**How To Prepare For And Manage the SSO Selection and Promotion Process**

As an actively participating Strategic Sealift Officer, you should anticipate when you will be eligible for promotion to the next higher rank. Normal advancement can be expected after the below total number of service years:

LCDR: 9-10 years

CDR: 14-15 years

CAPT: 19-20 years

Based on the above, you should be performing the below steps at least six months before you think you will be eligible for promotion.

**Step 1 – Find your precedence number:**

Log onto NSIPS:

<https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp>

Click on DoD Certificate, not Email certificate

Logon

Click on View Personal Information

Click on Member Data Summary

At the bottom of the page find Precedence Number – Write this down

**Step 2 – Find out if you are “In-Zone” for promotion:**

Go to: <http://www.public.navy.mil/BUPERS-NPC/BOARDS/RESERVEOFFICER/Pages/default.aspx>

This is the Navy Personnel Command (NAVPERS) Reserve Officer Promotions page.

At the bottom, click on “FY-XX Zones.” The NAVADMIN Message is displayed. These are usually published every December, one month prior to the O-6 line.

Scroll down to find the line you would be eligible for.

Find “Special Duty Officer (Strategic Sealift) (166X)”

You will see:

Senior in-zone \* CDR T. M. SEAMAN XXXXXX-001 SEP XX

Junior in-zone \* CDR R. A. BILGEPUMP XXXXXX-001 FEB XX

If your precedence number falls in between XXXXXX-001 and XXXXXX-001 then you are up for promotion for that fiscal year.

Example:

Senior in-zone \* CDR T. M. SEAMAN 234567-001 SEP XX

Junior in-zone \* CDR R. A. BILGEPUMP 234999-001 FEB XX

Your precedence number is 234789 – you are IN Zone and up for promotion.

Example:

Senior in-zone \* CDR T. M. SEAMAN 234567-001 SEP XX

Junior in-zone \* CDR R. A. BILGEPUMP 234999-001 FEB XX

Your precedence number is 235709 – you are not IN Zone and not up for promotion. Check the next NAVADMIN the following December.

**Step 3 – Find out when your board convenes:**

Return to the Reserve Officer Promotions Page.

At the bottom, click on “Selection Board Schedule.”

Find when your board (Reserve O4-O6 Line) convenes. Boards will convene in previous calendar year. (i.e., FY 16 boards will convene in CY 2015.)

* O6 Board typically convenes in January
* O5 Board typically convenes in March
* O4 Board typically convenes in April

You will want to submit a Letter to the Board at least one month prior to the date of your board.

**Step 4 – Review your record**

Prior to your board convening, review your record for completeness and try to have a senior SSO (O-5/O-6) review your record as well.

Go to BUPERS OnLine: <https://www.bol.navy.mil/> (CAC Login, NON-Email cert)

From the BOL Menu: click on each of the following

* Advancements/Selection Boards – This should confirm if you are In Zone as well
* ARPR/ASOSH Online – Check to see that your retirement points and Good Years are correctly accounted for
* Official Military Personnel File (OMPF) – This IS your record. This is what the board will see. Go through each document and make sure everything is reflected correctly. If you don’t see something here, it will not be presented to the selection board.

TOP 3 Reasons for an SSO being denied promotion:

-Missing FITREPS

-Missing Current License

- Missing Current Officer Photo (Need one for each rank)

Other information to verify:

* Awards
* Education Information
* Special Qualifications (AQDs)
* Naval Officer Billet Classification codes (NOBCs)

Review your record for these items and any other missing information (training certs, STCW cert, TWIC).

**Step 5 – Write a letter to the board**

Gather your missing information and prepare to send it to the board. The cutoff for sending a letter to the board is 2359 the day before the board convenes. But it should be sent at least 2 weeks before the board convenes so they have time to incorporate your information.

Return to the Reserve Officer Promotions page:

 <http://www.public.navy.mil/BUPERS-NPC/BOARDS/RESERVEOFFICER/Pages/default.aspx>

Click on “Correspondence to a Promotion Board” near the top middle of the page, and “Letter to the Board FAQs” links for complete rules about format and addresses.

Your letter should highlight any significant accomplishments in your Navy or civilian career, upgrading a license, getting an advanced degree or PE license, drilling for points, long term ADT/ADSW, mobilization, OIC positions, JPME, etc. It should also address the missing information you are including as attachments. If FITREPs are missing completely, you should try to contact the command you were assigned to and see if they can provide a copy. If not, there is a “Missing FITREP” form you can submit. State in your letter that you tried to contact the command to obtain the missing FITREP. If there is any missing information that you cannot provide documentation for, make sure you explain it in the letter.

