



# OFFICER PROMOTIONS

**CAPT Voresa Booker**  
**July 2010**



## Scope & Purpose

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- Scope:
  - Statutory boards only
  - Restricted Line focus
  - Active duty and reserve
- Purpose
  - “How does the board process work?”
  - Process clarity
  - Perspectives and expectations
  - Record management



# Overview

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- Promotion planning basics
- Board process
  - Preparation & scrub
  - Precept & membership
  - Execution & continuation
- Post-Board
  - Callout & Nomination process
- Promotions
- Record Management
- Lessons Learned



# Officer Promotion Plan

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- Completed by Promotion Planners in Washington (N-13) with input from community managers
  - Based on DOPMA limits, vacancies, requirements
  - 5-year plan used to estimate end strength requirements and promotion opportunities
  - Only current year is fixed – out years subject to change as needed to manage end strength
- Basis for Zone ALNAV (December, 30 dys prior)
- % to Select by Pay Grade and COMPCAT
  - (URL, EDO, HR, DC, MSC, SC, CHC, etc)



## Promotion Zone

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- Goal (The Law) - provide relatively similar opportunity over a five year period
- Promotion Zone is the size of the population considered to fill projected requirement
  - Composition of the zone is determined by lineal seniority
- Promotion Zone size is a function of opportunity
  - If numbers to promote are constant, then
  - Greater opportunity = smaller zone & (vice versa)



## Promotion Opportunity

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- Opportunity: “Chance” of selection (determines zone size)
- Max number of selects
  - (Promotion opportunity) X (In Zone)
  - Includes officers selected from AZ, IZ, and BZ
  - Max Below Zone Legal Limit: 15% / Navy Policy 10%
  - Above Zone: No limit
- Flow Point: Average years of service when an officer is promoted (paid) to the next grade.

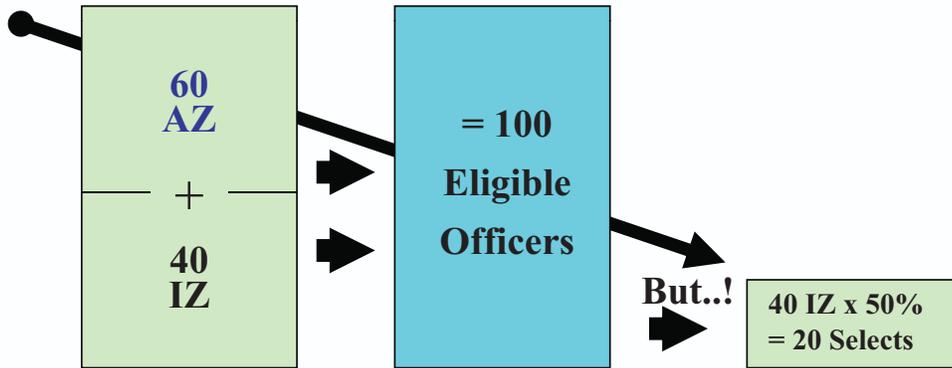


# Promotion Opportunity



## Eligible by Zone

## Total Eligible



# DoD Parameters (FY10)



Promotion Opportunity		Flow Point
50 +/- 10%	CAPT (O-6)	21-23 yrs
70 +/- 10%	CDR (O-5)	15-17 yrs
80 +/- 10%	LCDR (O-4)	9-11 yrs
AFQ	LT (O-3)	4 yrs
AFQ	LTJG (O-2)	2 yrs
	ENS (O-1)	



# Board Preparation



- 2 mo & 3 wk Eligibility Files
  - Verify senior/junior IZ, AZNPC, etc.
  - Loaded into OEBS
- Board Correspondence (LTBs)
- Stamp requests
  - ACQ Stamps
  - Joint Stamps
  - FC-17 adjudication
  - Zone stamps (AZ, IZ, BZ)
  - SECNAV RETIRE / RESIG



