**LETTER TO THE BOARD GUIDANCE**

Letters to the board (LTB) provide you, the board eligible officer, an opportunity to communicate directly to the board members. This affords you the ability to present information that is missing from your record or information that you consider important and would like it to be specifically mentioned. Letters to the board should maintain a professional and factual tone.

The letter to the board **MUST** be formatted in accordance with the Navy Correspondence Manual memorandum format. Utilizing the Electronic Submission of Selection Board Documents (ESSBD) will establish proper letter format automatically. An example of a letter to the board can be referenced below.

All pages, to include attachments, **MUST** have your full social security number written on the top of each page submitted.

Correspondence from individuals not eligible for the board is referred to as “Third Party Correspondence” and is prohibited by law. As a result, information from another individual such as a letter of recommendations must be included in your letter to the board. Correspondence for a selection board **MUST** arrive not later than ten calendar days prior to the board convene date. Correspondence that is submitted late will not be considered. To ensure this doesn’t occur it is highly encouraged that LTBs are submitted early. Correspondence that includes confidential information will also not be accepted for consideration.

Electronic Submission of Selection Board Documents (ESSBD), improves the speed, transparency, and confidence that LTBs were received by the board and is the preferred method for letter submission. ESSBD is accessible through BOL at https://www.bol.navy.mil/BAM/menu.aspx.

Letters to the board can also be submitted by email using the email address [*CSCSELBOARD@navy.mil*](mailto:CSCSELBOARD@navy.mil). To ensure more efficient processing and for internal tracking purposes please type "FOUO-Privacy Sensitive- Board Package: Board No. XXX" in the subject line of your email. The email must include a letter to the board president signed by the eligible officer as an electronic attachment.

**You may call the MyNavy Career Center at 1-833-330-MNCC (6622) to confirm receipt that the board has received your package if you submitted your package through ESSBD.**

DD MMM YY

From: LCDR John P. Jones, USN, Full Social/Designator

To: President, FY-XX [Insert Name of Board] (Board #XXX)

SUBJ: INFORMATION FOR CONSIDERATION BY THE [INSERT NAME OF BOARD]

Ref: (a) SECNAVINST 1420.1B

Encl: (1) Fitness Report for the period DDMMMYY-DDMMMYY (or any missing FITREPS)

(2) Navy Commendation Medal Award Citation (or any missing awards)

(3) Letter of Recommendation from RADM I. M. Leader (add all LORs)

1. Per reference (a) please include enclosures (1) through (3) in my official record for consideration by the FY-XX [Insert Name of Board].

J. P. JONES

(Sign above your name in ink or CAC digital signature)