

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone:	DSN COM	882-4533 (901) 874-4533
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MyNavy Career Center	Phone: Toll Free E-mail: My Navy Portal:	1-833-330-5672 askmncc@navy.mil https://my.navy.mil/
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Reference	(a) 10 U.S.C. §614 (b) SECNAVINST 1420.3 (c) SECNAVINST 1402.1 (d) DON CIO 032009Z Oct 08
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1. Law and Policy

a. Per references (a) through (c), each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter to the board (LTB), addressed to the board president.

b. Electronic Submission of Selection Board Documents (ESSBD) is the preferred method of submitting correspondence to a selection board. 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. ESSBD provides board candidates with the capability to electronically submit LTBs in a standard, consistent format, with or without attachments. ESSBD will enable the candidate to see, for content and clarity, exactly what will be delivered and presented to the board.

2. Correspondence Due Date. Correspondence must be received by MyNavy Career Center (MNCC) Customer Service Center not later than 2359 (central time) 10 calendar days prior to the date the board convenes. If the board for which you are attempting to submit an LTB cannot be found in the ESSBD drop-down menu, the deadline for submission to that board has passed. Submitters are cautioned to not wait until the deadline date to submit LTBs via ESSBD or other available avenues.

3. **Contents of Communication**

a. **Written Communication.** The written communication from the eligible officer to the selection board president, termed as an LTB, may call any matter to the board's attention that the officer considers important. The officer's written communication may include enclosed correspondence, concerning the eligible officer, from any individual. Correspondence containing classified information will not be accepted and may subject the submitter to disciplinary action.

b. **Third-Party Correspondence.** Correspondence that does not originate from the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must be accompanied by an LTB stating that the officer desires the enclosed correspondence be presented to the board. The letter must be signed by the eligible officer. Correspondence not accompanied by an LTB and signed by the eligible officer is considered third-party correspondence and will be destroyed.

4. **ESSBD Submission Guidelines.** ESSBD is the preferred method of submitting an LTB. To utilize ESSBD, candidates must access document services through MyNavy Portal at <https://www.mnp.navy.mil/group/my-record> or the BUPERS Online (BOL) main menu. From the BOL main menu, select "Navy Personnel Command Document Services", "Start Process", "Selection Board and LTB". On-screen instructions will direct the submitter thereafter. Submissions should be prepared with attachments prior to initiating the LTB, if applicable. There is no save and return function between BOL sessions.

a. ESSBD attachments must be in Adobe portable document format (PDF) and must not contain classified information, including any markings regarding the same. LTBs and attachments containing such markings will not be presented to the board and may subject the submitter to disciplinary action.

b. ESSBD submitters will receive an e-mail confirmation sent to the e-mail address of record that exists within BOL. Submitters should validate their e-mail address by selecting "Update Info" on the left side of the BOL main menu. "Update Info" must be selected to save any changes that are made.

c. Navy Personnel Command Document Services System is hosted on BOL and periodically undergoes maintenance that may

interrupt the ability to submit LTBs through ESSBD. If this happens, and you are able to wait until the completion of the outage, usually by the following day, you may attempt to resubmit via ESSBD.

d. If ESSBD is unavailable, postal mail or encrypted e-mail to the MNCC is an alternative means, per paragraph 5 below, to submit LTBs.

e. Multiple LTBs to the same board will be accepted. Duplicate submissions, using ESSBD or other available avenues, are discouraged.

5. Alternative Means of Submitting Board Correspondence

a. **E-mail Submission Guidelines.** The selection board correspondence e-mail address is CSCSELBOARD@NAVY.MIL. All e-mails containing personally identifiable information (PII) in the body or attachments must be encrypted per the Department of the Navy Users Guide to PII and per reference (d), both of which may be accessed at:

<http://www.doncio.navy.mil/ContentView.aspx?id=2451>. Go to <https://dod411.gds.disa.mil> to download the required mailbox certificate.

(1) All board correspondence should include the correct board number. Each board has a three-digit number preceded by the fiscal year for that board (e.g., the board number for the FY-21 Active O-5 Line Promotion Selection Board is "21230"). In the subsequent examples, "FY-YY" indicates the "YY" is replaced with the applicable fiscal year. Board numbers are found on that board's respective page or the board schedule, accessed at: <http://www.public.navy.mil/bupers-npc/boards/generalboardinfo/Pages/default.aspx>.

(2) The subject line of the e-mail must include "**FOUO-Privacy Sensitive Board Package: [Active-Duty or Reserve/FTS] [Grade] [Line or Staff] Board, FY-YYXXX.**" When the e-mail contains PII, the subject line must be marked with "FOUO - Privacy Sensitive." The e-mail must include an LTB signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's LTB may also be included as appropriate.

b. **United States Postal Service (USPS) Mail Submission Guidelines.** When mailing PII, individuals must use [DD 2923](#) Privacy Act Data Cover Sheet and double-wrap the package. The inner package must be labeled with the privacy warning "**FOUO - PRIVACY SENSITIVE**". **Any misuse or unauthorized disclosure may result in both civil and criminal penalties.** and use a tracking feature. Correspondence mailed via USPS must use the following address:

**My Navy Career Center (MNCC) Customer Service Center
President, FY-YY (YY is fiscal year) [Active Duty or Reserve]
[Grade] [Line or Staff] Promotion Selection Board
Board FY-YYXXX
5720 Integrity Drive
Millington TN 38055-6300**

c. **Commercial Mail Submission Guidelines.** All express or overnight commercial mail (e.g., Federal Express, United Parcel Service, etc.) must use the following address:

**Customer Service Center
President, FY-YY (YY is fiscal year) [Active Duty or Reserve]
[Grade] [Line or Staff] Promotion Selection Board
Board FY-YYXXX
5640 Ticonderoga Loop Bldg. 768 Rm E302
Millington TN 38055-6300**

d. **Confirmation of E-mail, USPS, or Commercial Receipt.** Service members may contact MNCC to confirm receipt of their packages for statutory promotion selection boards.

(1) **E-mail** - ASKMNCC@NAVY.MIL

(2) **Telephone** - 1-833-330-6622 or DSN 882-6622

(3) **Web address** -

<https://npccontactcenter.ahf.nmci.navy.mil/OA%20HTML/npc.html>.

The website requires the user to be on a Navy-Marine Corps Intranet (NMCI)-connected computer using Internet Explorer, and TLS 1.0 must be selected under "Tools" or "Settings", "Internet Options", then "Advanced". Contact MNCC for password reset, if you have not logged on within the last 30 days.

6. **Confirmation of Eligibility.** Submission and subsequent confirmation of receipt for LTBs submitted, via ESSBD or other

means, does not constitute confirmation of eligibility for the board to which the LTB is submitted. If required, a full visual user guide is available at <https://www.mnp.navy.mil/group/advancement-and-promotion>.