# Competitive Categories (Line)



- 11xx	Unrestricted Line
- 120x	Human Resources
- 123x	Permanent Military Professor
- 14xx	Engineering Duty Officer
- 151x	Aviation Engineering Duty Officer (Engineering)
- 152x	Aviation Engineering Duty Officer (Maintenance)
- 160x	Information Professional
- 161x	Information Warfare
- 163x	Intelligence
- 165x	Public Affairs
- 17xx	Foreign Area
- 180x	Oceanography
- 6xxx	Limited Duty Officer (Line)



## Recorders & Assistants

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- Administrative Record scrub - *not permanent*
  - Verify 5-yr FITREP continuity (error reports)
  - Personal awards NAM or higher
  - Education
  - Current photo
  - AQD: JPME 1&2 ***only***
- Letters to Board (LTB) & Correspondence
  - FITREPs, awards, degrees, # of pages, etc.
  - “Don’t pick me” letters, 3<sup>rd</sup> party correspondence
- Stamp management
- FC-17 Adjudication



## Precept Letter

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- Membership, date, and location
- Selection standard
- Authorized percentage to select
- Show Cause determination
- General procedural guidance
- Skills guidance
- Equal opportunity
- Board reports
- Oaths



## Appendix B Skills Guidance

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- Best and fully qualified to meet the needs of the Navy.
  - Proven excellence in operational environments
  - Performance in command (if applicable)
  - Demonstrated leadership, skill, etc.
- Graduate education / specialty training
- Navy desired skills / competencies
- Community desired skill / competencies



## Typical Board Flow

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- Members report
  - Diverse membership: different communities, backgrounds, duty stations, etc.
  - 3 RL (salt miners), 6 URL (core)
  - 2 surface, 2 submarine, 2 aviation
  - Joint, ACQ, minority, female, reserve
- Review precept
- SECNAV brief, convene (take oaths)
- Split into specific boards (COMPCAT)



# Full Record Review & Brief (AZ/IZ only)



- Random distribution to ensure impartiality
  - First Review - Random
  - Second Review - by same designator, if first review was not
- Member reviews entire record and annotates key points on OSR/PSR
- Member grades record
- Community brief in tank, prior to first vote session
- Reviewing member briefs record in tank
- Repeat until all AZ & IZ records voted



# Grading / Voting Criteria



- 100** or “**A**” ..... **Absolutely Select**
- 75** or “**B**” ..... **Probably Select**
- 50** or “**C**” ..... **Maybe**
- 25** or “**D**” ..... **Probably Not**
- 0** or “**No**” ..... **Do Not Select**

**A Yes/No Vote is voted as either 100 or 0**

**Note: Plus or minus may be used for emphasis.**



# OSR/PSR Cover Page Markings



24:B 38:B++

ACTIVE OFFICER SUMMARY RECORD

JONES JOHN PAUL YG: 88 DATE PROC: 032006 SEQ.NUM: 0027

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
	1630		660625	39			
PROM HISTORY:	CAPT	CDR	LCDR	LT	LTJG	ENS	WARRANT
DATE OF RANK:	030901		971101	920601	900525	880525	
PRESENT DUTY STATION				PRESENT BILLET			
COMLAN/FLT				OP INTEL GEN/R			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF	SUB-SPEC	COURSE : NWC OFFCAMP SE SURFACE WF		
J MIL INTL	03 MASTER	N INTELL STR INTE	GM12 2		DATE/WEEKS : 9506 37 OFF		
J MIL INTL	POSTGRAD	N INTELL STR INT	FR22 2		8810 15		
USNA	88 BACH/1 PR	HISTORY			COURSE : NTDS DATA UTIL		
					DATE/WEEKS : 9105 03		
					COURSE : CIC		
					DATE/WEEKS : 9104 06		
ACTIVE DUTY BASE DATE	PREV. MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
880525							
PERSONAL DECORATIONS							
JCS	JSO	1. DEF MER SVC 01	5.				
		2. NAV COM 02	6.				
		3. NAV ACHV 06	7.				
		4.	8.				
SPECIAL QUALIFICATIONS							
1. SURF WAR		7.					
2. JSO		8.					
3. JOINT TOUR		9.					
4. JPME PHASE2		10.					
5. JPME PHASE1		11.					
6. OOD FLEET		12.					

