

SWO(N) Ready Reference – Board Prep

This Ready Reference will give you the tools to ensure you are adequately informed about the board process and includes guidance to review or update your record to have the best chance to screen for your next promotion or career milestone.

Although your community management team routinely reviews records, notifies officers of potential errors, and provides career guidance, ***you are ultimately responsible for—and are the best reviewer of—your record.***

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Surface Warfare Board Info

NPC Board Schedule: MyNavyHR → Career Management → Boards → Active Duty Officer (schedule link on the right side of page under “Helpful Information”)
<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/>

Administrative Boards are community specific. Since SWO(N)s participate in both SWO and SWO(N) administrative boards, milestone screenings include Department Head, Principal Assistant, Executive Officer, Assistant Reactor Officer, Commanding Officer, and Major Command.

Statutory 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 for rank promotion boards for O-4 and senior.

What is Board Correspondence?

Board correspondence, otherwise referred to as letters to the board (LTB), are an effective means to provide amplifying information to the board. They can include missing awards, FITREPs, or other information the member thinks the board should take into consideration, including letters of recommendation written by another officer on behalf of the member. If an officer does not desire to be selected for a career milestone at an administrative or statutory board they may submit what is known as a “don’t pick me letter,” whereby the officer expresses his or her desire in a LTB. All correspondence, however, must be submitted by the member to be considered by the board with the desired information as enclosures of the official LTB.

The convening order for each board will indicate the explicit submission deadline for all board correspondence. The deadline is 2359 CST on the 10th day before the board convenes. This policy applies to both administrative and statutory boards.

LTBs are submitted via BUPERS Online (BOL) website (<https://www.bol.navy.mil>) in the “Electronic Submission of Selection Board Documents (ESSBD) (Submit Letter to SelBoard)” menu option. The MyNavyHR page has detailed information regarding LTB formatting. General information about the LTB process can be found on <https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/> to include sample letters in the right column under “Board Preparation.”

It is vital to your career progression to ensure your record is permanently updated. **Waiting to submit a LTB when you are up for screening a milestone will only update your record temporarily for that specific board.** This then relies on someone to enter your information manually leaving you only the option to trust since you can't personally verify. Take ownership of your own record and give yourself the opportunity to verify accuracy by updating your record permanently prior to your next milestone. In some cases, it sometimes takes months to have record updates uploaded.

Additionally, please ensure your official photograph in Khakis is up to date with your current paygrade. Best time to complete is while you are on your CVN tour utilizing the ship's resources. Your official photograph can be uploaded electronically using “Officer Photo” in the BOL menu using this [guide](#).

What is a precedence number (lineal number)?

An officer's grade and date of rank (DOR) determines their position on the Active Duty List (ADL) of the Navy. For officers serving in the same grade, the officer whose DOR is earlier than a peer of the same grade is senior. The seniority of officers relative to their peers is indicated by assignment of an eight-digit active duty lineal number and officers are carried on the ADL in lineal order by grade. The smaller the lineal number, the more senior the officer relative to his or her peers.

An officer's DOR is the date of permanent appointment to that grade with one exception: the DOR for officers appointed as ensigns prior to the United States Naval Academy (USNA) graduation date for that year will be the same as the Naval Academy's newly appointed ensigns. For example, if an NROTC midshipman 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 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 of 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). OPNAVINSTs are available in <https://www.secnav.navy.mil/doni/opnav.aspx>.

How do I know if I am in-zone for promotion?

First, locate your precedence/lineal number on your Officer Data Card (ODC) under 7. PREC. NO. Your ODC can be found on BOL under the menu topic of “ODC, OSR, PSR, ESR.”

Second, each Fiscal Year (FY), a NAVADMIN will be released by paygrade that publishes promotion zones. The title of the NAVADMIN will be NOTICE OF CONVENING FY-XX ACTIVE-DUTY NAVY PROMOTION SELECTION BOARDS. This message is generally released in December for the following FY (i.e. FY-24 NAVADMIN would be released in December 2022). This message establishes the senior and junior person that will be in-zone for each promotion board for the upcoming year. It also includes the “junior eligible” who is the last officer eligible for promotion. NAVADMINS are published in the link below.

<https://www.mynavyhr.navy.mil/References/Messages/>

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

If your lineal number is **higher than the junior in-zone but lower than the junior eligible**, you will be viewed as “below zone” for the upcoming board. Boards are authorized to select a certain percentage of below zone officers in accordance with the board convening order. A below zone look is, in essence, a free look for promotion since consideration by the board as a below zone eligible officer will not incur a failure of selection (FOS) status if not selected. The number of below zone officers actually selected is very small; however, it is possible, due to varying needs within the different communities, that an officer may receive one, two, or occasionally three below zone looks for promotion.

