

Admin Officer Guide: Promotion Zones

INTRODUCTION

Command leadership must understand the promotion status of assigned officers to effectively manage the wardroom (i.e., timing of EP promotion recommendations). As the Admin Officer, it is your responsibility to notify the senior leaders within your organization of the promotion status of each assigned officer. Promotion status is the function of two elements: (1) the officer's lineal number and competitive category, and (2) the action of promotion selection boards (PSBs). These elements come together in an annual NAVADMIN, issued each December, subject: Notice of Convening FY-XX Active-Duty Navy Promotion Selection Boards. (Note: This guide covers active duty officers only.)

ANNUAL NAVADMIN

The NAVADMIN establishes which officers will be considered by upcoming selection boards for promotion to the grades of O4 to O6 and CWO3 to CWO5. NAVADMIN 270/22, for example, directs the following in zone (IZ) and below zone (BZ) cohorts for the January 2023 O6 LDO (General Line) 64XX PSB:

	Limited Duty Officer (General Line) (64XX)		
	Officer	Lineal Number	Date of Rank
Senior in-zone	CDR S. J. Savage	024891-50	1 SEP 2018
Junior in-zone	CDR E. E. Goslee	025181-25	1 SEP 2019
Junior eligible	CDR J. A. Vaught	025729-25	1 JAN 2021

Officers senior to the senior IZ officer who are eligible for consideration are considered above zone (AZ). Read the NAVADMIN in its entirety each year as policies change regularly.

ADMIN OFFICER ACTION

Be prepared to provide senior leadership at your command reports concerning assigned officers upon release of the annual NAVADMIN and the release of ALNAV's announcing PSB results. For example,

URL O6

AZ:	CDR Johnson (6430)	Not selected
IZ:	CDR Broccoli (6410)	Selected
	CDR Carrot (6490)	Not selected
BZ:	CDR Smith (6410)	Not selected
	CDR Wesson (6490)	Not selected
	CDR Colt (6490)	Selected

And so on, for each grade and competitive category. Also, be prepared to counsel members of the wardroom concerning their own promotion status and that of their subordinate officers.

REFERENCES

PSB ALNAV's and zone NAVADMIN's: mynavyhr.navy.mil/References/Messages/
MyNavyHR Selection Board Page: mynavyhr.navy.mil/Career-Management/Boards/
SECNAVINST 1420.3 (Department of the Navy Commissioned Officer Promotion Program)

This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD's collective recommendations.