

**FY-23 SURFACE WARFARE(111X, 116X) DEPARTMENT HEAD AFLOAT
SCREEN BOARD (08 AUGUST 2022 CONVENING)
FREQUENTLY ASKED QUESTIONS**

Q: Why is it important that I ensure my record is up-to-date for the DH board?

A: The Surface Community has implemented the most selective DH Board screening rate in history. Last year's board had a 57% first-look screening rate. Due to this increased selectivity, it is incumbent on officers to ensure that their records are up-to-date in order to maximize their chances for selection.

Q: Should I still prepare for the board if I do not want to be a DH?

A: Yes! An officer's ability to screen for DH can have a direct impact on their ability to laterally transfer or re-designate to another community, slate for shore duty, and even impact their opportunity for continued Naval Service**. Additionally, officers routinely decide later in their junior officer career that they want to commit to being a DH. Ensuring that you are screened as a DH will keep this opportunity available to you and your family as well as maximize bonus entitlements if you decide you want to be a DH.

**For additional information, see below questions on the POCR board

Q: Does it matter if I screen for DH on my 1st, 2nd or 3rd look?

A: Screening at your 1st, 2nd or 3rd look has historically had no impact on your ability to be a DH or on your billet assignment/slating** as a DH. This standard will continue as we provide everyone the opportunity to screen at different points throughout their Division Officer career. However, the Department Head Retention Bonus (DHRB) is directly tied to the look at which you screen for DH. If you are a superior performer and screen on your first look, you will be eligible for a \$105K bonus. If you screen on your second look, you will be eligible for a \$95K bonus. If you screen on your third look, you are eligible for a \$75K bonus. Make sure your record is up-to-date to allow you the opportunity to be screened at the DH board and be eligible for the additional bonus if you are ready to make the commitment to be a DH.

**For additional slating information, see the pre-DH FAQ sheet found here:

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Detailers/412-Department/>

Q: What references govern the Surface DH Afloat Board?

A: The following references govern the DH Board:

1. CNSF MSG DTG 061640Z APR 22 (Announcement of FY-23 Surface Warfare DH Afloat Screen Board Convening Dates)
2. FY-23 Administrative Selection Board Precept
3. FY-23 Surface DH Board Convening Order

Q: When is my record reviewed by the Department Head board?

A: Officers are given three opportunities to screen for DH. Officers receive their first look three years after commissioning, their second look four years after commissioning, and their third and final look five years after commissioning.

Q: Who is eligible for this year's board?

A:

- Year Group 2019 (YG19) will receive their first look.
- Year Group 2018 (YG18) will receive their second look.
- Year Group 2017 (YG17) will receive their third and final look.

Q: When does the board convene?

A: This year's board will convene 08 August 2022.

Q: What are the screening requirements for DH Afloat?

A: To be considered fully qualified for DH Afloat selection, officers must:

1. Have obtained their SWO qualification,
2. Be recommended in writing for DH AFLOAT or a higher career milestone by an Afloat Commanding Officer or Commander on their most recent afloat fitness report, and
3. Have no clearly substantiated decline in performance.

BE ADVISED: This is the minimum standard to be selected. Just meeting these requirements, does not guarantee that a member will screen for DH.

Q: If I have already screened for DH, can I be de-screened?

A: Yes. Every year all officers that are screened for Surface DH Afloat are placed in a "bank". Officers in the "bank" have their records reviewed every year before the DH Board to ensure that they do not have any decline in performance that should prevent them from being a DH. If they do have a decline in performance, their record is reviewed by the board to determine if they should remain in the "bank" or be de-screened. ***Every year, we see officers (some under DHRB contract) de-screened for declining performance.***

Q: What will cause an officer to de-screen at the DH Board?

A: Below are some of the reasons (not all inclusive) that can cause an officer to be removed from the Surface DH Afloat Bank and have their records reviewed by the DH board to determine if de-screening is warranted:

1. Loss of DH recommendation.
2. Decline in performance as defined in the 1610.10(Series):
 - Receiving lower grades on two or more performance traits in the same pay grade by the same reporting senior in subsequent reports.
 - A decline in promotion recommendation. A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report.
3. Air Gap in promotion recommendations (i.e. 1 of 1 "P" at the O3 level)
4. PFA failures.
5. Performance or Conduct issues that result in a PERS-8 flag (in progress), NJP, or FC-17 (Adverse paperwork in OMPF).

Q: What happens if I de-screen at the DH board?

A: If you have an additional look, you will have an opportunity to screen at the board held the following year (i.e. a YG 18 officer de-screened at this year's board, will have the opportunity to re-screen at next year's board on their third and final look). SWOs who fail to screen for DH after three looks, or who are de-screened and out of remaining looks, will be referred to appear before a POCR board.