It is important to remember that your projected in-zone look may change from year to year due to attrition at a certain paygrade which is why it is especially important to always keep your record up to date and to review it during each FITREP cycle—if not more frequently.

What information in my record matters the most? – See [Checklist!](#)

The single most important component of your record is FITREPs. With this in mind, the first thing you can do is verify FITREP continuity in your Performance Summary Record (PSR), which is to say that the day after one FITREP ends the next one’s date should begin. A FITREP gap greater than 90 days will most likely be considered negatively by the board and you should take aggressive action to correct any FITREP continuity problems as soon as possible. Gaps may be corrected by either FITREP correspondence from the command to NPC or via LTB if the command that wrote the FITREP is unable to correct. If you have any questions, please contact your detailer.

Awards, Academic Degrees, Sub-specialty codes, Physical Fitness Assessment (PFA) results, and Additional Qualification Designators (AQD) are all important aspects of your record and should also be accurately reflected in your record via BOL through the PRIMS and ODC, OSR, PSR, ESR links. Link below details methods to update your education with missing degrees to include Frequently Asked Questions based on your specific situation.

<https://www.mynavyhr.navy.mil/Career-Management/Education/Subspecialty/>

If your record is missing information and you do not have time to permanently update your record prior to a board, you should send a LTB that includes the missing information and take follow up actions to permanently update your record as well.

Official service record photos are no longer viewed “in the tank” (i.e., where board members deliberate and vote on records during boards), however, you are still required to maintain an official photo on file in your current paygrade to be eligible for certain billets.

How do I review and update my record?

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

To update your record, utilize <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Officer-Record-Update/> or the My Navy Career Center Customer Service Line at (833) 330-MNCC, which provides a detailed explanation on how to update everything in your record: AQDs, education, awards, FITREPs, etc.

You can also reach out to the SWO(N) Community Management Team. While we do not have the ability to update everything in your record, we can point you in the right direction.

FITREP Milestone and Promotion Recommendations

Your FITREP should recommend you for your next career milestone and promotion before you are in-zone. It is important to include your next milestone (or higher) recommendation in block 40 until you are serving in that capacity. For example, even if you have already screened for Department Head Afloat, it should continue to be included in block 40 until you are actually serving as a Department Head. Alternatively, it is also acceptable to be recommended for a higher milestone, such as Early Command, which would supersede the Department Head Afloat recommendation. Removal of a milestone recommendation is viewed as a decline in performance.

How do I update my awards?

As of May 2020, NDAWS moved to BOL under the “Navy Personnel Command Document Services” → “NDAWS” menu option. To see if your awards appear in NDAWS, follow the menu sections above then navigate to the “Award Search” function on the left hand side of the page.

If your award is reflecting accurately in BOL NDAWS but not in your OMPF, print your full SSN in the upper right corner of the award and send a copy to PERS-313 (Navy Personnel Command, PERS-313, 5720 Integrity Dr. Millington, TN 38055), or ask your command to mail it.

If your award is NOT reflected in NDAWS **at all**, you **must work with your parent command’s admin offices to correct**, as PERS-312 will no longer be the primary office responsible for entering missing awards. If you are serving in a joint, NATO, or USMC command and are unable to have the parent command enter the awards, PERS-312 will be able to assist; in this *specific* scenario, the command admin department may send the scanned copy of your award to MILL_NavyAwards.fct@navy.mil for upload; members may not, however, send the award to PERS themselves.

If your board will be convening within 6 weeks, we recommend submitting copies of the missing award(s) as an enclosure of a LTB while following the guidance above to ensure your record is permanently updated.

Additional info on updating your awards can be found at <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>.

How will the SWO(N) Community Management Team contact me before a board?

The SWO(N) Community Management Team will reach out to you before any board if we identify deficiencies in your record so it is important that you update your contact information with your detailer regularly including a work email address, personal email address, and phone number(s). Updating your NFAAS and NSIPS contact information is the preferred method to ensure your detailer has your current contact information. Please remember that this is a courtesy review and you are responsible for your own record.

Board Prep Checklist

OMPF:

- All FITREPs are included and legible
- FITREPs include recommendations for the next career milestone
- All award citations are included and legible

OSR:

- There are no gaps ideally but none greater than 90 days between regular reports (including letters of extension)
- OSR accurately reflects Bachelors and Masters Degrees (as applicable)
- OSR accurately reflects the type and number of personal awards
- Additional Qualification Designators (AQDs) are accurate and current (especially those that are a prerequisite for screening – e.g., “CMD ELIGIBLE”)

PSR:

- PSR accurately reflects each FITREP’s trait average and promotion recommendation
- PFA information is accurate

As always, contact your detailer if you have any questions or if you require further assistance.