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SUBJ/FY-18 NAVY ACTIVE-DUTY AND RESERVE ENLISTED ADVANCEMENT SELECTION BOARDS FOR CHIEF PETTY OFFICER//

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NARR/REF A IS BUPERSINST 1430.16F, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF U.S. NAVY AND U.S. NAVY RESERVE. REF B IS NAVADMIN 336/07, ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA. REF C IS OPNAVINST 1220.1D, CHANGING OR REMOVING PRIMARY NAVY ENLISTED CLASSIFICATION CODES FOR NUCLEAR PROPULSION PLANT OPERATORS. REF D IS MANUAL OF THE MEDICAL DEPARTMENT (MANMED), NAVMED P-117. REF E IS MILPERSMAN ARTICLE 1220-040, SUBMARINE QUALIFICATIONS DESIGNATION FOR ENLISTED MEMBERS. REF F IS BUPERSINST 1610.10D, NAVY PERFORMANCE EVALUATION SYSTEM.//

RMKS/1. This NAVADMIN provides guidance for eligibility, communication to the boards, and board membership or recorder application procedures regarding the FY-18 Navy Active-Duty and Reserve Enlisted Advancement Selection Boards for Chief Petty Officer. Rating modernization efforts have no impact on the FY-18 Selection Board. Traditional rating titles are used throughout this NAVADMIN. The reserve board will consider personnel serving on active-duty as Full Time Support (FTS) and Selected Reserve (SELRES), to include those serving on voluntary and involuntary recall and mobilization orders. Mobilized Individual Ready Reserve (IRR) personnel are considered under the SELRES requirements for advancement.

2. Timeline

- a. 28 February 2017: Individual Augmentation (IA) evaluations used for

Time-In-Rate (TIR) waivers must have an ending date by this date and must be available to the board.

b. 22 April 2017: Reserve Component (RC) candidates changing rating must be in their new rating by this date to be considered for selection in the new rating.

c. 1 May 2017: Letter to the board (LTB) deadline for the RC E7 selection board.

d. 22 May 2017: RC E7 selection board convenes. All eligibility requirements, to include any waivers, must have final approval prior to this date.

e. 26 May 2017: Active Component (AC) board candidates changing rating must be in their new rating by this date to be considered for selection in the new rating.

f. 5 June 2017: LTB deadline to the AC E7 selection board.

g. 9 June 2017: RC E7 selection board scheduled to adjourn.

h. 26 June 2017: AC E7 selection board convenes. All eligibility requirements, to include any waivers, must have final approval prior to this date.

i. 21 July 2017: AC E7 selection board scheduled to adjourn.

3. Eligibility Criteria. Candidates must meet the eligibility requirements outlined in chapter 2 of reference (a) prior to the scheduled board convening date. Requirements achieved after the scheduled board convening date will be considered late and not make a candidate eligible for the regularly scheduled board or entitle a candidate for an enlisted special selection board. The authoritative source to determine selection board eligibility is the profile sheet. The AC/FTS cycle is 234 and the SELRES cycle is 100.

Because eligibility status can change without direct notification, candidates should verify their profile sheet on a continuous basis and commands must verify their Exam Status Verification Report (ESVR) weekly through the projected board adjournment date. The profile sheet and ESVR are updated as changes are processed by PERS- 802.

a. The candidate shares equal responsibility with their parent command to ensure:

(1) the candidates name appears on the selection board eligibility list.

(2) the candidate is listed in the correct competitive group.

(3) the candidates Official Military Personnel File (OMPF) codes 30-38 and Performance Summary Record (PSR) are up-to-date.

b. If necessary, take the following actions per reference (a):

(1) If an otherwise eligible candidate was not able to participate in the CPO advancement examination or obtain an examination waiver as per reference (b), the candidate and the command must submit an exception to policy request (waiving the exam) to OPNAV N132. This request should be submitted not later than one week after the scheduled substitute examination deadline.

If approved, the candidate and the command must take appropriate action to ensure the candidate receives a profile sheet reflecting selection board eligible prior to the board convening date.

(2) If listed candidates on the ESVR are ineligible or later become ineligible, submit a message to Naval Education and Training Professional Development Center (NETPDC) N321 and Navy Personnel Command (NPC) PERS-802 requesting invalidation of eligibility status and provide explanation for invalidation. Per paragraph 721b of reference (a), withdrawal of advancement recommendation must be completed and documented prior to message transmission.

(3) If candidates are validated in the wrong competitive category,

submit a message notification to NETPDC N321 and NPC PERS-802 detailing the discrepancy.

