

# ENLISTED SELECTION BOARDS

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**Navy Personnel Command  
Enlisted Selection Boards (PERS-803)  
27 September 2021**





# Topics of Discussion

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



# Eligibility

- ➤ Eligibility questions?
  - BUPERSINST 1430.16 (Advancement Manual)
  - Cycle NAVADMIN
    - Two NAVADMINS for E7 – one for the exam, one for the board
  
- View your board eligibility profile sheet
  - “Sel Bd Eligible” means you made the FMS cut from the exam.
  - Candidates **MUST** 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 Board 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 (ESSBD preferred)**

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



# Available For Board Review

## Navy - Official Military Personnel File

[Return to BOL](#)

[Logout of BOL](#)

All record and document views are audited.

[Download OMPF](#)

Welcome

OMPF Documents

e-Submission Documents

Drag a column header and drop it here to group by that column

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>	NAVCRUIT	1133/52	ENLISTED GUARANTEES ANNEX	20087763	30	19961003
<input type="checkbox"/>	DD	2366	MGIB ACT 1984	20087765	30	19961003
<input type="checkbox"/>	DD	4	ENL REENL DOC	20087766	30	19961003
<input type="checkbox"/>	DD	1966	MIL PROC RCD	20087768	34	19961003
<input type="checkbox"/>	SF	86	QUESTIONNAIRE FOR NAT'L. SECURITY POSITI	20087769	34	19961003
<input type="checkbox"/>	DD	93	EMERG DATA RCD	20087770	39	19961003
<input type="checkbox"/>	SF	93	MED HIST RPT	20087771	43	19961003
<input type="checkbox"/>	SF	88	MED EXAM RPT	20087772	43	19961003
<input type="checkbox"/>	SGLV	8286	SGLI ELECT CERT	20087773	43	19961003
<input type="checkbox"/>	NAVCRUIT	1133/52	ENLISTED GUARANTEES ANNEX	48343915	30	19961003
<input type="checkbox"/>	DD	4	ENL REENL DOC	48343916	30	19961003
<input type="checkbox"/>	NAVPER	1070/613	ADMIN REMARKS	48343920	32	19971020
<input type="checkbox"/>	SGLV	8286	SGLI ELECT CERT	20388606	43	19971103
<input type="checkbox"/>	NAVPER	1070/602	EMERG DATA RCD DEP APP	23194166	39	19971103
<input type="checkbox"/>	NAVPER	1070/613	ADMIN REMARKS	48343921	32	19980916

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# Not Available For Board 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 by anyone other than 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

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## ➤ 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 **DODID #** on each page submitted

**\*\*\* Submission through ESSBD is the preferred method. It also provides the ability to see if your letter was accepted. \*\*\***



# Membership

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➤ **Membership demographics:**

**Source Rating**

**Gender**

**Community**

**Component**

**Number of eligibles**

**Race**

**Geographic Location**

**Special Qualifications**

**Prior Board Experience**

➤ **Divided into panels by rating for record review. For example:**

**Admin/Supply**

**Nuke/SPECWAR**

**Aviation**

**Surface Ops/Engineering**

**Submarine**

**Combat Systems/Info Warfare**





# Board Precept/Convening Orders

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- **Precept = general guidance for the entire board season**
- **Convening Order = specific guidance for that board**
- **Guidance from the Chief of Naval Personnel to the Board**
  - **Guidance on quota use and restrictions**
  - **Guidance on secrecy of board discussions**
  - **Membership and quotas**
  - **Fully qualified and best qualified considerations**
- **Read them each year, then ask yourself:**

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



# Board Precept/Convening Orders

NAVY

MyNAVY HR

[About MyNavy HR](#) | 
 [Career Management](#) | 
 [Support & Services](#) | 
 [References](#) | 
 [Media Center](#) | 
 [Contact Us](#)

[Career Management](#) > 
 [Boards](#) > 
 [Active Duty Enlisted](#) > 
 [CPO Selection Boards](#)

## Active Duty Chief Petty Officer Selection Boards

<b>ACTIVE DUTY ENLISTED</b>
GENERAL INFORMATION
CPO SELECTION BOARDS **
SCPO SELECTION BOARDS
MCPO SELECTION BOARDS
<b>ACTIVE DUTY OFFICER</b>
ADMINISTRATIVE
ENLISTED CONTINUATION
FLAG OFFICER
GENERAL BOARD INFORMATION
OFFICER CONTINUATION / SERB
RESERVE ENLISTED
RESERVE OFFICER
SCREEN BOARDS
SELECTION BOARD SUPPORT
SPECIAL BOARDS
SPOT PROMOTIONS

