



Career progression, community management, personnel matters, and general information from the desk of the Navy Personnel Command, Force Master Chief, FORCM Jon Port

Brilliant on the Basics Best Practices

Makin Island is taking ownership of their PTS success!

Onboard the Makin Island, the CO is launching an all-out education campaign to include an ASVAB training course. The first ASVAB course had 20 Sailors participating in the AFCT re-test this week. What the Makin Island is doing is a great example of a command practicing Brilliant-on-the-Basics. The Brilliant-on-the-Basics program was introduced Navy-wide a few years ago with CDBs as the centerpiece. It includes six key programs: command sponsorship, command indoctrination, career development boards, mentorship, ombudsman programs, and recognition programs. According to NAVADMIN 043/08, these six best practices form the enduring foundation upon which every successful career is launched. Although some of these programs revolve around first term Sailors or Sailors who just reported aboard, commands should make every effort to educate Sailors on all aspects of their careers. For more information on what the Makin Island is doing contact NCCM John Leavitt at leavittja@lhd8.navy.mil

FY 12 SCPO/MCPO Selection Boards

- Must read NAVADMIN 326/10
- NUC advancement eligibility requirements have changed (NAVADMIN 326/10)
- A command's "interim clearance" or "temporary access" does not constitute an adjudicated clearance from DONCAF. Therefore, candidates in ratings which require a clearance must be eligible for a clearance with a favorable adjudication from DONCAF to be eligible for consideration by the selection board. (NAVADMIN 326/10)
- Commands may no longer communicate with the board providing supplemental correspondence or messages after the applicable package post marked due date (NAVADMIN 326/10)
- It is the candidate's responsibility to ensure their name reflects on the eligibility list (BUPERSINST 1430.16F)
- Individual candidates can verify their own eligibility "profile sheet" either through NKO or via NETPDTC's Navy Advancement Center website at <https://www.advancement.cnet.navy.mil>
- To be reviewed by the board, a candidate's profile sheet must indicate "selection board eligible"
- If you have questions about your eligibility, contact your ESO.
- If your status states "BUPERS Invalid", your command ESO or CCC will need to contact PERS-802 to verify the reason for the invalidation. PERS-802 COMM: 901-874-4895 or 901-874-4435.
- NAVADMIN 326/10 provides the procedures for commands to validate eligible E8 and E9 candidates and how to add and remove candidates as appropriate.

Advancement Exam Preparation

As deckplate and front line leaders, we are Career Information Professionals. When I talk to Sailors about advancement, one thing seems to always come up, and that is, the fact that they are getting discouraged when they are not selected for advancement. It's our jobs as Career Information Professionals to ensure they don't get discouraged and we can do that through effective Career Development Boards (CDB's). Discouragement is one of the most deadly of diseases but the good news is it's curable. What causes discouragement? First, we get fatigued - we simply get tired. We're human beings and we wear out when we burn the candle at both ends. Second, we get frustrated from doing the same thing over and over with little or no results. When this happens you need to change up what you are doing. Maybe the way you are studying is not right for you. The final cause of discouragement is failure. When you are unable to finish a task on time and our confidence goes down the drain. You know what I do when I don't reach a goal on time? I set a new goal, and I don't give up. The fact is everyone at one time in life fails. So the issue is not that you failed - its how you are going to respond to your failure. Do you give into self-pity? Do you start blaming other people? Do you start complaining, "It's impossible?" Or do you re-focus and start moving again? Attached to the force weekly this week is a word document titled "How and What to Study for the Navy Wide Advancement Examinations". I encourage all of you to send this out to your Sailors who are getting ready to participate in the upcoming March Exam and encourage them to stay focused and not get discouraged.

Evaluation Continuity

If an evaluation continuity gap exists in your official record due to a missing report you may mail your copy of the missing report to:

COMNAVPERSCOM
PERS-32
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

- If a signed and dated copy of the report is not available, try to obtain submission or resubmission of the report by the original reporting senior. If unable to obtain a report from the original reporting senior after reasonable effort, then prepare a letter using the format in exhibit 18-4 on page 18-16 of BUPERSINST 1610.10B. After verification that an evaluation was not received for that period by PERS-32, the Statement in Lieu of Missing Report will become part of the official record.
- Period when no evaluation should have been issued:
 - If a gapped continuity period exists because an evaluation should not have been issued i.e. individual ready reserve (non-VTU), duty under instructions, etc, fill out the attached form and forward to PERS-32 via fax at (901)874-2761. Once received by PERS-32, a memorandum will be placed in your official record documenting the period of time and your status during that period.
 - All periods of leave and transit should be captured in block 29 on the first report issued by the gaining command. If a leave and/or transit period of time was not captured on an evaluation and a continuity gap exist due to this error, the member or the command who made the discrepancy, may prepare an Administrative Change Request, changing block 14 of the report that failed to factor this time, using the format in exhibit 15-1, on page 15-5 of BUPERSINST 1610.10B.