

Surface Warfare Officer Record Management and Board Process





Agenda

- Administrative vs Statutory Board
- FITREP Fundamentals
- How to read your PSR
- How to read your OSR
- Record Management
- Selection Boards
- Impact to screening and not screening
- DH Board
- O-4 Board
- LTB/BOL Submissions



Administrative Boards

- These boards that are community specific, organized and facilitated by PERS-41.
- For the SWO community, these milestone boards are:
 - Surface Department Head Afloat
 - Commander Command Afloat
 - Major Command
- Eligibility is based on YG vice lineal number.
- Most recent performance at sea is primary driver for milestone selection.



Delayed or Special Look

- On administrative boards only, officers may request a delayed look or special additional look if they can demonstrate they have been uniquely disadvantaged compared to their YG peers.
- These requests are generally justified by atypical career timing (IGEP, flight attrite, OPS deferment, LIMDU, etc.)
- It is always within your rights to request a delayed or special look, however, the board will vote on whether or not to accept or reject your request. Special request results will not be known until board results are released.
- If you believe this applies to you, please reach out to your detailer.
- There is an example of both special request templates posted on the PERS-41 website.



Statutory Boards

- Required by law (statute).
- Board members comprise all of the unrestricted line designators of the Navy, not just SWOs.
- These are all promotion boards, O-4, O-5, O-6, etc.
- Eligibility is based on lineal number and NPC promulgated promotion zones (NAVADMINs).
- Having screened for community milestones and having successfully completed community milestones best position you to screen at statutory boards.



FITREP Fundamentals

BLK 1, 3, 4:

Verify or it won't make it into your record

BLK 14-15:

Continuity is crucial!
Make sure it starts the day after your last FITREP ended. There should be no overlap of dates.

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Grade/Rank LT		3. Reporting Senior (Last, FI MI) SENIOR, R R		4. Reporting Senior (Grade, Desig) CAPT 1110		5. Title COMMODORE		6. UIC 12345		7. Station DESRON 82		8. Promotion Status REGULAR		9. Date Reported 08APR06					
10. Occasion for Report Periodic <input checked="" type="checkbox"/> Detachment <input type="checkbox"/> Detachment of Reporting Senior <input type="checkbox"/> Special <input type="checkbox"/>		11. Period of Report From: 09FEB01 To: 10JAN31		12. Not Observed Report <input type="checkbox"/>		13. Type of Report Regular <input checked="" type="checkbox"/> Concurrent <input type="checkbox"/>		14. Physical Readiness PP		15. Billet Subcategory (if any) NA		16. Reporting Senior (Last, FI MI) SENIOR, R R		17. Grade CAPT		18. Desig 1110		19. Title COMMODORE		20. UIC 12345	
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. COMMNAV SURFLANT Letter of Commendation for outstanding response during Operation Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3																					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN OFFICER Administrative Officer-12. Responsible for all staff administrative personnel and PAO functions. Leads 4 officers and 6 enlisted personnel. COLL: Executive Steering Committee-7. Watch: Staff Watch Officer. PFA:09-1/09-2																					
30. Date Counselor 09JUL15										31. Counselor SMITH, J J				32. Signature of Individual COUNSELED							

Block 5. Duty Status.

Block 1. Must have a comma after the last name.

Blocks 6/7. Member's activity

Block 8. Regular, Frocked, Selected, or Spot.

Block 21. Usually NA but **MUST** have an entry.

Blocks 9, 14, and 15. YYYYMMDD format.

Block 26. Delegated Reporting Seniors use CO's UIC.

Block 29 (inside box). Up to 14 characters or spaces.

Block 29. Shore commands include job scope statement. Job scope statement is optional for operational billets.

Block 28. Large shore commands enter employment of member's DEPT/DIV, etc.

Blocks 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.



Key FITREP Points

BLK 40: Milestone Rec

Clearly state Officer's potential for next career milestone screening

A milestone recommendation must remain on the FITREP until you are in the role.