- FY22 CPO Selection Board
  - NAVADMIN: 050/21
  - [Precept](#)
  - [Convening Order / Quotas / Membership](#)
  - Selectees: NAVADMIN
- FY21 CPO Selection Board
  - NAVADMIN: 031/20
  - [Precept](#)
  - [Convening Order / Quotas / Membership](#)
  - Selectees: NAVADMIN 306/20
- FY20 CPO Selection Board
  - NAVADMIN: 040/19
  - [Precept](#)
  - [Convening Order/Quotas / Membership](#)
  - Selectees: NAVADMIN 174/19



# Enlisted Career Paths

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- **Outline a normal career path and some “best qualified” items for each rating.**
- **Prepared by ECMs with Fleet senior enlisted input**
- **Approved by Deputy Chief of Naval Personnel**
- **Posted on the NPC website.**
- **Read them each year and use them as a tool when making career decisions.**
- **Used in conjunction w/ Precept and Convening order to aid in selection of best and fully qualified candidates.**



# Enlisted Career Paths

The screenshot shows the MyNAVY HR website interface. At the top left is the MyNAVY HR logo. The main navigation bar includes: About MyNAVY HR, Career Management, Support & Services, References, Media Center, and Contact Us. A search icon is also present. Below the navigation bar, a dropdown menu is open for 'Career Management', listing various categories such as Boards, Detailing, Community Management, Career Counseling, Career Toolbox, Education, Language & Culture, Performance Evaluation, Personnel Conduct & Sep, Records Management, Reserve Personnel Mgmt, Retirement, Talent Management, and Transition. The 'Enlisted' category is expanded, showing sub-options: Administration, Aviation, Information Warfare, Medical, Nuclear, PACT, Seabees, Security, Selected Reserves, Special Operations, Special Warfare, Submarine, Supply, Surface CS OPS, and Surface Engineering. A banner below the navigation features a sunset over the ocean with the text 'Responsive & Ready' and 'You, the Sailor.' Below the banner is a row of images showing various sailors in uniform and in action. At the bottom left, the MyNAVY HR logo is repeated with the tagline '\*Serving Sailors 24/7\*'. The URL 'www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Administration/' is visible at the bottom.



# Enlisted Career Paths

The screenshot shows the MyNAVY HR website interface. At the top, there is a navigation bar with the MyNAVY HR logo and a search icon. Below the navigation bar, there is a breadcrumb trail: Career Management > Community Management > Enlisted > Administration > YN. The main heading is "YEOMAN (YN)". On the left side, there is a vertical list of career paths: LN, MC, MU, NC, NC-CRF, PS, and RP. The "YEOMAN (YN)" path is highlighted. To the right of the heading, there is a graphic of crossed cutlasses and four links: [YN COMMUNITY OVERVIEW](#), [YN FTS COMMUNITY OVERVIEW](#), [YN CAREER PATH](#), and [YN FTS CAREER PATH](#). Below the links, there is a "General Description" section, followed by a "What They Do" section with a list of duties.

**YEOMAN (YN)**

[YN COMMUNITY OVERVIEW](#)

[YN FTS COMMUNITY OVERVIEW](#)

[YN CAREER PATH](#)

[YN FTS CAREER PATH](#)

**General Description**

Yeoman perform administrative and clerical work. They receive visitors, answer telephone calls and sort incoming mail. They type, organize files and operate modern office equipment such as word processing computers and copying machines.

**What They Do**

The duties performed by YNs include:

- Preparing, typing and routing correspondence and reports
- Organizing and maintaining files
- Receiving office visits and handling telephone communications
- Operating personal computers, word processing, duplicating, audio-recording and other office machines
- Performing office personnel administration
- Maintaining records and official publications
- Performing administrative functions for legal proceedings



## **Precept – Adverse Info**

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**For those candidates who are recommended for selection and who have received disciplinary action, or whose OMPF contains matters relating to conduct or performance of duty, regardless of the date the 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

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- **Board is sworn in and convened**
- **Members receive board process in-briefs and training**
- **Members read convening order and precept**
- **Records randomly assigned within panels**
- **Rating Subject Matter Expert conducts rating brief per the Enlisted Career Path (ECP) for that rating**



# Board Process

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- **Members conduct initial independent review of each record**
- **All records are then brought to tank for individual briefing and voting. Records are then scattergrammed until selects and non-selects are determined**
- **A debrief is conducted on security of board deliberation & adjourn board**
- **Board President's call-out with DCNP**





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# Reviewing a Record

AS OF DATE: **05/21/13**

ACTIVE ENLISTED SUMMARY RECORD



NAME:				RATE:	<b>ITS1</b>	ENL DESG:	<b>SS</b>	SSN:		
BR/CL:	<b>11-USN</b>	PRIOR SVC:	<b>USNR</b>	SEX:	<b>M</b>	DOB:		AGE:	<b>35</b>	
RATE DATE		EDUCATION			NEC	DATE	NEC	DATE	NEC	DATE
PRESENT RATE / DATE: TIME IN RATE DATE: <b>070701</b>		YEARS: <b>14</b> CERT: <b>D-ASSOCIATE DEGREE</b>			1) <b>2780</b>	<b>1304</b>	6)		11)	
PREVIOUS RATE / DATE:		MAJOR:			2) <b>2779</b>	<b>1207</b>	7)		12)	
PROSPECTIVE RATE/DATE:					3) <b>2781</b>	<b>0811</b>	8)		13)	
					4) <b>9502</b>	<b>1001</b>	9)		14)	
					5)		10)		15)	
	UIC	ACTIVITY NAME	TYPE	FROM	TO	ACC	SEA/SHORE CODE	MOS		
2nd PAST	<b>66830</b>	<b>S NSTCP PH HI</b>	<b>STU</b>	<b>100104</b>	<b>100115</b>	<b>341</b>	<b>1-SHORE</b>		PEBD: <b>980911</b> ADSD: <b>980911</b> CED: <b>080919</b> EREN: SOFT EAOS: <b>151018</b> EDLN REAS: SCIND: <b>XFXXX</b> TOSS MOS: <b>100</b> SSED: <b>990914</b>	
1st PAST	<b>65369</b>	<b>PSBFOROPS COMP</b>	<b>STF</b>	<b>100115</b>	<b>120731</b>	<b>100</b>	<b>1-SHORE</b>	<b>31</b>		
CURRENT	<b>55542</b>	<b>SDR 5 DET TRITON</b>	<b>STF</b>	<b>120817</b>		<b>100</b>	<b>2-SEA</b>			
ADMIN	<b>55522</b>			PRD:	<b>1510</b>			<b>37</b>		
ULT ACTUAL				EDA:						
ULT PARENT				PRD:						
PERSONAL AWARDS NUMBER		NETPMSA DATA			REMARKS					
<b>NAV ACHV</b>		<b>02</b>		COMP RATE: COMP GROUP: SPEC GROUP: EARLY-CAND: STD SCORE: PERFORM MK: FINAL MULT: BRCL / TIC: TIR: <b>Yrs Mos</b> TIS: <b>Yrs Mos</b>			<b>FC-38</b>			



# Reviewing a Record

PERFORMANCE SUMMARY REPORT																					
NAME (LAST, FIRST MIDDLE)					DESIG/RATE ETC					SSN 000-00-0000					PAGE 3 OF 3						
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS					AVERAGE		PROMOTION REC					PHY READ	RPT TYPE
					NAME	PG	TITLE	1	2	3	4	5	IND	R/S	SP	PR	P	MP	EP		
E6	FLTCOMBAT DIR SYS	INSTR	950930 960115	04		O4	CO	0	0	7	0	0	3.00	14			X			P/WS	RG
E7	DD967 ELLIOT	LCPO	960116 960428	03		O5	CO	0	0	5	1	0	3.17	3			X			P/WS	RG
E7	DD967 ELLIOT	LCPO	960429 960831	04		O5	CO	0	0	0	2	4	4.66	3			X			P/WS	RG
E7	DD967 ELLIOT	LCPO	960901 970131	05		O5	CO	0	0	3	3	0	3.50	9			X			P/WS	SUPP
E7	DD967 ELLIOT	LCPO	970201 980131	12		O5	CO	0	0	3	4	0	3.57	19			X			P/WS	RG
E7	DD967 ELLIOT	LCPO	980201 980831	08		O5	CO	0	0	5	2	0	3.29	1			X			P/WS	CR
E7	FLTCOMBAT CEN	STUDENT	980901 981201	03		O6	CO	-	-	-	-	-	-	-			-			P/WS	RG



# Reviewing a Record

Field Code/Title	Doc/From ...	To Date
30 - Procurement, Enlistment/reEnlistment Data		
31 - Classification and Assignment		
32 - Administrative Remarks		
33 - Separation and Retirement		
34 - Miscellaneous Professional Service History		
35 - Enlisted Performance Data		
36 - Training and Education		
37 - Decorations, Medals, and Awards		
38 - Adverse Information		
Letter(s) to Board		



