

FY27 MAJOR COMMAND BOARD GUIDANCE

Mark your calendars! The FY27 Major Command Board convenes **3 - 7 NOV 2025** here in Millington. The deadline for correspondence is **24 OCT 2025**. Please ensure your most recent periodic (31JUL – CAPT, 30APR – CDR) is on file NLT **29 SEP 2025**. Also, do not forget to submit your preferences by **05 SEP 2025**.

- **Eligibility**

The board will be comprised of O5 PYG 20 (1st look), O5 PYG 19 (2nd look) and O5 PYG 18 (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 20): Date-of-rank to Commander between 10/01/19 and 9/30/20
- 2nd Look (PYG 19): Date-of-rank to Commander between 10/01/18 and 9/30/19
- 3rd Look (PYG 18): Date-of-rank to Commander between 10/01/17 and 9/30/18
- *If you previously requested 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@navy.mil) for inclusion in the AP Major Command screening group or designated as an Acquisition Member at a previous AP selection board (example letter attached to email)
- Rank criteria consistent with community requirements

- **Official Board Correspondence**

Please submit correspondence to the board **directly** via ESSBD using the ESSBD User Guide and notify us of your submission at the following email address: SWO_MAJCOM_BOARD.fct@navy.mil. Please do not forget to notify 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, **27085** (FY27 Board #85) and **MUST** be a PDF. Please do not wait until the deadline to submit your correspondence. Recall, 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, FY27085".

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: FY 27 Surface Major Command Screening Board

5720 Integrity Drive

Millington, TN 38055-4100

FEDEX or overnight delivery:

Whitten Building 791

FY 27 Surface Major Command Screening Board

Navy Personnel Command

Attn: LCDR Robert Van Winter

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 order a copy of your record 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 via BOL (<https://bol.navy.mil/>) -> Officer Photo site. Instructions located here: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/> -> Officer Record Management Guide (page 6-7).

For questions or concerns about a FITREP, please feel free to send an email MNCC at askMNCC@navy.mil or contact them at the following number: (833) 330-MNCC (6622).

You can verify what awards you have in NDAWS by going to the NDAWS Portal within BOL at <https://bol.navy.mil> -> Awards. For questions regarding updating awards in your record, please use the NDAWS Frequently Asked Questions (FAQs) page. This page defines a number of scenarios and the respective procedures for updating your record accordingly. Click on the question that best fits your situation and directions will be provided on how and who to contact to update your record.

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 **01 OCT 2025** (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 01 OCT 2025 is considered a "Bank Officer" for this purpose.

- **Sequential Command**

Surface Warfare Officers presently serving in Major Command (as of 01 OCT 2025) 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 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 27 Major Command Board must be received by PERS-41 NLT Friday **24 October 2025** to be considered by the Board.

- **Header Templates**

Special Request

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

To: President, FY 27 Surface Major Command Screen Board

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

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY 27 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 27 Surface Major Command Screen Board
Via: "Rank" John P. Jones, USN, Designator

Subj: INFORMATION FOR CONSIDERATION FOR THE FY 27 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 27 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 submit a "Do Not Pick Me Letter." By submitting the letter it 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 27 Surface Major Command Screen Board
Via: Director, Surface Officer Distribution (PERS-41)

Subj: REMOVAL FROM CONSIDERATION FOR FY 27 SURFACE MAJOR
COMMAND SCREENING BOARD

1. Respectfully request removal from consideration for the FY 27 Surface Major
Command screening board. Thank you.

Additional Contact information

LCDR Robert Van Winter, PERS-41C
Robert.e.vanwinter.mil@us.navy.mil
(901) 874-3558