(4) If candidates are invalidated and later regain eligibility, submit a message to NETPDC N321 and NPC PERS-802 requesting validation of eligibility status and provide explanation.

c. Candidates who do not have a recommendation for advancement on their most recent evaluation shall be invalidated. Evaluations that restore a recommendation for advancement must be made available to the selection board prior to the board convening date.

d. Terminal Eligibility Date (TED) used to compute TIR is 1 January 2018. The minimum TIR date must be on or before 1 January 2015. If a TIR waiver is granted, the evaluation used to grant the TIR waiver must be available to the board.

e. High Year Tenure (HYT) date or approved HYT waiver for the current paygrade must be 1 September 2017 or later. Candidates who will be at HYT on 1 September 2017 for the next higher paygrade are ineligible for advancement, regardless of any approved HYT waiver.

f. SELRES candidates who have submitted a request to NPC for voluntary transfer to the retired reserve (with or without pay) on a date prior to their mandated HYT are ineligible for advancement.

Members who were validated as Selection Board Eligible (SBE) and have submitted a request for voluntary transfer to the retired reserve (with or without pay) may regain SBE status provided disapproval of the original request or cancellation of previously approved request is adjudicated at NPC prior to selection board convening date. Otherwise, they are ineligible. Commands must revalidate members whose, disapproved or cancelled retirement authorization is adjudicated prior to selection board convening date by sending an e-mail with reason for revalidation to PERS-802.

g. Commissioning Programs. Candidates who have been selected for Seaman to Admiral (STA-21), Medical Enlisted Commissioning Program (MECP), Medical Service Corps (MSC) in-service procurement, or Judge Advocate General's Corps in-service procurement programs remain eligible for advancement consideration. Selection to any other officer commissioning program renders candidates ineligible.

Commands are required to request those candidates be invalidated by PERS-802. Per reference (c), nuclear candidates who are assigned Navy Enlisted Classification (NEC) 3359/3389 upon transfer from a nuclear propulsion plant operator to a non-nuclear billet at sea or ashore, or to duty under instruction including special college education programs are ineligible for advancement. This includes nuclear candidates transferred to a STA-21 duty station.

h. Security Clearance. Candidates in a rating requiring a security clearance must have a favorable investigation adjudication issued by the Department of Defense Central Adjudication Facility, and it must be reflected properly in Joint Personnel Adjudication System (JPAS) prior to board convening. If the candidates commanding officer grants an interim clearance, JPAS must be updated prior to board convening. Candidates who have a clearance must maintain that clearance eligibility. Ratings requiring a security clearance are AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CTN, CTR, CTT, EOD, ET, FC, FT, GM, HT, IC, IS, IT, ITS, LN, MA, MC, MN, MT, ND, OS, QM, SB, SO, STG, STS, and YN, as well as all nuclear and submarine ratings. This guidance supersedes reference (a).

i. Branch class (BRCL) and special program indicator (SPI) code. SPI for BRCL 32 candidates must be verified via the Billet Based Distribution system. BRCL 32 with a blank SPI code is invalid. Commands must correct the error via the Navy Standard Integrated Personnel System (NSIPS) or the candidate may seek relief by petitioning the Board for Correction of Naval

Records (BCNR).

Candidates whose SPI code is invalid as of the board convening date will be invalidated.

j. Refer to reference (b) regarding examination options for Sailors who are pending deployment to, or are deployed and operating in Iraq, Afghanistan, or the Horn of Africa. Commands must submit the command letter of transmittal per reference (a). The in-theater selection board eligibility waiver is not an automatic process.

k. Competitive group specific eligibility requirements. Candidates must meet special requirements (citizenship, medical, etc.) for certain ratings as outlined in paragraph 204 of reference (a). Required NECs listed below must be posted in the enlisted master file prior to the regular scheduled board convening date. NECs that post to the enlisted master file after the regular scheduled board convening date, even with a prior date will not entitle a candidate to a special selection board. Commands must verify and submit a message to NETPDC N321 and NPC PERS-802 requesting invalidation of those selection board eligible candidates who no longer meet the qualifications listed in reference (a) or below by the scheduled board convening date.

(1) Air Traffic Controller personnel must possess a valid Federal Aviation Administration 7220-1 ATCS Certificate and meet requirements established in reference (d).

(2) Aerographers Mate personnel must complete the Aerographers Mate Class C-1 course and hold the 7412 NEC.

(3) To ensure the best possible candidates are selected for chief petty officer, Aviation Electronics Technician (Intermediate) and Aviation Electronics Technician (Organizational) board eligible personnel are merged into one competitive group.

(4) Cryptologic Technician Interpretive personnel must achieve a minimum of L2/R2 on the Defense Language Proficiency Test (DLPT) in their primary language, as assigned by their commanding officer, at least once in their current paygrade. Acceptable documentation of L2/R2 includes an evaluation with language scores or letter from the candidate's command forwarded to the board via the candidate's LTB.