**For additional information, see below questions on the POCR board.

Q: How can I verify that my record is up to date before the board?

A: Access My Navy Portal via <https://www.mnp.navy.mil/group/my-record> or <https://www.bol.navy.mil> (CAC Enabled) to review your Officer Summary Record (OSR), Performance Summary Record (PSR), Officer Data Card, upload photo, and review instructions on how to update each record.

Below is a list of initial items to review:

1. Verify FITREP continuity: Ensure that you have no FITREP date gaps greater than 90 days – **specifically ensure that your 31JAN22 (for LTs) or 28FEB22 (for LTJGs) is in your record.**
2. Verify that your SWO (LA9), OOD (LB2), EOOW (LC1/LC2/LC3) and/or TAO (LF6/LF7) Advanced Qualification Designators (AQDs) are reflected.
3. Verify that your academic milestones (Bachelors/Masters) are correct.
4. Verify that your awards are correct.
5. Verify that your photo is up-to-date IAW MILPERSMAN 1070-180. Photos are no longer displayed at boards but are required to be kept up to date.

RECORD DISCLAIMER: PERS-41 does not manage the databases that update your record and we do not have the ability to change most of the above data (we can only update non-joint AQDs). It requires timely action from you WELL in advance of upcoming boards to affect a permanent change to these databases.

Q: What do I do if I have items missing from my record?

A: Use the record update management guide posted on the JO NPC webpage. Send non-joint AQD qualification letters (OOD, SWO, TAO, EOOW) to your detailer as soon as you earn them so they can be added to your record.

Q: What if I have items to update in my record, but I do not have enough time to have the items properly corrected before the DH board?

A: Every officer has the option to submit a Letter to the Board (LTB) with any updates to their record that they would like to be considered before the board. **All board correspondence for the FY-23 Surface DH Board should be submitted to the board NLT 30 July 2022.**

**Submit a Letter to the Board Electronically (IAW NAVADMIN 220/19). Submit the LTB under Board Number 23430 (President Surface Department Head Screening Board). This process is super easy and the fastest way for your updated information to get to the board. Go to <https://www.bol.navy.mil>, select the ESSBD link and follow the submission steps. Submissions

to boards do NOT permanently update your record, they only submit that information to the selected board convening. You must still follow the record updating guidance above to permanently make updates.

Q: Is it possible to delay my final look for DH or to request an additional look?

A: Prior to an officer's third and final look, they can petition the Board President to request a delayed look; additionally, those who failed to screen by their 5 YCS can request a special additional look. Officers must be able to show that they were uniquely disadvantaged (flight attrite, LIMDU, etc.) or that their record was unfairly considered during the normal administrative screening process. If you think that you need to request to either delay your 3rd look or request a special additional look, please e-mail the formal request to your JO detailer and the 1DH Detailer using the example letter found on the PERS-412 NPC website NLT 15 July 2022. Contact info is found in the board announcement message posted on the PERS-412 NPC webpage.

POCR Board Questions

Q: What happens if I fail to screen by my final look?

A: Officers who fail to screen by their final look will be referred to the Probationary Officer Continuation and Re-designation (POCR) Board.

Q: What is the Probationary Officer Continuation and Re-designation (POCR) Board?

A: The POCR Board reviews all Probationary Officers (an officer that has completed less than six years of active commissioned service) who failed to complete significant milestones. The board determines if they should be retained on active duty, shifted to the reserves or FTS communities, or removed from naval service.

Q: What action at the DH board could cause an Officer to be referred to the POCR Board?

A: In accordance with Deputy Chief of Naval Personnel Memo dtd 30 Oct 18, the following reasons (applicable to the DH board only) may cause an officer to be referred to a POCR board:

-SWOs (1110/1160) who fail to screen for department head (DH) after three looks by the screening board, or who are de-screened by the screening board and out of remaining looks, or who will not be recommended for DH in their final DIVO at-sea fitness report (FITREP);

-SWOs who have not screened or have been de-screened for DH or those who have not received a DH recommendation in their FITREP (either in block 40 or 41) by the time they are within six months of the completion of their second afloat DIVO assignment will have their records reviewed by Surface Warfare Officer Assignment (PERS-41). SWO assignment PERS-41 will contact the individual's CO and request a formal statement on the officer's ability to earn a DH recommendation prior to their planned rotation date. If the CO does not intend to recommend

the individual for DH, the officer will be offered another at-sea DIVO tour to earn their DH recommendation. Officers who decline the additional sea tour will be referred to a POCR board and will remain in their current assignment until the POCR board process is complete.

-SWOs, who are assigned ashore and fail to screen for DH after three looks by the screening board will be referred to a POCR board.