

FY25 MAJOR COMMAND BOARD GUIDANCE

Mark your calendars! The FY25 Major Command Board convenes **30 OCT - 3 NOV 2023** here in Millington. The deadline for correspondence is **19 OCT 2023**. Please ensure your most recent periodic (31JUL – CAPT, 30APR – CDR/CAPT (sel)) is on file NLT **1 OCT 2023**. Also, do not forget to submit your preferences to LCDR Gabrielle M. Francisco (cc'ing the SWO_MAJCOM_Board.fct@navy.mil email) by **25 SEP 2023**.

- **Eligibility**

The board will be comprised of O-5 PYG 18 (1st look), PYG 17 (2nd look) and PYG 16 (3rd look) Surface Warfare Officers who have previously screened for Commander Command by administrative selection board. Specifically, the date of rank of Commander promotions is as follows:

- 1st Look (PYG 18): Date-of-rank to Commander between 10/01/17 and 9/30/18
 - 2nd Look (PYG 17): Date-of-rank to Commander between 10/01/16 and 9/30/17
 - 3rd Look (PYG 16): Date-of-rank to Commander between 10/01/15 and 9/30/16
- *If you previously requested and were granted an early or deferred look, your DOR will not align with above

For Acquisition Professional (AP) Officers, the requirements are as follows:

- Previous screening for Commander Command by administrative selection board
- Submit a request to NPC PERS-41 (SWO_MAJCOM_BOARD.fct@navy.mil and kara.k.sartain.ctr@us.navy.mil) for inclusion in the AP Major Command screening group or designated as an Acquisition Member at a previous AP selection board
- Rank criteria consistent with community requirements

- **Official Board Correspondence**

Please submit correspondence to the board using the Electronic Submission of Selection Board Documents (ESSBD). ESSBD is available from the BUPERS Online Application Menu. If you do submit documents via ESSBD we request you also send in the documents to both the SWO_MAJCOM_BOARD.fct@navy.mil and CSCSELBOARD@navy.mil email addresses to ensure we have visibility of the documents you submit. Please do not forget to copy the SWO_MAJCOM_BOARD.fct email address as this is how we within PERS-41 track your correspondence. All board correspondence should include the correct board number, **25085** (FY25 Board #85). Please do not wait until the deadline to submit your correspondence. All emails containing PII in the body or attachments must be encrypted per the Department of the Navy Users Guide to PII. The subject line for correspondence to the board should read: "FOUO-Privacy Sensitive Board Package: SWO Major Command Board, #25085".

To submit correspondence, scan your documents to a .pdf, submit the package in ESSBD, and email it to cscselboard@navy.mil and SWO_MAJCOM_BOARD.fct@navy.mil. You will receive an automatic reply from the cscselboard@navy.mil address indicating they received your package. You will also be able to verify receipt of your submission via the NPC Board link, 'check status of your package'. **NOTE:** Submitting items to this address **does NOT** update your personal record i.e. OMPF. This will simply ensure that the items you're submitting is visible for THIS board. *You should make every attempt to permanently update your record.*

The cscselboard@navy.mil mailbox account is capable of receiving encrypted correspondence IAW DoD policy. If you are sending your board package from a non-NMCI network (bumed.mil, usmc.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), go to <https://dod411.gds.disa.mil>, type [cscselboard\(at\)navy.mil](mailto:cscselboard@navy.mil) in the "e-mail address" field, then click "search." Click the "CSC" 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 popup. 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.

Please notify us via email or phone if you are sending in correspondence via mail.

-Mailing address for board correspondence is:

Navy Personnel Command
Pers-41
Attn: FY25 Surface Major Command Screening Board
5720 Integrity Drive
Millington, TN 38055-4100

-FEDEX or overnight delivery:

Whitten Building 791
FY25 Surface Major Command Screening Board
Navy Personnel Command
Attn: LCDR Gabrielle Francisco
5750 Commitment Loop
Millington, TN 38055-4120

- **Personal Record Review**

Whether you are an eligible or bank officer, please review your record for completeness. Your record should contain all fitness reports, awards, transcripts, and qualifications. FITREP gaps of greater than 90 days should be rectified prior to the board. Use BUPERS Online (<https://www.bol.navy.mil/>) to view your record under the Official Military Personnel File (OMPF) – My Record link, review/update your OSR/PSR, and/or download a copy of your record or order a copy on CD.

