

Enlisted Advancement Selection Boards



Navy Personnel Command
Enlisted Selection Boards (PERS-803)
February 2017

Topics of Discussion

- **Eligibility**
- **Available for review**
- **Not available for review**
- **Communicating with the board**
- **Pre-Board**
- **Membership**
- **Convening order**
- **Precept**
- **Post board process**
- **Items board members can't discuss**
- **Common Issues/FAQs/Myths**

Eligibility

- **Eligibility questions? First read the advancement cycle NAVADMIN and Chapter Two of the Advancement Manual**

- **View your board eligibility profile sheet via NKO**
 - **CPO, SCPO, and MCPO candidates**
 - **No profile sheet? You will not be considered by the board.**
 - **Check monthly to ensure your profile sheet has not changed your eligibility status**
 - **If a "BUPERS Invalid", contact PERS-802 to verify reason**

- **Except for STA-21, MECF, MSCISPP, and JAGCISPP, selects for commissioning programs are ineligible, i.e. LDO/CWO selects**

- **Fleet Reserve/Retirement Requests**
 - **Voluntary (Prior to mandated) -vs- Involuntary (At HYT)**
 - **Must be in an eligible status on 1 July (E8/E9) or 1 Sep (E7)**

Eligibility

➤ **HYT Waiver**

- **Cannot exceed HYT for next paygrade**
- **Must go to or beyond 1 July (E8/E9) and 1 Sep (E7)**

➤ **Security Clearances**

➤ **Early Promote TIR Waiver (CPO Candidates)**

- **Latest Periodic eval must be EP and maintain EP's (can be 1 of 1)**

➤ **In-Theater CPO board waiver**

- **Not automatic; command must send validation to NETPDTC**
- **Must be Boots On Ground in specific locations. Refer to NAVADMIN 336/07 paragraphs 3 and 8.**

➤ **Recent Change in Rating?**

- **Must be approved 1 month prior to board convening**

➤ **Must maintain CO's recommendation for advancement**

Eligibility

- **PERS 802 performs continuous reviews of eligibility**
 - **Multiple adds and deletes**
 - **No immediate notification of adds or deletes.**

- **Candidates should periodically review eligibility**
 - **Review Navy Advancement Center website for profile sheet changes**
 - **Sign up for profile sheet change notification via the Navy Advancement Center website.**

CANDIDATES: CLOSELY MONITOR YOUR ELIGIBILITY

Available for review

- **Official Military Personnel File (OMPF) field codes 30-38 (MILPERSMAN 1070-080)**
 - Available via BOL menu item “OMPF-My Record”

- **Performance Summary Record (PSR)**
 - Available via BOL menu item “ODC, OSR, PSR”
 - ✓ Part I (Personnel Data Summary)
 - ✓ Part II (Pre-1996 evaluation summary)
 - ✓ Part III (1996 to present evaluation summary)

- **Candidate’s Letter to the Board**

ACCURACY OF THESE THREE ITEMS MAY BE THE DIFFERENCE BETWEEN SELECT AND NON-SELECT

Not available for review

Items Not Presented to Board Members

- **NSIPS ESR data not in the OMPF**
 - **Should have been forwarded to the OMPF at time of reenlistment/record close-out**
- **Items sent to the board other than by the candidate**
- **Letters to the board received after the “received by” date**
- **ESR, NTMPS, FLTMPs, ETJ – unless submitted by the candidate**
- **PRIMS information**

IF YOU WANT THE BOARD TO CONSIDER ITEMS NOT IN YOUR OMPF, YOU MUST SUBMIT THEM IN YOUR LTB.

