribution process.

Please read this *Drumbeat* in full, disseminate it, and discuss it with your subordinate commands and wardrooms.

Very respectfully,

CAPT Christopher J. Cavanaugh
Director, Submarine/Nuclear Officer Distribution (PERS-42)
Nuclear Propulsion Program Manager (OPNAV N133)
christopher.j.cavan1@navy.mil

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PERS-42 Contact Information and NFAAS

The Navy Family Accountability and Assessment System (NFAAS) is PERS-42's primary source of constituent contact information. PERS-42 conducts a monthly data pull from NFAAS to generate a database of contact information for all 1170, 1120, and 62XX officers to populate bulk emails from board notifications to our distribution list for periodic updates (like the *Drumbeat*).

Please remind your personnel to update their work email address in NFAAS to reflect an active email address. For two-crew submarines, using an "out of office" reply to notify senders of your primary use of shipboard email is also very helpful. Following these processes will ensure accurate and timely dissemination of board record reviews and notification of eligibility for administrative boards. If you do not regularly update your email, or if there are typographical errors in NFAAS, PERS-42 may be unable to contact you with important professional notifications.

MyNavy Career Center

In September 2018, NAVADMIN 232/18 announced the launch of MyNavy Career Center (MNCC). The goal of this program is to improve Human Resource services to Sailors and their families while simplifying and reducing administrative burdens where feasible. MNCC is formed by three tiers of service that include self-service options and a call center to address constituent concerns.

Tier 0 is available as a reference library to Sailors via MyNavyPortal (MNP) at <https://www.mnp.navy.mil/>. This single point of entry provides Sailors with accurate information on HR programs and services available. Sailors may also use MNP to initiate an HR action, like a personnel action request, or submit a personnel information update/correction.

Tier 1 services are provided by a force of over 200 contact center agents available 24/7 by phone, email, or live chat. These agents use a library of Knowledge Articles written and maintained by personnel subject matter experts to inform Sailors of various HR policies or by initiating personnel action requests. If Tier 1 services cannot address a Sailor's concerns, a service request is generated and forwarded to Tier 2 members for adjudication.

Tier 2 is made up of detailers and personnel/pay professionals at Navy Personnel Command. They generate and update the Knowledge Articles used by Tier 1 agents and address questions directly when needed.

MNCC has resolved over 370,000 service requests since its launch. In September 2019, over 30,000 requests were resolved with over 92% closed within the target of 3 business days.

MNP Website: <https://www.mnp.navy.mil>

Email: askmncc@navy.mil

Phone: 833-330-MNCC (6622) or 901-874-6622

NAVADMIN Link: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2018/NAV18232.txt>



Modernizing the PCS Move Process

In July 2019, NAVADMIN 161/19 announced improvements in the Permanent Change of Station (PCS) move process. This NAVADMIN covered some basic recommendations on how to reduce out-of-pocket costs and introduced MyPCS Mobile, the PCS Entitlements Calculator, Lean Orders, the Government Travel Credit Card PCS Pilot Program, and electronic travel vouchers.

MyPCS Mobile provides Sailors who are planning a PCS move with access to a personalized checklist tailored for an individual Sailor's PCS move as well as the ability to apply for government housing and childcare at their next duty station. MyPCS Mobile provides Sailors the ability to view a streamlined, simplified, plain language set of PCS orders referred to as "lean orders." In a subsequent release, MyPCS Mobile will provide Sailors the ability to prepare and submit their PCS travel claim voucher. Sailors will simply upload travel receipts from their mobile devices, complete a voucher that has been prepopulated with basic information, electronically sign and provide it to their Command Pay and Personnel Administrator (CPPA) for final processing.

MyPCS Mobile can be downloaded at the Navy App Locker at <https://www.applocker.navy.mil> or MyNavy Portal (MNP) at <https://my.navy.mil>. Access to MyPCS Mobile does not require a Common Access Card (CAC); however, for CAC-free access, Sailors will need to perform a one-time setup via MNP on a CAC-enabled machine. At the top of the page in MNP the Sailor's name will appear. Click on name, select my account, and then select instructions for CAC-free setup. Follow the steps for Apple iOS or Google Android to authenticate your identity. The mobile device must have access to either Wi-Fi or cellular data services to complete the process.