Examples:

- DEPT HEAD: Pre-DH until reporting onboard for 1DH

- CDR CMD AFLOAT: 1DH until reporting onboard as CO

-MAJ CMD AFLOAT: CO thru reporting onboard for Maj Cmd

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, OIC, CO, Major Command, War College, PG School.						CDR COMMAND AFLOAT		EARLY COMMAND	
41. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.									
<p style="text-align: center;">*** NUMBER 1 of 5 OUTSTANDING DEPARTMENT HEADS! ***</p> <p>READY TO SUCCEED IN COMMAND TODAY! _____ is the heartbeat of our combat readiness!</p> <ul style="list-style-type: none"> - OUTSTANDING SURFACE WARFARE LEADER. Unquestionable wardroom leader. An inspirational mentor and dedicated professional. It would be impossible to find a more positive influence for JO development fleet wide. Her drive, mission focus, and command presence are unparalleled - performance on par with two XOs! - MY NUMBER ONE WARFIGHTER. Hands down my best TAO and special evolution OOD! The one I trust to train and qualify my four newest DH TAOs. Developed a comprehensive Strike Group Air Defense Training Plan establishing innovative lines of effort to increase CSG integration - sets the standard for all warfare commanders to follow. Finalist for SURFOR SWO of the Year! - LEADS ENTIRE COMMAND TO SUCCESS! Led us to CNO/SECNAV Safety Awards, authored the Enlisted Women's Leadership Award Winner, and garnered "best CIC team on the waterfront in three years" during ATG Warfare Assessment. Everything she leads turns to gold! <p>The most accomplished Department Head I've worked with in two Command Tours!</p> <p style="text-align: center;">** FIRST LOOK SCREEN FOR COMMAND, DEEP SELECT FOR O4, MERIT RE-ORDER SHE IS THAT GOOD! **</p>									
Promotion Recommendation		NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address COMMANDING OFFICER	
42. INDIVIDUAL							X	[REDACTED]	
43. SUMMARY		X	0	0	0	1	1		
45. [REDACTED]						46. Signature of Individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. <input type="checkbox"/> I do not <input type="checkbox"/> [REDACTED]			
Member Trait Average:		5.0		Summary Group Average:		4.71			



Key FITREP Points

BLK 41: Comments on Performance

Clear, concise statements above and below narrative

Soft breakout (SBO): a written ranking of the member vs their peers

Examples:

- 1 of 5 DEPT HEADs
- 1 of 10 SQDN DHs
- 1 of 5 DHs across all designators

BLK 40 and BLK 41 should correlate. If you have a Command recommendation in BLK 40, it should be reflected in BLK 41

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45. [Redacted]					46. Signature of Individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. [] I do not []		
Member Trait Average: 5.0		Summary Group Average: 4.71		[Redacted]			



Key FITREP Points

BLK 41: Comments on Performance

Narrative should speak to what we value for Command at Sea

Specifically, proficiency in:

- Leadership
- Tactical watch standing
- Shiphandling

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Member Trait Average: 5.0		Summary Group Average: 4.71		[Redacted]			



Key FITREP Points

BLK 42/43/45: Trait Average

Clear, concise, and consistent message

Hard breakout (HBO): a promotion recommendation higher than that of your peers

3 lines of bearing:

BLK 40 - CDR CMD Afloat

Correlates to

BLK 41 - SBO language and Command at Sea recommendation

Correlates to

BLK 42-45 – HBO with numbers to match

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, OIC, CO, Major Command, War College, PG School.		CDR COMMAND AFLOAT	EARLY COMMAND				
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Member Trait Average: 5.0		Summary Group Average: 4.71					