When you review your record, please pay particular attention to:

- Photo in current rank
- Missing FITREP(s)
- Missing award(s)
- Missing transcript(s)

All officers are required to have a full-length color photograph in their official military file, according to NAVADMIN 265/18 in accordance with the requirements in MILPERSMAN 1070-180.

Photos are to be submitted electronically. Photos can be submitted via BOL. *NOTE: Regardless of board guidance, in-grade photos are expected to remain a requirement in your permanent record.

For questions or concerns about a FITREP, please feel free to send an email to the PERS-311 help desk at UASKNPC@navy.mil.

You can verify what awards you have in NDAWS by going to BOL's Main Menu and selecting the "Navy Personnel Command Document Services" link. Under the NPC Document Services workspace select the NDAWS tab (left side of screen). For questions regarding updating awards in your record, please reference the MyNavyHR [Decorations and Medals \(Awards\) \(navy.mil\)](#) page.

If you are missing diplomas, transcripts, JPME certificates, etc. - work with the applicable educational institution to have the registrar mail or fax documents to BUPERS.

-Mail educational diplomas/transcripts to:

PERS-45E

5720 Integrity Drive

Millington, TN 38055

-Mail JPME transcripts to:

PERS-45J

5720 Integrity Drive

Millington, TN 38055

- **Bank Review**

All Major Command screened officers who are not serving in a Major Command assignment by **1 OCT 2023** (i.e. Bank Officers) will have their records reviewed. An officer who is slated to Major Command, but who will not have reported on board (or Fleeted Up to a Commander or Commanding Officer position) by 1 OCT 2023 is considered a "Bank Officer" for this purpose.

- **Sequential Command**

Surface Warfare Officers presently serving in Major Command (as of 1 OCT 2023) and those who have served in Major Command within the last 12 months (who have not previously screened for Sequential Command) will have their records screened for potential assignment to Sequential Command.

- **Special Look Requests**

Officers who are out of looks but feel they were somehow uniquely disadvantaged and/or unfairly considered during one of their three previous looks may request a 4th 'Special' Look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. Special Look requests for the FY 25 Major Command Board must be received by PERS-41 NLT Monday **1 October 2023** to be considered by the Board.

- **Header Templates**

Special Request

From: "Rank" John P. Jones, USN, Designator
To: President, FY 25 Surface Major Command Screen Board
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY 25 SURFACE MAJOR COMMAND
SCREENING BOARD

Encl: (1) List any supporting enclosures or letters of recommendation

Cover Letter

From: "Rank" John P. Jones, USN, Designator
To: President, FY 25 Surface Major Command Screen Board
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: INFORMATION FOR CONSIDERATION FOR THE FY 25 SURFACE MAJOR COMMAND
SCREEN BOARD

Encl: (1) List all FITREPs, awards and supporting enclosures

Letter of Recommendation to the Board

From: Commander, LASTSTRIKEGROUP
To: President, FY 25 Surface Major Command Screen Board
Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones

Do Not Pick Me Letters

If you do not intend to serve in Major Command if screened, please considering submitting a "Do Not Pick Me Letter." By submitting the letter is will ensure the board does not select you and not take an opportunity away from another officer who desires to serve in Major Command.

From: "Rank" John P. Jones, USN, Designator
To: President, FY 25 Surface Major Command Screen Board
Via: Director, Surface Officer Distribution (PERS-41)

Subj: REMOVAL FROM CONSIDERATION FOR FY 25 SURFACE MAJOR COMMAND
SCREENING BOARD

1. Respectfully request removal from consideration for the FY 25 Surface Major
Command screening board. Thank you.

Acquisition Screen Consideration Letter

If you desire to be considered for Acquisition Corps Major Command screening, please use this template:

From: "Rank" John P. Jones, USN, Designator

To: President, FY 25 Surface Major Command Screening Board

Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR INCLUSION IN THE SURFACE ACQUISITION PROFESSIONAL (AP)
MAJOR COMMAND SCREENING GROUP DURING THE FY 25 SURFACE MAJOR
COMMAND SCREENING BOARD

Ref: (a) SECNAVINST 1420.1 (series)

1. I respectfully request inclusion in the Surface Acquisition Corps (AP) Major Command Screening Group. I understand that my record will not be considered for Surface Warfare Officer (SWO) Surface Major Command during the FY 25 Surface Major Command Screening Board.

- **Additional Contact information**

LCDR Gabrielle Francisco, PERS-41C

gabrielle.m.francisco.mil@us.navy.mil