A program authorizing use of Government Travel Credit Card (GTCC) for specific PCS-related travel expenses has been piloted and recently implemented per NAVADMINs 184/19 and 297/19. PCS travelers interested in using this program must review the applicable NAVADMINs in their entirety. Examples of authorized expenses include Temporary Lodging Expenses, fuel for a Privately Owned Vehicle (POV) when the POV is the authorized mode of travel, lodging and meals enroute, Dislocation Allowance (DLA) related expenses, etc.

Sailors can minimize any out-of-pocket expenses by taking advantage of the travel entitlements available to them today. Those who are about to make a PCS move should talk to their CPPA to help decide if a travel advance or use of GTCC is the right choice for them. An upcoming enhancement to MyPCS Mobile will include a PCS entitlements calculator.

We encourage our officers and Sailors to review the above NAVADMINs and to consider using these apps to simplify the PCS move process.

NAVADMIN Links: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2019/NAV19161.txt>
<https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2019/NAV19184.txt>
<https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2019/NAV19297.txt>

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Command Qualification and Command Screening Boards

OPNAVINST 1412.14 requires all officers to complete Command Qualifications prior to consideration for Command Screening. This is not just true for Submarine Command but for LDO Major Command, LDO Commander Command, LDO Drydock Command, and Commanding Officer Ashore.

If you have completed Command Qualifications and do not see the Command Qualification AQD (SC2 or 2D1) in your Officer Summary Record (OSR), contact your detailer to correct your record.

FY21 Board Updates

The LDO Major Command, LDO Commander Command, and LDO Drydock Command Boards will be held in conjunction with the Submarine CO/XO Boards in May 2020.

Additional Qualification Designation Codes

Additional Qualification Designation (AQD) codes supplement officer designators (*i.e.*, 1120) by identifying specific qualifications required to fill a billet, screen for a milestone, or completion of unique duty assignments. For our community, these are most notably those assigned for nuclear training (SNX). For example SN0 is assigned at the completion of formal nuclear training and SN1 is assigned upon completion of PNEO. Similar codes are provided to indicate screening status or education completion (*e.g.*, SC2 Qualified for Nuclear Command, JS7 JPME Phase I Graduate, etc.).

Officers are responsible for ensuring their records—including AQDs—are complete and accurate. If AQDs are missing, contact the cognizant authority to add the AQD. The Navy Officer Manpower and Personnel Classifications (NOOCS Manual) Volume I Part D has a comprehensive list of AQDs, awarding criteria, detailing prerequisites, and cognizant authorities. Officers should review this manual both for professional development and when verifying their own records in preparation for administrative and statutory boards.

NOOCS Manual Volume I can be found at the following URL: (<https://www.public.navy.mil/bupers-npc/reference/noc/NOOCSVOL1/Pages/default.aspx>)

Executive Officer Administrative and O-4 Statutory Boards

Serving Department Heads should track two boards: administrative screening for Executive Officer and statutory promotion to O-4. Administrative boards are sponsored by PERS-42 and select officers in the submarine community for DH, XO, CO, and Major Command. Squadron rankings are an integral part of being selected for follow-on career milestones. It is imperative that your ranking makes it to the board in a FITREP or as a letter to the board (LTB).

*****Spring rankings must typically be sent to the board via a LTB*****

Prior to the O-4 promotion board, ensure your most recent FITREP has the correct billet as a Department Head and recommendations for O-4 and XO. For example, submarine officers have failed to select because their FITREP billet title was incorrect (*e.g.*, PNAV vice NAV) or they lacked a recommendation for XO and/or O-4.

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If a Department Head reports to the ship between their 31 January FITREP and the O-4 board in May, they will need to submit either a special FITREP or a LTB showing their status as a serving DH and recommendations for promotion. Of note, a special FITREP requires at least three months of observed performance per BUPERSINST 1610.10D paragraph 3-9.