Statutory Board Considerations

- Ensure promotion recommendations are included in block 41
- Screening status is not part of your record – need to tell the board what the Community has decided
- Lead FITREP bullets should read:
 - MAJOR COMMAND: **Screened Major Command**
 - CO-Afloat screened officers: **Screened Commander Command Afloat**
 - CO-SM screened officers: **Screened Commander Command**
 - XO-Afloat screened officers: **Screened for Executive Officer Afloat**
 - XO-SM screened officers: **Screened for Executive Officer**
 - DH screened officers: **Screened for Department Head**
 - DH screened officers w/contract: **Screened for Department Head/DH Contract Signed**

Document success at-sea to support promotion



Debrief Guidance

- Debrief/Midterm Counseling questions:
 - Am I on track to receive my milestone recommendation?
 - Why did/didn't I receive my milestone recommendation?
 - What is your RSCA?
 - What can I do to improve my performance?
 - What should I be working on next?



PSR

PERFORMANCE SUMMARY REPORT

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

DATE OF REPORT: 05-15-21

NAME(LAST, FIRST, MIDDLE)			DESIG/RATE		SSN		PAGE 1 OF 1														
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					PRT	RPT TYPE	
					NAME	PG TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP			
O1	DDG 61 RAMAGE	REPAIR OFFICER	052215 031116	10		05	CO	0	0	4	2	0	3.33 3.35	23 3.42	0	1	X 10	0	0	P	RG
O1	DDG 61 RAMAGE	REPAIR OFFICER	031216 053116	3		05	CO	0	0	3	3	0	3.50 3.41	10 3.47	0	0	X 9	0	0	N	RG
O1	DDG-61 RAMAGE	ACE	060116 052117	12		05	CO	0	0	3	4	0	3.57 3.53	21 3.45	0	0	X 5	0	0	PP	RG
O2	DDG 61 RAMAGE	ACE	052217 083017	3		05	CO	0	0	2	4	1	3.86 3.52	24 3.73	0	0	X 6	0	0	N	RG
O2	DDG 61 RAMAGE	ACE	083117 021718	6		05	CO	0	0	0	7	0	4.00 4.00	11 3.72	0	0	X 1	0	0	P	RG
O2	DDG 90 CHAFEE	NAVIGATOR	021818 121418	10		05	CO	0	0	2	2	3	4.14 3.80	22 3.76	0	0	X 8	0	0	NP	RG
O3	DDG 90 CHAFEE	NAVIGATOR	121518 013120	14		05	CO	0	0	1	3	3	4.29 3.95	17 3.73	1	0	2 4	X 2	2	BP	RG
O3	DDG 90 CHAFEE	NAVIGATOR	020120 042420	3		05	CO	0	0	0	4	3	4.43 4.19	28 3.91	0	1	3 3	X 3	2	N	RG
O3	DDG-90 CHAFEE	NAVIGATOR	042520 071220	3		05	CO	0	0	0	2	5	4.71 4.71	11 3.22	0	0	0 0	0 0	X 1	N	RG

Easy place to check continuity

TA vs RSCA: the most important numbers

The RSCA can take a while to update in your record so be patient

Looking for progression



OSR

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE			NAVPERS 1070/123 (REV 3-2009)		OFFICER SUMMARY RECORD		
NAME			YG 15		DATE PROC: 210515		
[REDACTED]			[REDACTED]		[REDACTED]		
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
[REDACTED]	[REDACTED]	1110	[REDACTED]	27	[REDACTED]	[REDACTED]	
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
				190601	170522	150618	
PRESENT DUTY STATION				PRESENT BILLET			
CNAVPERS.COM MIL I				PERS DIST OFF/			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR/MINOR	LANG. PROF.	SUB-SPEC			
UCLA	15 BACH/1 PR				COURSE: CMD LEADERSHIP		
UCLA	15 BACH/1 PR	SCIENCES			DATE/WEEKS: 2101 02		
					COURSE: MIL JUS NON LA		
					DATE/WEEKS: 1804 03		
					COURSE: DIVO LDRSHP		
					DATE/WEEKS: 1510 01		
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
150618					SELECTED FOR LT COMMAND		
PERSONAL DECORATIONS							
NAV ACHV 02							
SPECIAL QUALIFICATIONS							
1	PERS DIST OFF	7	EOWGASTURB	13	19		
2	SHP NAVIG GEN	8	OOD FLEET 03	14	20		
3	STU	9		15	21		
4	SURF WAR 03	10		16	22		
5	QUAL SURF CDR	11		17	23		
6	NAV EXP	12		18	24		

Verify this is correct/PG has been added

Ensure your awards have made it into your record

Are your qualifications all listed?