(5) Explosive Ordnance Disposal personnel must hold the Master EOD Technician NEC (5337).

(6) Navy Diver personnel must hold the first class diver NEC (5342).

(7) Nuclear Trained personnel

(a) Submarine Sailors in nuclear ratings must hold a supervisor NEC (3363, 3364, 3365, 3366). Additionally, these personnel must have qualified as Engineering Watch Supervisor (EWS). Acceptable documentation of EWS qualification includes an evaluation with EWS documented or a letter from the candidates command forwarded to the board via the candidates LTB.

(b) Surface Sailors in nuclear ratings must hold a supervisor NEC (3393, 3394, 3395, 3396). Additionally these personnel must have qualified as EWS or Propulsion Plant Watch Supervisor (PPWS). Acceptable documentation of EWS or PPWS qualification includes an evaluation with EWS or PPWS documented or a letter from the candidate's command forwarded to the board via the candidate's LTB.

(8) Non-Nuclear Submarine Ratings. To be eligible for advancement, submarine Sailors must be designated as either SS, SU, or SQ per reference (e) as of the board convening date. Candidates designated as SG or SP are not eligible for advancement.

1. Canvasser recruiter personnel are ineligible for advancement to E7.

4. Competitive Groups. Candidates and commands share responsibility to

ensure that the candidate is listed in the correct competitive group and that any issue is identified and forwarded to PERS-802 prior to board convening. The below active-duty ratings are separated into competitive groups:

- a. CS, LS, YN
  - Group 1 - Submarine
  - Group 2 - Surface
- b. CTI
  - Group 1 - Middle East and North Africa
  - Group 2 - East and Far East Asia
  - Group 3 - Latin and South America
  - Group 4 - Eastern Europe
- c. EMN, ETN, MMN
  - Group 1 - Nuclear (Submarine)
  - Group 2 - Nuclear (Surface)
- d. FC
  - Group 1 - All Others
  - Group 2 - AEGIS
- e. MU
  - Group 1 - Premier Band
  - Group 2 - Fleet Band

5. Record review and communication with the E7 selection board.

a. Candidates should check their evaluation continuity via BUPERS Online (BOL). Any evaluation gaps should be resolved by either submitting the missing evaluations in the candidates LTB or a statement in lieu of missing report per chapter 17 of reference (f).

b. Communication to the board must originate from the individual candidate and must be accompanied under the candidates signed LTB.

(1) The LTB may address any information that the candidate considers important. Candidates should not include items in their LTB that are already included in their OMPF or PSR unless the OMPF version is unreadable or the PSR is incorrect. Submission of a LTB to only state that the candidates OMPF and PSR have been verified and is correct is not desired.

(2) The LTB must be either digitally signed using the candidates military identity certificate or a hand-written signature. Unsigned LTBs will not be presented to board members.

(3) Third party correspondence is any communication to the board which is not accompanied by the candidates signed LTB and will not be permitted. Commands are not authorized to submit a message to NPC requesting information be presented to the board.

This supersedes reference (a).

(4) Information received that is not under a signed LTB or not received by NPC Customer Service Center (CSC) by the established deadline will not be presented to the board. The time and date LTBs are received in the NPC CSC inbox (Central Time Zone) is the time and date used for deadline verification. To verify receipt of your LTB, go to [https://npcccontactcenter.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://npcccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html) or call the NPC CSC. Although late or unsigned LTBs may be accepted by the NPC CSC, they will not be presented to the board, and no feedback will be provided to the candidate.

c. All LTBs and each enclosure must contain the candidates full name and full social security number. Candidates must verify that the correct board number is on their signed cover letter. The board numbers are 335 for SELRES, 336 for FTS, and 360 for AC.

d. The preferred method to submit an LTB is by encrypted e-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). E-mailed LTBs must be encrypted to protect

personally identifiable information. Trouble with file encryption or certificate issues does not justify a late LTB.

e. If unable to e-mail, candidates may use regular mail to the addresses below. Mailed LTBs should be on plain white paper and paper clipped (no staples, binders, folders or tabs).

- (1) SELRES/Mobilized E7 Board:  
Navy Personnel Command Customer Service Center  
President  
FY-18 Reserve E7 Selection Board #335  
5720 Integrity Drive  
Millington, TN 38055
- (2) FTS E7 Board:  
Navy Personnel Command Customer Service Center  
President  
FY-18 Reserve E7 Selection Board #336  
5720 Integrity Drive  
Millington, TN 38055
- (3) Active E7 Board:  
Navy Personnel Command Customer Service Center  
President  
FY-18 Active E7 Selection Board #360  
5720 Integrity Drive  
Millington, TN 38055

f. Certified or registered mail is not advised due to delays in handling.

g. Candidates are authorized to submit more than one LTB, vice waiting until the deadline to submit one all-inclusive LTB. Although multiple LTBs are authorized, candidates should not duplicate previously sent information.

h. The same LTB deadline applies to candidates who gain eligibility after the LTB deadline and before the convening date. If a candidate is working to fix an eligibility issue and expects to be selection board eligible prior to the board convening date, they may submit a LTB, but it still must be received prior to the deadline.