*****Follow the rules for a special FITREP and submit via official channels *and* via a LTB*****

POC: LCDR Chris Wilber, PERS-421B

Department Head Split Tour Opportunities

We are looking for ways to increase the number of engineer-served submarine officers. If you are a Department Head early in your tour or you have a Department Head who would make a good engineer, please discuss this with your chain of command and inform PERS-421B about a possible split tour to an engineer billet. Split tours are normally conducted after completing 12-18 months as a NAV or WEPS with a strong chance of screening for XO. Split-tour officers typically stay in the same Squadron for geographic stability and continuity in rankings, but exceptions are possible. The follow-on ENG tour will be approximately 24 months.

Serving in multiple Department Head assignments is excellent preparation for Executive Officer and Command.

POC: LCDR Chris Wilber, PERS-421B

Engineer SPOT Promote Process

Per SECNAVINST 1421.3L, officers selected for spot promotion will be appointed in the temporary grade of LCDR effective on the date they report to a qualifying billet or the date of Senate confirmation of the appointment, whichever is later.

Most engineers reporting to their ships will already be Senate-confirmed for a SPOT promotion and authorized for promotion to O-4 from the date that they check onboard. However, pay cannot be initiated until the prospective engineer is “diaried” onboard. The command and PSD must complete this process in a timely manner so that PERS-8 can activate the officer’s pay as close as possible to the check-in date.

Additionally, please inform PERS-421B when a new engineer reports onboard. PERS-421B will coordinate with PERS-8 to activate their pay and send the SPOT promotion acceptance form to the ship for signature. No additional forms or paperwork from the ship are necessary.

Conversely, if your engineer is no longer eligible for a SPOT promotion, please contact PERS-421B. Officers are not eligible for a SPOT promotion if they are no longer serving in the billet and *not yet* selected for permanent promotion to O-4.

POC: LCDR Chris Wilber, PERS-421B

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Department Head Assignment Letters

Upon arrival at SOAC, prospective Department Heads now receive a signed letter from PERS-42 formally notifying them of their assignment. If changes occur once officers are in SOAC, these letters formalize a commitment to keep the officer inbound to the same homeport (unless he/she desires otherwise).

Department Head Guarantee Options

We are able to offer the following incentives for officers who sign a Continuation Bonus contract to return as a Department Head. The guarantees are offered in writing, signed by PERS-42.

“Not Homeport” Guarantee: For officers who want to continue as a Department Head but are concerned about being assigned to a specific port, we can remove 2 of 7 homeports (male officers) or 1 of 5 homeports (female officers) in the assignment process.

Operational/Shipyard Guarantee: Officers may request an operational assignment (at least half of their tour will not in a major maintenance availability) or a shipyard assignment (at least half of their tour will be in a major availability or onboard a DECOM or NEWCON ship).

Platform Guarantee: Officers may request an SSN/SSGN or SSBN/SSGN assignment. However, officers who previously served onboard an SSBN will not be offered the SSBN/SSGN guarantee.

We are committed to considering the needs and concerns of all submarine warriors interested in continuing as a Department Head. If the guarantees and incentives described above do not fit your unique circumstances, my team and I are interested in working with you to remove any barriers to continuing your career.

POC: LCDR Chris Wilber, PERS-421B

Projected Rotation Dates for Junior Officers Ashore

Navy Personnel Command is required to write every set of shore duty orders for 36 months per DoDI 1315.18. However, a 36 month tour does not support the sea/shore rotation required by naval officer promotion progression and career paths. Therefore, NPC adjusts PRDs for officers to the nominal tour length for assignment once the officer checks in to their shore command per MPM 1301-110. This PRD change does not typically apply for sea tours as DoDI 1315.18 does not restrict sea tour length.

For Junior Officers, shore tours are nominally 24 months (MPM 1301-104 Exhibit 2) to support proceeding to a Department Head assignment in time to maximize opportunity for promotion to LCDR (*i.e.*, SOAC gate) and to relieve current Department Heads already in the fleet at assigned PRDs. PERS-42 now includes a statement to this PRD adjustment in all shore tour orders.