Communicating With The Board

➤ Your Letter to the Board (LTB)

- Only method to communicate with the board!
- Must be ****RECEIVED**** by the cut-off date in cycle NAVADMIN
- Read the cycle NAVADMIN before you begin!
- Consider having an experienced board member review your OMPF with you
- Per the cycle NAVADMIN, submit items you want considered that are missing from your OMPF
- Do not send originals, they will not be returned
- Do not send duplicates of items already in your OMPF
- Do not highlight items on your documents mailed
- Include your **FULL SSN** on each page submitted

Communicating With The Board

- Documents forwarded to selection boards do not update your OMPF, except for awards reflecting in the Navy Department Awards Web Services tool per NAVADMIN 016/13
- Can be e-mailed or snail-mailed to the address in the cycle NAVADMIN
- 100% accountability and verification of LTBs. Reasons LTB not presented to board:
 - Candidate not board eligible
 - LTB received after “received by” date published in the cycle NAVADMIN

Membership

➤ Membership demographics:

Source Rating

Gender

Community

Component

Number of reviews

Race

Geographic Location

Special Qualifications

Prior Board Experience

➤ Up to 20 panels for record review. Each panel consists of:

- 1 CAPT (President who is a member of all panels)
- 1 Board Advisor to the President (FLTCM/FORCM/CMDCM)
- 1 CDR and 3-10 (MCPOs/SCPOs)
- Related Ratings and Special Qualifications Where Possible

(Examples)

Admin Panel

Aviation Panel

Seabee Panel

Spec War Panel

Supply Panel

Corpsman Panel

Nuclear Panel

Surf Hull/Eng Panel

Information Warfare Panel

Avionics Panel

Airframes Panel

Surf Deck/Ops Panel

Weapons Panel

Forward Sub Panel

Convening Order

- **The convening order from the Chief of Naval Personnel to the Board President provides:**
 - **Date board shall convene**
 - **Direction to conduct board per the precept**
 - **The selection standard**
 - **Guidance on quota use and restrictions**
 - **Guidance on secrecy of board deliberation**
 - **The membership and quotas**
 - **Direction to gather feedback to improve future boards**

Convening Order – Selection Standard

- The board's precept provides the board guidance on items to consider when selecting the Navy's future leaders such as:

General guidance, fully qualified and best qualified considerations

- Leadership
- Institutional and Technical Expertise
- Scope of Responsibility
- CPO 365 / Mess or Association Impact
- Collateral Duties
- Special Qualifications
- History of Assignments
- Education and Professional Development

**ARE YOU EXHIBITING THESE LEADERSHIP TRAITS AND
ARE THEY DOCUMENTED IN YOUR EVALUATIONS?**

Convening Order - Quotas

- **Vacancy driven**
- **Recommended by Enlisted Community Managers**
- **Approved by Chief of Naval Personnel for AC/FTS and Chief of Navy Reserve for SELRES**
- **Made public when board convenes**
- **May go unfilled when insufficient number of candidates meet “fully qualified” standard**

Precept

- **The board precept provides guidance consistent with all enlisted selection boards, such as:**
 - **Function and Membership**
 - **Guidance on secrecy of board deliberation**
 - **Direction to gather feedback to improve future boards**
 - **Duties of the Board President and Senior Enlisted Advisor**
 - **Board Proceedings**
 - **Marital/Dependency Status**
 - **Area Tours**
 - **History of Assignments**
 - **Record Review**
 - **Adverse Information**
 - **Equal Opportunity and Diversity Guidance**
 - **Board Reports and Oaths**

Precept

- **Area Tours**

- **History of Assignments**
 - **Not always in control of duty assignments**
 - **Closed-loop communities can restrict assignment diversity**
 - **Size of command and number with peer ranking are not controlled by the candidate**

- **Record Review**

Precept - Evals

- **Evaluation gaps / breaks in service**
- **Decline in performance**
- **Promotion Recommendation gap**
- **Reporting Senior's Cumulative Average (RSCA)**

Precept – Adverse info

For those candidates who are recommended for selection and who have received disciplinary action, or whose official military personnel file contains matters relating to conduct or performance of duty, that was documented within the past five years (regardless of the date the underlying matter occurred), every board member in that respective tank shall be briefed on the adverse information contained therein prior to the final board decision.