6. Selection board results. Official results will be provided online via BOL to authorized command representatives prior to the release of the official results via NAVADMIN. Selectee profile sheets will be published by NETPDC within 30 days of both reserve and active selection board results being released via NAVADMIN.

Educational services officers who are registered users may access results through the Navy Enlisted Advancement System (NEAS) website <https://prod.neas.netc.navy.mil>. Individual candidates may view/download their profile sheet via a .mil domain computer at <https://prod.neas.netc.navy.mil/NEASrpts/Individual.aspx>.

#### 7. Special Selection Boards (SSB)

a. SSBs may be approved for candidates who have demonstrated they were precluded from consideration at the selection board or were considered at the selection board in the incorrect competitive category and the administrative error was beyond the candidates control and not the direct or indirect result of their error, delay, or omission. SSB requests are to be submitted per paragraph 102d of reference (a) to PERS-803 vice PERS-811/812.

b. All requests for SSBs must be received by PERS-803 no later than two years after the date the contested board results were made public. Requests received more than two years after the date the contested board results were made public will be treated as untimely and will normally be denied by Deputy

Chief of Naval Personnel. If a request is delayed past the two year requirement and justification can be provided for the delay (BCNR or Inspector General (IG) action), the request will be considered. However, it may ultimately be denied if the reason for the delay is due to late submission of the initial BCNR or IG request.

8. Additional information regarding this cycle will be posted at:

- a. AC boards: <http://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx>
- b. RC boards: <http://www.public.navy.mil/bupers-npc/boards/reserveenlisted/Pages/GeneralInformation.aspx>

9. Board members and recorders

a. AC commanders and senior lieutenant commanders are encouraged to contact their detailer if they are interested in serving as a member on the AC selection board.

b. FTS commanders and senior lieutenant commanders are encouraged to contact their detailers if they are interested in serving as a member on the RC selection board. SELRES commanders and lieutenant commanders are encouraged to contact Commander Navy Reserve Forces Command via their community leaders if they are interested in serving on the RC selection board.

c. AC and RC master chiefs are encouraged to apply to serve on the selection boards. There are no restrictions preventing AC members from serving on RC selection boards or RC members from serving on AC selection boards.

d. Senior chief petty officers and chief petty officers (to include frocked) may serve as recorders. In addition, senior chief petty officers may apply to be a member on either the RC or AC E7 board. Petty officers (E6 and below) may not serve on the boards in any capacity, no exceptions.

e. Officers shall complete the Officer Selection Board Member/Recorder Nomination form (NAVPERS 1400/5) found at <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

f. Enlisted applicants shall complete the Enlisted Selection Board Member/Recorder Application form (NAVPERS 1400/2) which can be found at <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>. The signed application must be endorsed by the members commanding officer and forwarded directly to their cognizant immediate superior in charge/type command (ISIC/TYCOM) command master chief (CMC). The ISIC/TYCOM CMC will forward endorsed applications to Mr. Donald Marshall via e-mail at [donald.p.marshall@navy.mil](mailto:donald.p.marshall@navy.mil) or will return the endorsed applications to the member so they can send it personally. In rare circumstances where the applicant does not have or is assigned to a joint command without a ISIC/TYCOM CMC, the application should be sent to Mr. Marshall by the commands senior enlisted leader (SEL), provided the SEL is not eligible for advancement on the board for which the applicant is submitting.

10. Points of Contact

a. NPC Customer Service Center: 866-U-ASK-NPC/866-827-5672 or via e-mail at [UASKNPC@NAVY.MIL](mailto:UASKNPC@NAVY.MIL)

- b. Selection board eligibility (PERS-802):
  - Ms. Elizabeth Vaughn (AC): [elizabeth.vaughn@navy.mil](mailto:elizabeth.vaughn@navy.mil)
  - Ms. Dorothy Harris (FTS/SELRES):  
[dorothy.harris@navy.mil](mailto:dorothy.harris@navy.mil)

c. NETPDC (N321): 850-473-6148/DSN 753 or via e-mail

sfly\_N321\_discrepanc(at)navy.mil.

11. This message will remain in effect until canceled or superseded.

12. Released by Vice Admiral R. P. Burke, N1.//

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