Record Management

- OMPF Review
 - LOEs, Promotion Paperwork, Official Photo, etc.
- Anytime you receive a new piece of admin, ensure it populates in your record.
- Permanent updates take time to process.
- Always keep your record board ready!



Selection / Screening Boards





Board Process

- Board members are sworn in and board convenes
- Members receive board process in-briefs and training
- Members read precept and convening order
- Members conduct initial independent review of each assigned record
- Reviewed records are then brought to the tank for individual briefing and voting.
- Record voting scores get displayed on a scattergram to determine selects and non-selects.
- Conduct debrief on security of board deliberation and adjourn the board.
- Board President's call-out with DCNP.



How Your Record is Briefed

Officer Summary Record (OSR)

Performance Summary Report (PSR)

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

NAVY PERSONNEL OFFICER SUMMARY RECORD

NAME: [REDACTED] YG 00 DATE PROC: 140308

SSN: [REDACTED] GRADE: LT

PRESENT DUTY STATION: SOURCE SCHOOL

PRESENT DUTY DESIGNATION: MECH ENG NAV ARCH

PERSONAL RECORDATIONS:

- NAV COM 03
- NAV ACHV 03

SPECIAL DESIGNATIONS:

- DOONGASTURD
- SMS AEGIS 03
- OOD FLEET 03
- NTDS TAG 03
- SPWC PARSEI 03

PERFORMANCE SUMMARY REPORT

PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR NAME	PG	TITLE	TRAIT 1	TRAIT 2	TRAIT 3	TRAIT 4	TRAIT 5	AVERAGES IND SUM	R/S CUM	PROMOTION REC SP	PR	P	MP	EP	PRT	RPT TYPE		
01	SOURCE SCHOOL	RAIL INS TR	052400-062600	1	[REDACTED]	06	CO						0.00	0							P/MS	SG	
01	SOURCE SCHOOL	RAIL INS TR	062700-083000	2	[REDACTED]	06	CO						0.00	0.00							P/MS	SG	
01	SWOS NEWPORT RI	STUDENT	083100-031601	7	[REDACTED]	06	DIRECTOR						0.00	0.00							P/MS	SG	
01	USS SHIP	ASWO	031601-101802	14	[REDACTED]	05	CO	4.43	4.02				4.71	4.05				X	4	0	0	P/MS	SG
02	USS SHIP	ASWO	052402-101802	5	[REDACTED]	05	CO	4.71	4.05				4.43	4.05				X	1	0	0	P/MS	SG
02	USS NEXT SHIP	NAVIGATOR	101902-020703	4	[REDACTED]	05	CO	4.43	4.20				4.43	4.20				X	7	0	0	P/MS	SG
02	USS NEXT SHIP	NAVIGATOR	020803-020304	15	[REDACTED]	05	CO	4.00	3.90				4.00	3.90	1	0		X	4	0	0	P/MS	SG CO
03	NAVPGSCHOOL MON TERRY	STUDENT	050404-013105	9	[REDACTED]	06	DEAN OF STD	0.00	0.00				0.00	0.00							P/MS	SG	
03	NAVPGSCHOOL MON TERRY	STUDENT	020105-013106	12	[REDACTED]	04	DEPUTY D RAN	0.00	0.00				0.00	0.00							P/MS	SG	
03	NAVPGSCHOOL MON TERRY	STUDENT	020106-121506	11	[REDACTED]	05	DEAN OF STD	0.00	0.00				0.00	0.00							P/MS	SG	
03	SWOSCOLCOM	STUDENT	121606-090707	9	[REDACTED]	05	DTR MAR NAJ	0.00	0.00				0.00	0.00							P/MS	SG	
03	USS 3RD SHIP	CHENG	090807-013108	5	[REDACTED]	06	CO	5.00	4.89				5.00	4.89				X	1	0	0	P/MS	SG CO
03	USS 3RD SHIP	CHENG	020108-062608	6	[REDACTED]	06	CO	5.00	4.90				5.00	4.90				X	2	1	0	P/MS	SG
04	USS 4th SHIP	CHEN	020109-043010	9	[REDACTED]	06	CO	4.43	4.66				4.43	4.66				X	1	0	0	P/MS	SG
04	USS 4th SHIP	CHEN G	043010-102110	9	[REDACTED]	06	CO	4.71	4.71				4.71	4.71				X	0	0	1	P/MS	SG
04	PD1 SHORE	FLAG AID	050110-102110	6	[REDACTED]	08	COMMANDER	5.00	4.87				5.00	4.87				X	3	2	2	P	SG
04	PD1 SHORE	FLAG AID	110110-040811	5	[REDACTED]	08	COMMANDER	5.00	4.88				5.00	4.88				X	1	0	0	P	SG
04	PD2 SHORE	AO	040911-102111	7	[REDACTED]	06	DIRECTOR	4.33	4.65				4.33	4.65				X	7	6	3	PP	SG MC
04	PD2 SHORE	AO	110111-102112	12	[REDACTED]	06	DIRECTOR	4.82	4.74				4.82	4.74				X	7	5	3	PP	SG MC