NAVY DOES NOT EMBRACE BLIND ADHERENCE TO A ZERO-DEFECT MENTALITY

Board Process

- **Board is sworn in and convened**
- **Members receive board process in-briefs and training**
- **Members read convening order and precept**
- **Recorders randomly assign records within panels**
- **Rating subject matter expert conducts rating brief**
- **Members conduct two independent reviews of each record**
- **Place candidates in order by score (highest to lowest)**
- **Establish the “crunch zone”**
- **Deliberate those within the “crunch” for selection**

Board Process

- **Brief sampling of selects/non-selects to President**
- **Present all slates to board members in the tank for voting**
- **Slates are voted and approved by board membership in the tank**
- **If not approved, the slate goes back to the panel for a second deliberation and then brought back to the tank**
- **Conduct debrief on security of board deliberation & adjourn board**
- **Board President's call-out with DCNP**

SLATES VOTED VICE INDIVIDUAL RECORDS

Post Board Process

- **Conduct post-board review of selects to identify adjudicated or pending substandard or adverse information. Items discovered:**
 - **Security clearance issues**
 - **Misconduct**

- **These selects are placed on hold, notified of their selection and hold status, who then provide additional information to CNP to decide whether to release the hold or permanently remove their selection.**
 - **Results in missing sequence numbers on NAVADMIN**

Post Board Process

- **Holds can take six weeks to one year to resolve**
- **Results approved and public release authorized via NAVADMIN / BOL**
- **Profile sheets generated reflecting the results of the board**

Items board members can't discuss

- **Recommended selectees prior to results being made public**
- **Why a candidate was or was not selected**
- **Items they saw in a candidate's record**
- **Score sheet categories or point values**
- **Period of review, i.e. last XX years**
- **Tolerance in scoring differences**
- **How a crunch is established**
- **Which selects and non-selects are briefed in the tank**
- **The items briefed in the tank**
- **Methodology used in determining their selections**

**MAY NEVER DISCLOSE THE PROCEEDINGS AND
DELIBERATIONS**

Common Issues

- **Sailors not knowing how to verify their board eligibility.**
 - Board profile sheet is the official source
 - No profile sheet = not being considered by the board

- **You may receive a BUPERS INVAL profile sheet without notification if you lose board eligibility.**

- **How far back in the record does the board consider? The entire record may be considered.**

Common Issues

- **Adverse event occurs, command documents locally, but fails to report that info to PERS/OMPF. Result: Candidate gets advanced**
 - Ensure mandatory reporting of E6-E9 misconduct is reported to PERS-832 immediately per MPM 1616-040. If the recommendation is not withdrawn and if the Chief is selected for advancement, the NJP may be identified via the post-board scrub.

FAQs/Myths

1. A member of the board who knows you increases your chances for advancement. **FALSE**
2. The selection board only considered items in my OMPF, PSR, and items in my Letter to the Board (LTB). **TRUE**
3. **Should a career summary be included with my LTB?** By policy, only items missing from the candidate's OMPF field codes 30-38 and PSR should be included in their LTB. Any additional information that candidate's deem important may be submitted.
4. **The selection board accepts items from both me and my command up to the convening of the board.** **FALSE** (only from candidate and if received prior to the LTB deadline)
5. **Advancement board eligibility is posted on BOL.** **FALSE** (Results are posted on BOL, but eligibility is reflected on profile sheet on NKO)
6. **Advancement board eligibility profile sheets are available for CPO, SCPO, and MCPO candidates.** **TRUE**

FAQs/Myths

- 7. CPO candidates are automatically board eligible if on an IA in theater. FALSE.** Must be validated as board eligible by their command. NAVADMIN 336/07 paragraphs 3 and 8 refer.
- 8. I am mobilized which makes me eligible regardless of my HYT. FALSE**
- 9. Only adverse information contained in my OMPF can be considered by the board. TRUE,** unless submitted in the candidate's LTB.
- 10. CMCs/SEs maintaining their BOL for advancement results is important. TRUE.** Without BOL access, advance notification to the command triad is unavailable and "holds" cannot be readily identified.
- 11. How is PRIMS used in the selection board process?** It is not used during the board process or in the post-board process
- 12. How is NSIPS ESR data used in the selection board process?** Only if contained in the OMPF or in the candidate's LTB.

