

CLASSIFICATION: UNCLASSIFIED/  
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FM CNO WASHINGTON DC//N1//  
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NAVADMIN 204/25

MSGID/GENADMIN/CNO WASHINGTON DC/-/AUG//

SUBJ/NOTICE OF CONVENING FY-27 NAVY RESERVE LINE REAR ADMIRAL AND REAR  
ADMIRAL (LOWER HALF) PROMOTION SELECTION BOARDS//

REF/A/MSG/CNO WASHINGTON DC/271415ZSEP19//

AMPN/REF A IS NAVADMIN 220/19, ELECTRONIC SUBMISSION OF LETTERS TO PROMOTION  
AND SELECTION BOARDS THROUGH MYNAVY PORTAL.

RMKS/1. The FY-27 Promotion Selection Boards to recommend Navy Unrestricted  
Line officers of the Selected Reserve on the Reserve Active-Status List  
(RASL) in the grades of rear admiral (lower half) and captain for promotion  
to the grades of rear admiral and rear admiral (lower half) will convene as  
follows:

27 OCT 25 - Unrestricted Line Rear Admiral  
28 OCT 25 - Unrestricted Line Rear Admiral (lower half)

2. The following Navy Reserve officers are the senior and junior officers  
initially eligible for consideration for promotion to the grades of rear  
admiral or rear admiral (lower half) in the Unrestricted Line competitive  
category as of the date of this NAVADMIN. In addition, those Reserve  
officers on the RASL who are senior to the senior initial eligible officer in  
the Unrestricted Line competitive category are also eligible for  
consideration by their respective promotion selection board.

Rear Admiral

----- Unrestricted Line (11X5/13X5) -----

Sr Initial Eligible - Lofgren, R. S.	000223-00	05 DEC 23
Jr Initial Eligible - Smith, B. T.	000229-00	05 DEC 23

Rear Admiral (lower half)

----- Unrestricted Line (11X5/13X5) -----

Sr Initial Eligible - Wellington, J. D.	122518-00	01 NOV 22
Jr Initial Eligible - Murgia, J. M.	123025-00	01 OCT 23

3. Only eligible officers may communicate with a promotion selection board  
via the Letter to the Board (LTB) process. NAVADMIN 220/19 announced the  
introduction of a new application known as Electronic Submission of Selection  
Board Documents (ESSBD), accessible through MyNavy Portal (MNP). ESSBD  
improves the speed, transparency, and confidence of receipt over previous LTB  
submission methods, such as hard copy and e-mail submitted letters and  
related attachments.

a. ESSBD provides board candidates with the capability to electronically  
submit LTBs in a standard, consistent format, with or without attachments and

will allow the candidate to see (for content and clarity) exactly what will be delivered and presented to the board.

b. To utilize ESSBD, candidates must access document services through MNP at <https://mn3p.navy.mil/web/advancement-and-promotion>. On-screen instructions will direct the submitter thereafter.

c. Submission and subsequent receipt acknowledgement for LTBs submitted via ESSBD or other means does not constitute confirmation of eligibility for the boards to which LTBs are submitted. If required, a full visual user guide is available at <https://mn3p.navy.mil/web/advancement-and-promotion>.

d. LTBs must be received by Navy Personnel Command not later than 2359 (Central Standard Time (CST)) 10 days prior to the convening date of the respective board, as noted below. Submitters are cautioned to not wait until the deadline date to submit LTBs via ESSBD or other available avenues.

Selection To	Convening Date	Due Date / Time
Rear Admiral	27 OCT 25	16 OCT 25 / 2359 CST
Rear Admiral (lower half)	28 OCT 25	17 OCT 25 / 2359 CST

e. If unable to use ESSBD, the CSCSELBOARD@navy.mil mailbox account is capable of receiving encrypted correspondence in line with Department of Defense policy. If sending a board package from a non-NMCI network (bumed.mil, eu.navy.mil, etc.), please review procedures listed in NAVADMIN 220/19.

f. The written communication may call the board's attention to any matter concerning the record of the officer that the officer considers important. Written communication may include, as enclosures, correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsement to the letter of the eligible officer and letters written on behalf of that officer, must contain a written acknowledgement by the eligible officer that he or she desires such correspondence be presented to the board. Correspondence without such an acknowledgement is considered third party correspondence and will be rejected without being presented to the board. Classified correspondence will not be accepted.

4. Questions regarding LTB submission should be directed to MyNavy Career Center (MNCC) by calling 1-833-330-MNCC (1-833-330-6622/DSN: 882-6622).

5. All officers are reminded of their responsibility to ensure the completeness and accuracy of their official records prior to the convening date of the board.

6. Merit reorder will not be authorized for the subject boards.

7. Released by Vice Admiral Jeffrey J. Czerewko, N1.//

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