

CLASSIFICATION: UNCLASSIFIED/
ROUTINE
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FM CNO WASHINGTON DC
TO NAVADMIN
INFO CNO WASHINGTON DC
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NAVADMIN 183/26

MSGID/GENADMIN/CNO WASHINGTON DC/N1/AUG//

SUBJ/NOTICE OF CONVENING FY-27 CHIEF OF INFORMATION SELECTION BOARD//

REF/A/DOC/COMNAVPERSCOM/23JAN21//

REF/B/MSG/CNO WASHINGTON DC/271415Z SEP 19//

NARR/REF A IS MILITARY PERSONNEL MANUAL ARTICLE 1420-010 CHAPTER 73,
COMMUNICATION WITH ADMINISTRATIVE SELECTION BOARDS.
REF B IS NAVADMIN 220/19, ELECTRONIC SUBMISSION OF LETTERS TO PROMOTION AND
SELECTION BOARDS THROUGH MYNAVY PORTAL.//

RMKS/1. This NAVADMIN announces the notice of convening Fiscal Year (FY)
2027 Chief of Information board. The FY 2027 selection board to recommend
officers on the Active Component and Selected Reserve in the Public Affairs
community for consideration as Chief of Information (CHINFO) will be convened
as follows:

19 August 2026 - Chief of Information Board (Board #27428)

2. The following list indicates the name, Active Component list number, and
date of rank of the senior and junior officers on the active-duty list in the
competitive category of the Public Affairs community, who are eligible for
consideration as of the date of this NAVADMIN:

Sr Eligible	CAPT Urban, B.	XXXXXXXX	1 September 2018
Jr Eligible	CAPT Ivey, R.	XXXXXXXX	1 October 2025

3. The following list indicates the name, Selected Reserve list number, and
date of rank of the senior and junior officers on the reserve list in the
competitive category of the Public Affairs community, who are eligible to
opt-in for consideration as of the date of this NAVADMIN:

Sr Eligible	CAPT Phillips, C.	XXXXXXXX	1 June 2019
Jr Eligible	CAPT Spitler, T.	XXXXXXXX	1 May 2026

4. Only eligible reserve officers who affirmatively request consideration by
the selection board will be eligible for selection. All eligible Selected
Reserve officers will be contacted to confirm awareness and interest.
Selected Reserve officers who are interested must request consideration by
the selection board via the letter to the board (LTB) process, as outlined in
paragraph 5.

5. Only eligible Active Component officers, and Selected Reserve officers
opting-in for consideration, shall communicate with the selection board via
the LTB process in accordance with references (a) and (b). An example letter
to selection boards is available on the MyNavy Portal (MNP).

Reference (b) announced the introduction of the application known as Electronic Submission of Selection Board Documents (ESSBD), accessible through BUPERS online (BOL). ESSBD improves the speed, transparency and confidence of receipt over current 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 log into BOL at <https://www.bol.navy.mil/> and select ESSBD (Submit letter to Selection Board). Once there, candidates must select LTB and 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.

d. LTBs must be received by Navy Personnel Command no later than 2359 (central time zone) 3 days prior to the convening date of the respective board, as noted below.
Submitters are cautioned not to wait until the deadline date to submit LTBs via ESSBD or other available avenues.

e. ESSBD is the preferred method of communicating with administrative boards in accordance with reference (b). If ESSBD is unavailable, letters to the board may be sent via encrypted e-mail at HRSCSELBOARD@us.navy.mil.

f. Timeline is as follows:

Selection Board	Convening Date	Due Date / Time
CHINFO (Board #27428)	0800, 19 August 26	15 August 2026 / 2359 CDT

g. The written communication may call attention to the board, 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 they desire such correspondence be presented to the board.

Correspondence without such an acknowledgement is considered third party correspondence and will be returned without being presented to the board. Classified correspondence will not be accepted.

h. Eligible officers are highly encouraged to submit their 31 July 2026 periodic FITREP via LTB to ensure inclusion for board consideration.

i. Questions or issues regarding LTB submission should be directed to Selection Board Branch Head (Mr. Tommy Owens - PERS-352) by calling 1-901-874-4417 (DSN: 882-4417).

6. 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.

7. The following officers are not eligible and their records will not be presented to the board for consideration, notwithstanding the timely submission of a LTB President requesting consideration:

a. Any officer pending retirement with an approved retirement date within 90 days of 19 August 26.

b. Any officer whose 3-year tour as the CHINFO would extend the officer's service beyond his or her 62nd birthday.

8. Points of Contact:

a. CDR Julianne J. Holland, Public Affairs Head Detailer (PERS-448),
(901) 874-4091 or julianne.j.holland.mil@us.navy.mil.

b. CDR Marissa L. Gatten, Director of Affiliation and Redesignation
(PERS-92), (901) 874-4512/DSN 882 or pers-92-admin@us.navy.mil.

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

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