There are several situations where Junior Officer shore tours are expected to be greater than 24 months. Examples include non-traditional shore duty, the NPTU 2-2-2 option, etc. However, all other Junior Officers should expect to be on shore for 24 months. Junior Officers may request a PRD

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extension for up to one year. Requests should be made after the officer has been on station for at least one year but at least six months before the 24-month PRD (18-month PRD if an officer is serving on their NTSD follow-on tour).

All PRD extension requests are reviewed individually and approved on a case basis. Factors considered include (but are not necessarily limited to): career timing relative to SOAC gate, SOAC loading/fleet relief timelines, COBO contract status, the ability to fill behind the officer in their current assignment, role of the officer at the command, timeline to complete a degree (if the officer is on contract), co-location with a military spouse, command recommendation, and the officer's input. PRD extensions that result in an officer exceeding 36 months out of a nuclear assignment require additional approvals and will be minimized.

PRD extensions of a full year are not normally approved. However, if the officer is proceeding to Department Head, PERS-42 may approve as much of the request as possible without causing a negative impact on the officer or relief timing. For example, if an officer on contract requests a 12-month extension that would exceed the SOAC gate by 4 months, PERS-42 may approve an 8-month extension to give the officer the time needed to complete a degree/support their command without negatively impacting their viability for promotion to LCDR.

Officers submitting a resignation may specify a date up three months beyond their original PRD without submitting a formal PRD extension request. This window provides flexibility to officers and commands without additional administration (but is not consistent with MPM 1301-104 guidance). PERS-42 normally approves resignation dates within three months of an officer's PRD, unless a PRD extension was already granted in the current assignment. Resignations are typically approved for the last day of the month because a scroll to the Reserves occurs on the last day of the month; however, officers and commands may determine the specific day of separation.

POC: PERS-421C at antonio.c.mistron1@navy.mil

Detachment for Cause Notifications

Any command initiating a detachment for cause (DFC) must conduct an initial notification by emailing PERS-834 at PERS-834@navy.mil. This notification ensures the service member is tracked for administrative hold for PCS, promotion, and/or separation as applicable.

The primary references for officer misconduct and DFC are MILPERSMAN Articles 1611-010 and 1611-020. Additionally, PERS-834 has developed an Officer Misconduct Basics guide that can be obtained from PERS-42.

Electronic Submission of Letters to the Board

As announced in NAVADMIN 220/19, the Electronic Submission of Selection Board Documents (ESSBD) is a MyNavy HR transformation and Sailor 2025 initiative. ESSBD improves the speed, transparency, and confidence of receipt over current submission methods. This application provides board candidates the ability to submit pre-formatted LTBs with or without attachments.

To use ESSBD, candidates must access document services through MNP at <https://www.mnp.navy.mil/group/my-record>. Submitters should have all information and attachments (if applicable) prior to beginning this process, as there is currently no "save-and-

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return” function between BOL sessions. Submitters will receive email confirmation of receipt. Submission and subsequent receipt acknowledgement for letters submitted via ESSBD or other means does not constitute confirmation of board eligibility.

A full visual user guide is available at https://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Documents/ESSBDUSERGUIDE_v4.pdf.

For questions related to ESSBD and ESSBD submissions contact the MyNavy Career Center by calling 1-833-330-MNCC (1-833-330-6622/DSN: 882-6622) or refer to NAVADMIN 220/19 for further details.

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Previous Drumbeat Topics

All previous versions of the *Drumbeat* can be found at the NPC/PERS-42 website. If you use a previous topic as a reference, please refer to the source reference/document to verify its accuracy as policies and references change frequently. Please contact us if you have any questions.

Drumbeat POC is PERS-421B; LCDR Chris Wilber, at Christopher.r.wilber@navy.mil

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

OCT 2019:

- CDR/CAPT Spot Promotion Announcement
- Electronic Photo Submission
- Electronic Submission of Selection Board Documents
- FY21 Virtual Board Announcement
- FY21 Board Schedule and Eligibility
- FY20 Board Lessons learned
- PFA Exemption FITREP Guidance
- Post 9/11 GI Bill Update
- Department Head Tour Length
- FITREP 201 Quick Reference Guide

JUL 2019:

- Nuclear Pay Acronyms
- COBO Contract Process and Common Questions
- Recommended Contract Start Dates
- Time of Submarine Service (TOSS) – CONSUBPAY/OPSUBPAY
- AIP and Voluntary Retirement Information
- COSS Retention Bonus
- Pay and Bonus POC
- Graduate Education Priorities and Opportunities
- LDO Program Information
- Contact with PERS-42
- E-mail Address Updates
- Previous Drumbeat Article Reference
- Quick Reference Section

FEB 2019: Board Edition

- 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

JAN 2019:

- NPS Distance EMBA Graduate Education
- JO Shore Tour Length and Early O-4 Screening
- JO Manning
- XO/O-4 Administrative/Statutory Boards
- DH Split Tour Opportunities
- ENG SPOT Promote Process
- Limited Duty (LIMDU) Process
- PFA Impact on Promotion Boards
- COSS Retention Bonus
- AIP and Voluntary Retirement Information
- Retirement and Resignation Information
- Permanent PRP De-certification
- FITREP Submission

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PRD and Slate	3Q20	4Q20	1Q21
Slate Opens	2 nd Week December 19	2 nd Week March 20	2 nd Week June 20
Slate Closes	1 st Week February 20	1 st Week May 20	1 st Week August 20
Detach Dates	Jun20-Aug20	Sep20-Nov20	Dec20-Feb21
Talent Management Due Date	1 Feb 20	1 May 20	1 Aug 20
Talent Management (Play the Slate)	NPS (5)	NPS (5)	NPS (5)
	SNTWI (3)		
Talent Management (Don't Play the Slate)	GEV (3)	GEV (3)	GEV (3)
	War College (1)	War College (1)	War College (1)
			FSEP (5)

Department Head Detailing

Upcoming SOAC dates:

Class	Start	Finish
20020	13 JAN 20	28 JUN 20
20030	09 MAR 20	21 AUG 20
20040	04 MAY 20	18 OCT 20
20050	29 JUN 20	11 DEC 20
20060	31 AUG 20	26 FEB 21

CO and XO Detailing

Upcoming SCC dates:

Class	Start	Finish
SCC 63	06 JAN 20	06 MAR 20
SCC 64	06 APR 20	05 JUN 20
SCC 65	06 JUL 20	04 SEP 20
SCC 66	21 SEP 20	01 DEC 20

Class Schedules and Shore Slates can be found at our NPC/PERS-42 Website:

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

Upcoming FY21 Board Schedule:

15 JAN: Active O-6 Line (#160)
 28 JAN: Nuclear LDO ISPB (#182)
 11 FEB: Active O-5 Line (#230)
 18 MAY: Active O-4 Line (#275); Submarine DH (#146); Submarine CO/XO (#350); Nuclear LDO Major Command, LDO Commander Command, LDO Drydock Command (#147)

CAPT Chris Cavanaugh	Division Director	Christopher.j.cavan1@navy.mil
CAPT Ken Douglas	Deputy/CO Detailer	Kenneth.S.Doug@navy.mil
LCDR Chris Rose	Branch Head/XO Detailer	Christopher.W.Rose@navy.mil
LCDR Eric Stinson	Post DH Detailer	Eric.A.Stinson1@navy.mil
LCDR Chris Wilber	DH Sea Detailer	Christopher.R.Wilber@navy.mil
LT Antonio Mistrion	JO Shore Detailer	Antonio.C.Mistrion1@navy.mil
LT Chase Cummins	NOBIP/CONSUBPAY Manager	Chase.M.Cummins@navy.mil
LT Dan Kindervater	JO Sea/Accessions Detailer	Daniel.J.Kindervater@navy.mil
LT Jason Koncsol	Nuclear Compliance Officer	Jason.D.Koncsol3@navy.mil
LT Sean Williams	Nuclear Placement Officer	Sean.M.Williams5@navy.mil
CAPT Todd Nichols	CDR/CAPT LDO Detailer	Christopher.T.Nicho2@navy.mil
LCDR Brian Purvis	O1-O4 LDO Detailer	Brian.Purvis@navy.mil
LT Willie Ruthart	Nuclear LDO Detailer	William.S.Ruthart@navy.mil