JOINT DUTY HST - JOINT  
SELECTED FOR SWO DEPT HD CRSE  
SURFACE CAMP  
SCREENED FOR SWO DEPARTMENT HEAD COURSE  
SCREENED FOR SWO DEPARTMENT HEAD COURSE

Summary Report OSR Active PSR Detail 1

AS OF DATE 05 01 06

NAME [REDACTED] DESIGRATE 2100

PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVG		PROMOTION REC										
					NAME	PG	TITLE	1	2	3	4	5	SUM	CUM	SP	PR	P	MP	EP	PRT	RPT			
05	AVHOSP GU	DEPT HE	95 11 01	7	HAGAN J M	06	CO	0	0	1	3	2	4.17	14					X					
		AD	96 06 06										4.40	4.48	0	0	4	1	2					
05	AVHOSP GU	DEPT HE	96 06 07	3	WHEEL								--	--	--	--	--	--						
		AD	96 08 31																					
05	AVHOSP GU	DEPT HE	96 09 01	13				0	0	2	4		4.67	7										X
		AD	97 10 14										4.33	4.43	0									
	AVHOSP BR	PRICARE	97 10 16	11	PARKER G	06	CO	0	0	3	3	0	3.50	47										
		N	98 08 31										4.24	4.3	0									
			98 09 01	12	PARKER G			0	0	2	2		4.17	145										
			99 08 31										4.56	4.42	0	1	12	4	5					
05	AVHOSP BR	STF PHY	99 09 01	13	PARKER G	06	CO	0	0	2	1	4	4.29	123					X					4
	EMERTON	S FP	00 09 22																					
05	AVHOSP GU	DIRECTO	00 09 26	5	ULMER J L	06	CO	0	0	0	2													1
		R	01 02 09		SR																			1
05	AVHOSP GU	DIRECTO	01 02 10	7	KISER W R	06	CO	0	0	0	4	2	4.33	9									X	
		R	01 08 31										4.33	4.39	0	0	1	1	1					
05	AVHOSP GU	DIRECTO	01 09 01	14	KISER W R	06	CO	0	0	0	3	3	4.50	23									X	
		R	02 10 27										4.29	4.45	0	0	2	1	1					
05	AVMEDCLIN	DIRECTO	02 10 29	10	GILBERT R	06	CO	0	0	0	2	4	4.67	11									X	
	ICS UK	R	03 02 21										4.11	155	0	0	1	1	1					1
05	AVMEDCLIN	DIRECT																					X	
	ICS UK	R																						2

Performance Summary Record (PSR) Displayed in the Tank



# Special Considerations



- Adverse personal knowledge of an eligible
  - Only admissible if documented in record
- Medical records are not available
- LTBs and FC-17 must be briefed before the vote is finalized in the tank
- Show Cause



# 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



# 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



# Below Zone Vote to Brief



- Records displayed without member review
- No scrub by Recorders until crunch
- Vote either “100” (Yes) or “0” (No).
- Scattergram, vote to “Drop from Further Consideration”
- Remaining records will be added to “crunch”
- Navy limit of 10% of total selects—not additional selects
- Not considered Failure of Selection (FOS)



## Board Conclusion

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- Select list is verified by 2 board members
- Majority “Vote to Confirm” is conducted
- Officers with Punitive FC-17 information are confirmed to remain on list
- Certification via signature pages
- Concluding remarks by board President
- Pers-83 performs post-board scrub



## Continuation

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- Eligibility determined by the current continuation policy
- Multi-failure of selection (Multi-FOS)
- Continuation on Active-Duty List
- Continuation Precept states that career officers shall normally be continued



# Callout



- Usually conducted by the President, sponsor, and PERS-80 chain of command
- Brief Chain of Command on board results
  - Conducted following adjournment
  - CNP callout, then
  - SECNAV callout



# Nomination Process (Approx. 90 days)



Stops in the chain	Reviewing official
CNP	PERS-8 (Sel List), PERS-83 (Adverse Screen), PERS-84 (ROP/Nom/Scroll), DCNPC, PERS-00L (Legal Review), CNP
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty 0-4 and above)
DOD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF
POTUS	White House Military Office, POTUS
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty 0-4 and above, Reserve 0-6 and above).