Wicked Smaah!t

- Tale of 2 CO's
1) HBO in 1st tour, then...
2) ?? 2nd CO

- SWO Heavy-lift jobs post-DH

Fully Qual'd

"Think of Halsey, Nimitz, and Spruance embodied in one SWO LT... Flag potential" -CO

"...potential is limitless" -CO VERY vanilla.

"Tactical excellence"

JO Shiphandler of Year

04

Official photos are required

"...Only limited by FR system to a P. My BEST DH, even as a JG" - CO



Scattergram 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 applicants
 - Drop applicants from further consideration
 - Those applicants who remain after those tentatively selected or dropped from further consideration are considered “crunch” records and are marked up, briefed by a new board member and voted on again by the board



Example 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



Example 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



FY 20-21 DH Selection Board

FY-20

- 1st Look (YG 16)
 - 60% selection (474/787)
- 2nd Look (YG 15)
 - 51% selection (173/337)
- 3rd Look (YG 14)
 - 52% selection (74/142)

FY-21

- 1st Look (YG 17)
 - 66% selection (475/717)
- 2nd Look (YG 16)
 - 59% selection (124/210)
- 3rd Look (YG 15)
 - 46% selection (36/78)

- Superior performance at sea was primary selection factor.
- Ship/Platform/Command, ship employment and billet assignment not factored.
- Advanced qualifications and above RSCA ranking was favorably viewed.
- No SWO = No Selection
- Board did not have a “Zero Defect” mentality.

Continuing to be the **most selective** DH Board process in a generation

****FY-22 DH Screening Board Convenes 19 July 2021****



FY-21 O-4 Selection Board

All Navy:

Total -	1051 of 1169 for 89.91%
In-Zone -	986 of 1169 for 84.35%
FY-20	1117 of 1266 for 88.23%
FY-19	894 of 1118 for 79.96%
FY-18	901 of 1126 for 80.02%

SWO

Category	Eligible	Selected	%
Above Zone	31	4	12.90%
In Zone	288	263	91.32%
Below Zone	426	4	0.94%

FY-21	271 of 288 for 94.10%
FY-20	358 of 378 for 94.71%
FY-19	277 of 296 for 93.58%
FY-18	237 of 272 for 87.13%
FY-17	224 of 246 for 91.06%
FY-16	250 of 273 for 91.58%

FY-21 Demographics

Category	Eligible	Selected	%
Male	229	214	93.45%
Female	59	57	96.61%
Nuke	25	23	92.00%
White	209	198	94.74%
Afr. American	29	26	89.66%
Am Ind/AK Native	3	1	33.33%
Asian	19	19	100%
Muliti	18	18	100%
Native HI/Pac Islander	1	1	100%
Hispanic	30	24	80.00%
Decline to Respond	9	8	88.89%
Prior Enlisted	82	79	96.34%

Graduate Education – 60% selection

JPME – 35% selection

EOOW – 85% selection



Screening Impact

- What if I don't screen for DH?
 - Until you screen for DH, you will remain on your ship.
 - If you fail to screen three times, you go in front of a POCR Board.
- Impact to DHRB eligibility
 - 1st look screen – \$105,000 max bonus
 - 2nd look screen – \$95,000 max bonus
 - 3rd look screen – \$75,000 max bonus
- Impact to slating
 - Screening DH and signing DHRB entitles you to Executive Slating and DHRB exclusive opportunities (Talent Management).



Executive Slating

- What is Executive Slating?
 - A process that rewards early commitment to the SWO community through a signed Department Head Retention Bonus (DHRB) contract prior to slating to shore.
- How does it work?
 - Once the slate rank is calculated on a shore slate, all DHRB signers are moved to the top of the ranking.
 - DHRB signers still compete with each other for their desired billets, but will always rank above non-signers regardless of FITREPs and qualifications.
- Many of the highly desirable locations and billets on a shore slate are filled with executive slaters – it pays to commit early!



Talent Management

- What is Talent Management?
 - A board, outside of the normal slating process, for awarding the most sought after special programs available to post-division officer SWOs.
- What programs does it offer?
 - Funded, In residence or distance Graduate Education through:
 - Fleet Scholars Education Program (FSEP)
 - Graduate Education Vouchers (GEV)
 - Naval Post Graduate School (NPS)
 - USNA Graduate Education + Teaching (GE+T)
 - Low Residency Graduate Education Program (LGEP)
 - Foreign Navy Professional Exchange Program (PEP) tours
 - NROTC Instructor and USNA Company Officer billets



Talent Management

- When does it take place?
 - Once per year, in the summer based on the Department Head Screening Board dates.
 - You cannot be under orders to apply (except GEV), so deferring a normal shore slate may be required. Discuss timing with your detailer.
- When should I apply?
 - The summer before your PRD from your 2nd DIVO tour.
 - Most programs are Fiscal Year (FY) Based, talk to your detailer about timing.
- Is signing DHRB required?
 - Not to apply! Applying is risk free, but a signed contract is required to accept any program offered from the board.
 - Typically a DHRB contract is required within seven days of program notification.



De-Screening

- Screening DH is not an excuse to stop performing, the following items CAN result in de-screening DH from the board:
 1. Loss of DH recommendation.
 2. Decline in performance as defined in the 1610.10(Series):
 - Receiving lower grades on two or more performance traits in the same pay grade by the same reporting senior in subsequent reports.
 - A decline in promotion recommendation (Ex: EP to P). A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report.
 3. Air Gap in promotion recommendations (i.e. 1 of 1 “P” at the O3 level)
 4. PFA failures.
 5. Performance or conduct issues that result in a PERS-8 flag (in progress), NJP, or FC-17 (adverse paperwork in OMPF)

Every year there are officers (some under RJCSRB/DHRB contract) de-screen for declining performance.



Record Updates

- To update your record, please see the Officer Record Management Guide on the NPC website.
- PERS-41 does not have the ability to update your record, aside from non-Joint AQDs.
- We do not have access to update FITREPS, awards, academic degrees, or PFA scores.
- The Officer Record Management Guide provides the correct POCs.



