

Guidance for the FY-18 Surface Major Command Screening Board

General Guidance

The Surface Major Command Screening Board will convene 31 October-4 November 2016 and select officers for Surface Warfare (111X), Explosive Ordnance Disposal (114X), Special Warfare (113X), and Limited Duty Officers (LDO) (61XX/641X/648X/649X) Major Command Afloat, Major Command Ashore, and Major Acquisition Program Manager.

Eligibility:

Surface Warfare

1. Previous screening for Commander Command by administrative selection board
2. Date of rank of Commander Promotion (eligible PYGs as follows)
 - 1st Look (PYG 11): Date-of-rank to Commander between 10/01/10 and 9/30/11
 - 2nd Look (PYG 10): Date-of-rank to Commander between 10/01/09 and 9/30/10
 - 3rd Look (PYG 09): Date-of-rank to Commander between 10/01/08 and 9/30/09

Acquisition Professional (AP)

1. Previous screening for Commander Command by administrative selection board
2. Submitting a request to NPC PERS-41 for inclusion in the AC Major Command screening group or have been designated as an Acquisition Member at a previous AC selection board
3. Rank criteria consistent with community requirements

EOD / Special Warfare / LDO

1. Previous screening for Commander Command by administrative selection board
2. Selection for promotion to the rank of Captain (eligible PYGs as follows)
 - 1st Look (PYG 17): Date-of-rank to Captain between 10/01/16 and 9/1/17
 - 2nd Look (PYG 16): Date-of-rank to Captain between 10/01/15 and 9/1/16
 - 3rd Look (PYG 15): Date-of-rank to Captain between 10/01/14 and 9/1/15

Bank Review

All Major Command screened officers who are not serving in a Major Command assignment by 31 October 2016 (i.e. Bank Officers) will have their records reviewed. An officer who is slated to Major Command, but who will not have reported on board (or Fleeted Up to a Commander or Commanding Officer position) by 31 October 2016 is considered a "Bank Officer" for this purpose.

Sequential Command

Surface Warfare and EOD Officers presently serving in Major Command and those who have served in Major Command within the last 12 months (who have not previously screened for Sequential Command) will have their records screened for potential assignment to Sequential Command.

Personal Record Review

Whether you are an eligible or bank officer, please review your record for completeness. Your record should contain all fitness reports, awards, transcripts, and qualifications. Fitness report gaps of greater than 90 days should be rectified prior to the board. Use BUPERS Online (<https://www.bol.navy.mil/>) to view your record under the Official Military Personnel File (OMPF) – My Record link, review/update your OSR/PSR, and/or order a copy of your record on CD.

When you review your record, please pay particular attention to:

- Missing FITREP(s)
- Missing award(s)
- Missing transcript(s)

* For questions or concerns about a FITREP, please feel free to send an email to the PERS-311 help desk at UASKNPC@navy.mil or contact them at one of the following numbers: Commercial: (901) 874-4881/4882/3313 DSN: 882-4881/4882/3313

** You can verify what awards you have in NDAWS by going to the NDAWS Public website at <https://awards.navy.mil>. For questions regarding updating awards in your record, please use the NDAWS Frequently Asked Questions (FAQs) page. This page defines a number of scenarios and the respective procedures for updating your record accordingly. Click on the question that best fits your situation and directions will be provided on how and who to contact to update your record

*** Official Transcripts (diploma/certificates will not be accepted) must be submitted in envelopes sealed by the University to:

Navy Personnel Command

PERS-45E

5720 Integrity Drive

Millington, TN 38055-4500

You can use the amplifying information provided in the Career Info tab on the NPC website (<http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx>) to permanently update your Official Military Record. While this will update your Official Military Record, we recommend that you send a copy to the SWO_MAJCOM_BOARD.fct@navy.mil address for the upcoming board. This will ensure the information is available for the board.

Correspondence to PERS-41 Board Support and POCs

If you need to forward any administrative items missing from your record to us (FITREPs, awards, etc), please make every attempt to remove all digits of your social security number before submission. **E-mail (SWO_MAJCOM_BOARD.fct@navy.mil) is the preferred transmission method**, but a mailing address is provided below. Any and all correspondence to the board must be submitted as a signed letter from YOU, to the President of the Board. If submitting multiple items of correspondence or documents (ie, letter, missing FITREP, award, etc), the letter from you to the President will list the additional documents as enclosures. A sample is provided below. Please contact me or LCDR DonAnn Gilmore, copied above, if you have any questions.

Our mailing address for board correspondence is:

Navy Personnel Command
Pers-41
Attn: FY-16 Surface Major Command Screening Board
5720 Integrity Drive
Millington, TN 38055-4100

For FEDEX or overnight delivery:

FY-16 Surface Major Command Screening Board
Navy Personnel Command
Attn: CDR Ed Sundberg(PERS-41A)
Whitten Building 791
5750 Commitment Loop
Millington, TN 38055-4120

***Please notify us via email or phone if you are sending in correspondence via mail.**

****Please submit all questions concerning the FY 18 Surface Major Command Screening Board to SWO_MAJCOM_BOARD.fct@navy.mil.**

Special Look Requests:

Officers who are out of looks but feel they were somehow disadvantaged and/or unfairly considered during one of their three previous looks may request a 4th 'Special' Look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. Special Look requests for the FY-18 Major Command Board must be received by PERS-41 NLT Monday, 24 October 2016 to be considered by the Board.

Special Look Request Sample Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator

To: President, FY-16 Surface Major Command Screening Board

Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY-16 SURFACE MAJOR COMMAND
SCREENING BOARD

Encl: (1) List any supporting enclosures or letters of recommendation.

1. I respectfully request consideration for Major Command Screening during the FY-16 Surface Major Command Screening Board. Enclosure (1) is provided in support of my request.

2. I was disadvantaged during my previous looks due to/by ... or my record was unfairly considered during the normal screening process due to/as a result of ...

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JOHN P. JONES

Sample Cover Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator

To: President, FY-16 Surface Major Command Screening Board

Subj: INFORMATION FOR CONSIDERATION BY THE FY-16 SURFACE MAJOR COMMAND SCREENING BOARD

Encl: (1) Commander, LASTSTRIKEGROUP Letter of Recommendation
(2) Award dated XX YYYY ZZ.

1. Enclosure (1) and (2) are forwarded for consideration by the FY-16 Surface Major Command Screening Board.

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JOHN P. JONES

Letter of Recommendation to the Board

Date

From: Commander, LASTSTRIKEGROUP

To: President, FY-16 Surface Major Command Screening Board

Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones