

## MILPERSMAN 1420-100

### JOINT STAMP REQUIREMENTS FOR ACTIVE DUTY AND RESERVE FULL TIME SUPPORT PROMOTION BOARDS

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<b>References</b>	(a) CJCSINST 1330.05 (b) 10 U.S.C. (c) DoDINST 1300.19
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1. **Background.** Congress has established that officers assigned to the Joint Staff are expected, as a group, to promote at a rate not less than the rate for officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. In addition, officers who have been designated as Joint Qualified Officers are expected to promote at a rate not less than the rate for their competitive category and grade. Finally, the Office of the Secretary of Defense (OSD) has established policy that officers assigned to OSD are expected, as a group, to promote at a rate not less than the rate officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. As stated in reference (a), enclosure (1); an officer who has met the joint officer requirements of reference (b), Chapters 36 and 38 and reference (c), and whose record is before a promotion board must be clearly and equally identified. This requirement is met by displaying a stamp in the eligible officer's record. The stamp satisfies the standard that "appropriate consideration be given" set forth in reference (a), enclosure (1).

2. **Policy.** Administration of joint stamp information for use in O-4 to O-7 active duty and reserve statutory promotion boards is governed by references (b) and (c). This procedure will ensure eligible officers are clearly identified during active duty and reserve statutory promotion boards and meet the standard for appropriate consideration required in reference

(a), enclosure (1). Additionally, this procedure will facilitate post board reporting requirements outlined in reference (a), enclosure (1), ensuring Navy compliance with promotion objectives established in reference (b), §662 and reference (c), enclosure (10).

3. **Action**

a. The Bureau of Naval Personnel (BUPERS), Officer Community Management (BUPERS-31) shall provide recommended individual competitive category promotion plans (excluding the Unrestricted Line) to the Office of the Chief of Naval Operations (OPNAV), Policy Coordination and Special Programs Branch (N131) no later than 75 days prior to the convening date of the active duty O-6 Line or Staff (whichever is first) promotion board to ensure sufficient time for the review process, Secretary of the Navy approval, and release of promotion zone NAVADMIN at least 30 days prior as prescribed in reference (b).

b. Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) shall:

(1) Provide a list of officers eligible for consideration for promotion to NAVPERSCOM, Joint Officer and Management and Education/Subspecialty Branch (PERS-450), formatted per reference (a), no later than 30 days prior to the convening date of the first promotion board of each fiscal year and 35 days prior to the convening date of each subsequent board.

(2) Provide NAVPERSCOM (PERS-450) additions to the list of eligible officers within 1 working day of receipt of additions by NAVPERSCOM (PERS-8) to ensure an officer on the active duty list or reserve active status list, in or above the promotion zone, is considered for promotion per reference (b).

(3) Upon receipt of eligible officers' joint stamp data from NAVPERSCOM (PERS-450), load information into the Electronic Military Personnel Records System (EMPRS) to display the joint stamp information in the records of eligible officers meeting the criteria set forth in references (b) and (c).

(4) Report the same day, any joint stamp discrepancies discovered during record reviews of eligible officers for adjudication by NAVPERSCOM (PERS-450).

(5) Submit joint promotion statistics with the promotion report per reference (c).

c. NAVPERSCOM (PERS-450) shall:

(1) Download required Defense Manpower Data Center (DMDC) and Officer Assignment Information System (OAIS) data at least twice per month during the months of October through April each year (to facilitate data processing for statutory promotion boards). The final data requests for each month during this period should be made at least 3 days prior to the board convening date.

(2) Provide the Joint Staff (J1) with the list of promotion eligible officers and other required information at least 30 days prior to the convening date of each promotion board per reference (a).

(3) Provide NAVPERSCOM (PERS-8) with joint stamp information for the list of eligible officers at least 5 working days prior to the board convening date.

(4) Adjudicate joint stamp discrepancies within 1 working day as reported by NAVPERSCOM (PERS-8).

(5) Brief promotion board recorders and members on the requirements for joint stamps, and provide guidance to assist with eligible officers' record reviews.

(6) Be present in the board spaces for active duty Line and Staff O-6 and O-7 promotion boards, available for all other active duty and reserve promotion boards, and serve as an advisor to the board president on matters related to the application and interpretation of joint stamps.