## When Will I Be Promoted?

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- Fiscal year starting monthly in October
- Estimates published on website
- Not official until name on monthly NAVADMIN
- O-4 through O-6
  - 5% of list monthly for first 8 months
  - 15% of list monthly for last 4 months
- O-3 - First of month two years after LTJG
- Running mate decoupled for Reserves



## Failure of Selection (FOS)

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- Above and In Zone officers only
- Formal FOS Counseling
  - AD: provided by your detailer when **requested**
  - RES: by NOSC, chain of command, Pers-9
- Members are forbidden to provide FOS counseling per SECNAV



**Before we move to record  
management...**

**QUESTIONS?**



**Where should I start?**

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- First ask – Am I eligible?
  - Check Zone ALNAV for eligibility
- Utilize BOL WERR to review what will be reviewed by voting members (sort by FC)
- Print your OSR & PSR from BOL, this is what will be viewed in the tank
- Contact Military Record Review, Wood Hall, room 109, 874-2664 for your CD



## What should I check?

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- FITREP continuity throughout career
- Be prepared to explain gaps in LTB
- Awards documented (NAM+) with write-up
- Service Schools
  - Contact NSIPS, 1-877-589-5991
- Detailer for AQDs
  - Milestone, SPHR, PHR, etc.
- Pers-45E for Education & Subspec Codes
  - 874-4992, LCDR Fabacher
- Full length color photo in current rank... **signed!!**



## What do I put in my letter?

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- Explain gaps in service
- Explain any questionable situation
  - Declining/stagnant FITREP, air gaps
  - Mid-cycle rotation w/o EP kiss,
  - Non-Navy reporting seniors, etc.
- Any discrepancy you are unable to resolve with supporting documentation
- Letters of Recommendation
  - Higher the better
  - Active and/or reserve
  - In/out of community?



## What should I avoid?

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- Lengthy letters (350+ is the record)
- Accusatory letters
- “Excuses” for performance
- Photocopying your entire service record
- Glamour shots, including pet photos
- Poor grammar, poor formatting
- Multiple copies of the same letter!



## What else?

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- Reference NPC website for formatting and address specifics
- LTB must arrive NLT 2359 night before
- Check BOL to see if NPC received LTB
- If unsure, email LTB to NPC Cust Svc!
- Be patient...wait for results
- Seek counseling if necessary



## Lessons Learned

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- Performance in competitive jobs is the #1 indicator of success
- Hard jobs are better
- Leadership, leadership, leadership
- Fill up the OSR!
- Avoid NOB for long periods at wrong times
- Get your photo taken!
- IA does not fix a broken record, but 365 BOG may be better than 180 BOG



## Lessons Learned

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- Write FITREP for URL board member (66% of vote for you to promote)
- Include career milestones
- Hard vs. Soft breakout (vital for 1 of 1 EP)
- Reads like a resume??
- Avoid job specific language/acronyms
- Future billet / promotion recommendations
- Awards, multiple subspecialties, & IA/GSA are tiebreakers
- Don't send mixed signals!



# Clear or Unclear?



- “Read this carefully...the rules force me to make him only a MP. He is an EP! He is rated against another O-X who I anticipate will be promoted. Joe’s turn is next. Joe would truly be number one in any other setting.”
- “One of my top 5 MPs.”
- “Ranked 1 of 10 hand picked officers.”
- “He has my strongest endorsement and recommendation for command. In addition, he has earned my strongest possible recommendation for accelerated promotion to captain now.”



# Clear or Unclear?



Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL					<b>X</b>	
43. SUMMARY	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL						<b>X</b>
43. SUMMARY	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>



# QUESTIONS?