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B1 - 26

EMPRS



Selecting  
Tomorrow's Leaders

CLR	100 / Yes	CLR
75	50	25
	0 / No	

Navy Personnel Command  
EMPRS Selection Board System

EMPRS

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# Board Process

- **Once all records have been briefed and voted, a scattergram is displayed that shows a cumulative number of votes at each confidence level**
  
- **The floor is open for motions**
  - Tentatively select those applicants that are clearly at the top
  
  - Drop from further consideration those applicants that are clearly not competitive for further consideration
  
- **Those applicants who remain after those tentatively selected or dropped from further consideration are considered “crunch” records and are briefed and voted again**

**NOTE:** This is an overview of typical motions made by a board membership and is not meant to represent an actual tank voting session



# Sample Scattergram

0 Selects		0 Alternates		0 Fails		20 Non-Select		20 Total	
SelStat	Score	# Eligibles	Total #	Score	SelStat				
Non-Select	100	3	3	100	Non-Select				
Non-Select	95	3	6	95	Non-Select				
Non-Select	90	1	7	90	Non-Select				
Non-Select	85			85	Non-Select				
Non-Select	80	1	8	80	Non-Select				
Non-Select	75	2	10	75	Non-Select				
Non-Select	70	2	12	70	Non-Select				
Non-Select	65			65	Non-Select				
Non-Select	60	1	13	60	Non-Select				
Non-Select	55			55	Non-Select				
Non-Select	50			50	Non-Select				
Non-Select	45	1	14	45	Non-Select				
Non-Select	40	1	15	40	Non-Select				
Non-Select	35			35	Non-Select				
Non-Select	30	1	16	30	Non-Select				
Non-Select	25	1	17	25	Non-Select				
Non-Select	20			20	Non-Select				
Non-Select	15			15	Non-Select				
Non-Select	10	1	18	10	Non-Select				
Non-Select	5			5	Non-Select				
Non-Select	0	2	20	0	Non-Select				

To select 10





# Sample Scattergram

**Tentatively  
Select 90 and  
above**

7 Selects 0 Alternates 7 Fails 6 Non-Select 20 Total						
SelStat	Score	# Eligibles	Total #	Score	SelStat	
Select	100	3	3	100	Select	
Select	95	3	6	95	Select	
Select	90	1	7	90	Select	
Non-Select	85			85	Non-Select	
Non-Select	80	1	1	80	Non-Select	
Non-Select	75	2	3	75	Non-Select	
Non-Select	70	2	5	70	Non-Select	
Non-Select	65			65	Non-Select	
Non-Select	60	1	6	60	Non-Select	
Non-Select	55			55	Non-Select	
Non-Select	50			50	Non-Select	
Fail	45	1	1	45	Fail	
Fail	40	1	2	40	Fail	
Fail	35			35	Fail	
Fail	30	1	3	30	Fail	
Fail	25	1	4	25	Fail	
Fail	20			20	Fail	
Fail	15			15	Fail	
Fail	10	1	5	10	Fail	
Fail	5			5	Fail	
Fail	0	2	7	0	Fail	

**Drop From  
Further  
Consideration  
45 and below**

**Crunch 6  
to select 3**

**To select 10**



# Post Board Process

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- **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**



# Items Board Members Can't Discuss

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- Recommended selectees prior to results being made public
- Why a candidate was or was not selected
- Items they saw in a candidate's record
- Specific items briefed in the tank

**MAY NEVER DISCLOSE THE PROCEEDINGS AND DISCUSSIONS**



# Common Issues

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- **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.**



# FAQs/Myths

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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 items submitted from the candidate and only 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 My Navy Portal)



# FAQs/Myths

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- 6. 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.
- 7. I am mobilized which makes me eligible regardless of my HYT. FALSE**
- 8. Only adverse information contained in my OMPF can be considered by the board. TRUE,** unless submitted in the candidate's LTB.
- 9. How is PRIMS used in the selection board process?** It is not.
- 10. How is NSIPS ESR data used in the selection board process?** Only if contained in the OMPF or in the candidate's LTB.
- 11. Is security clearance information made available to selection boards?** No, except where documented in narrative of an eval or on a revocation Page 13.



# FAQs/Myths

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**12. A change in rating must be effective how long before the advancement board convenes to be considered in the new competitive group? One month**

**13. 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.

**14. Is it still necessary to submit an LTB even if my OMPF and PSR are up to date? No.** Candidates may 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.

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



# FAQs/Myths

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## **16. 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.





# ENLISTED SELECTION BOARDS

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***QUESTIONS ?***