LTB/BOL Submissions

- A letter to the board (LTB) is written communication to the Board President to ask their attention and consider for a matter or document that you consider important.
- The written communication must be in accordance with MILPERSMAN 1420-010 and may include, as enclosures, correspondence from any individual concerning the eligible officer.
- LTBs are typically used to correct missing or recent FITREPs, recent EOT awards, or letters of recommendations from previous COs or Flag Officers.
- Only eligible officers may communicate with a selection board.



LTB/BOL Submissions

- NAVADMIN 304/18 delineates that all board correspondence is due 2359CST on the 10th day before the board convenes. This policy affects both administrative and statutory boards.
- LTB Guidance:
 - Classified correspondence will not be accepted.
 - Please ensure that your correspondence is encrypted since all submissions must include your full SSN.
 - Your permanent record is NOT updated with LTBs.
 - Please CC your detailer on any LTB that is sent to CSCSELBOARD.
 - Ensure your letter is addressed and submitted to the correct board.



LTB/BOL Encryption Guidance

- The CSCSELBOARD@navy.mil mailbox account is capable of receiving ENCRYPTED correspondence in accordance with DoD policy.
- If you are sending your board package from a non- NMCI network (BUMED.mil, EU.NAVY.mil, etc.), please visit <https://dod411.gds.disa.mil> to download the required mailbox certificate.
- To download the "Cert" (please note, you MUST be using MS Outlook with a CAC reader, including ActivClient software and have Internet Explorer or Netscape 7.X)
 - Go to <https://dod411.gds.disa.mil>, type CSCSELBOARD(AT)navy.mil in the "E-Mail address" field
 - Click "Search"
 - Click the "BUPERS" link under "Last Name"
 - Click on the link "Download Certificate(s) as vCard"
 - Click "Software Certificate for CSCSELBOARD(AT)navy.mil"
 - Click the "Open" button for the "File Download" pop-up. The certificate will then open.
 - Click "Save and Close." The certificate is then saved to the profile and can be used to send your encrypted e-mail.



How do I know if my LTB was received?

- You should receive a notification e-mail that your LTB was submitted and processed via BOL.
- If not, you can verify these three ways:
 1. NPC Website:
https://npcccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html
 2. My Navy Career Center:
(833) 330-6622 or cscselboard@navy.mil
 3. Email ASKMNCC@navy.mil

Detailers do not have any BOL access for your record and do not receive notification that you've submitted a LTB unless you tell us.

Please contact the My Navy Career Center to check on your LTB status.



Officer Photograph

- Photographs are required to be scanned in color.
- Digital photo submissions via My Navy Portal is the preferred method. <https://my.navy.mil/index.html>
- Please log on to My Navy Portal and follow the step-by-step instructions under the "My Record" tab.
- To verify a current color photograph has been entered into the permanent record, log into your OMPF via BOL.



Closing Remarks

- Admin and statutory boards have different selection priorities:
 - Admin (superior performance at sea, advanced qualifications)
 - Statutory (due course, screened for community milestones)
- Only you (and boards) have full access to your record, it is YOUR responsibility to keep your record board ready at all times.
- Detailers are only able to update non-Joint AQDs in your record (OOD, EOOW, SWO, TAO, etc.) Please send designation letters to your Detailer when you receive them so they can get added to your record.
- Please use the resources available on My Navy Portal and MyNavyHR while doing your own personal record reviews.



Quick Reference

- Reviewing your OSR/PSR/FITREPs/OMPF:
 - <https://www.bol.navy.mil/>
- Talent Management, Community Brief, and Detailer Contact Info:
 - <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/>
- Record Management Brief:
 - <https://www.mynavyhr.navy.mil/Portals/55/Career/Detailing/Officer/EOD/Officer%20Record%20Management%20Brief.pdf?ver=XhXkwOOt8ClSOgE9I6J19Q%3D%3D>
- NPC Website for LTB Submission:
 - https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html
- Officer Photo Submission:
 - <https://my.navy.mil/index.html>