FAQs/Myths

- 13. Is security clearance information made available to selection boards?** No, except where documented in narrative of an eval or on a revocation Page 13.
- 14. A change in rating must be effective how long before the advancement board convenes to be considered in the new competitive group?** One month
- 15. When must your letter to the board be received by NPC's customer service center to be considered by the board?** By the “received by” date published in the cycle NAVADMIN.
- 16. Which reference should you refer to for amplifying policy guidance for each selection board?** The cycle NAVADMIN.
- 17. Once you verify that you have a board eligible profile sheet, is there any reason either before or during the board to re-verify your profile sheet that you are still board eligible?** Yes. You may receive a BUPERS INVAL profile sheet without notification if you lose board eligibility.

FAQs/Myths

18. Is it still necessary to submit an LTB even if my OMPF and PSR are up to date? It is recommended that candidates submit information they deem important, but doesn't appear in their OMPF and PSR. It is unnecessary to submit an LTB stating that your record is up to date.

19. How far back in the record does the board consider? The entire record may be considered.

20. When and where can I read the current fiscal year Active-Duty and Reserve Senior Enlisted Advancement Selection Board precept and convening order? The precept is made public after CNP signs it and is posted on NPC selection board website. The convening order is made public after the board convenes, and contains board membership and quotas.

FAQs/Myths

21. Why are items that reflect in my NSIPS ESR not reflecting in my OMPF?

Your ESR requires close-out either upon reenlistment or separation by your servicing personnel office for items to be submitted to your OMPF.

22. The precept refers to enlisted career paths. These are updated prior to each FY's enlisted boards. Where can I view my rating's career path? Enlisted Community Manager's webpage on NPC's website.

23. A PO1 who is selection board eligible fails the Spring 2014 PFA. Their command's PFA cycle is 23 APR - 25 MAY. How is this information made available to the board? After the member signed the PFA failure Page 13, that Page 13 must be electronically submitted by the servicing personnel office to PERS-313 and it must be accepted into the candidate's OMPF prior to the board convening.

FAQs/Myths

- 24. A Chief eligible for SCPO gets a DUI and receives NJP and is awarded punishment while the SCPO board is in session. How is this information made available to the board?** It cannot be made available to a board in session. However, the CO does have the option to withdraw the Chief's recommendation for advancement per article 721 of the Advancement Manual. Ensure mandatory reporting of E6-E9 misconduct is reported to PERS-832 immediately per MPM 1616-040. If the recommendation is not withdrawn and if the Chief is selected for advancement, the NJP may be identified via the post-board scrub.
- 25. On the NAVADMIN announcing the board's results, what does the sequence number indicate?** It ranks the candidates selected for advancement by seniority within each competitive group.
- 26. What if a sequence number or numbers are missing on the NAVADMIN that announces the board's results?** Either selects were placed on hold or quotas were unfilled.

FAQs/Myths

27. I (CO) awarded a SCPO NJP four months ago, I did not pull his recommendation for advancement and I did not do a special eval documenting the NJP because I intend to report the NJP in his next periodic eval. However, the MCPO board results were just released and he was selected for MCPO. What should my command have done to ensure the board was aware of the recent NJP? Via “OMPF - Command View” on BOL, selected command leadership or authorized users should have verified the SCPO’s OMPF prior to the board to ensure the NJP documents reflected in the SCPO’s OMPF. Ensure mandatory reporting of E6-E9 misconduct is reported to PERS-832 immediately per MPM 1616-040.



Enlisted Advancement Boards

QUESTIONS ?