And lastly, even if there is no information missing from your record, and everything is correct, still send a letter to the board highlighting anything significant in your career. This shows that you are engaged in the program, knowledgeable about the process, and interested in promotion and continued service.

**Step 6 – Track the progress of the board’s results**

Once the board adjourns (boards meet for one week) the results have to be chopped through the Navy, Office of Secretary of Defense (OSD) (and O6 and above must be approved by the Senate Armed Services Committee) before being released publicly. This progress can be followed from the Reserve Officer Promotions page, from the right hand column under “Reserve Officer”, find the appropriate board (O4 Line, O5 Line, O6 Line) and click on it.

Under “Board Information”, click “Present Year’s Board”.

Under “Board Information”, click “Release Process for Board Results.” Open or Save the file. This will tell you how close it is to being released.

**Step 7 – Find Selection Message when released**

Once OSD approves the board’s results, the selections are released via an ALNAV. This can be found on the Reserve Officer Promotions page 🡪 OX Line 🡪 FY-XX page. This message will list all those selected for promotion by specialty (Special Duty Officer (Strategic Sealift Officer)).

Congratulations, if your name is on the list, you have been SELECTED for promotion. But you are not promoted yet. Selectees are in a Select status but are NOT YET promoted.

**Step 8 – Determine when you will be promoted**

All those selected for promotion are not promoted at the same time. Actual promotions start at the beginning of the Fiscal Year according to a promotion phasing plan approved by SECNAV and published online. According to the current plan guidance, by lineal number seniority, 3% are promoted for the first 11 months of the FY, 67% are promoted in the last month of the FY. Official promotion is announced via a monthly NAVADMIN.

You will need to know what month you will be promoted so that you can plan ahead and have the correct uniform insignia for your next AT.

The ALNAV message from the previous step will list your name with a four digit number of relative seniority within your specialty group.

From the Reserve Officer Promotions 🡪 OX Line 🡪 FY-XX page, under “Board Information”, click on “Promotion Phasing Plan”. Open or Save this document. This Excel file will show the planned promotions each month of the FY. Open the tab for your appropriate rank, and find the “SELRES SSO” rows.

Looking along the “TO DATE” row, find the month in which your seniority number from the ALNAV selection message will fall. For example, if you are number 0010 out of 20 selectees, look for the number 10 or greater in the “TO DATE” row. The first time that a number 10 or higher appears, that is the effective month you should be promoted.

**Step 9 – Look for the Official Promotion Message**

The only official authorization for frocking is the monthly NAVADMIN message which will list your name. These messages are released at the end of each month, listing promotions effective the first day of the following month. The current message can be found via a link at the top of the Reserve Officer Promotions page:

 <http://www.public.navy.mil/BUPERS-NPC/BOARDS/RESERVEOFFICER/Pages/default.aspx>

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| Plan ahead and know when you will be promoted. This affects your pay if you perform your AT for that year at your higher rank. Have your insignia ready for your AT, as you must show up with the appropriate uniform. However, confirm your promotion with the actual NAVADMIN message before frocking. |  |

**IF YOU ARE NOT SELECTED FOR PROMOTION**

If you are not selected in your first look, you will get a SECOND LOOK the following year. MAKE SURE you repeat Step 4 and review your record. Have a senior SSO officer review your record if you didn’t the first time. You also need to repeat Step 5 and write a letter to the board again, to submit the same missing\* or any new information, along with another forwarding letter highlighting your contributions and achievements.

**\*Important note:** Any documentation sent to a selection board is destroyed afterwards, and is not entered into your official record. In order for this documentation to get into your record, it must be sent to a different code within NAVPERS. Once you are promoted, make sure you get your missing info into your record permanently so you don’t have to submit it when you are up for the next promotion.

See the NAVPERS records management page for details:

 <http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/default2.aspx>

records management:

>> For Personal Awards: NAVADMIN 016/13, Submission of Navy Awards to the Official Military Personnel File

>> Evaluations/Fitness Reports: BUPERSINST 1610.10C, Navy Performance Evaluation System (PERS-32)

>> Transcripts/Degrees: http://www.public.navy.mil/BUPERS-NPC/CAREER/RECORDSMANAGEMENT/MILITARYPERSO

NNELRECORDS/Pages/DocSubmiss.aspx

>> Photos: MILPERSMAN 1070-180, Officer Photographs, (Note: Correct Office Code is PERS-313 vice PERS-312C)

>> MILPERSMAN 1070-111, Submission of NSIPS/ESR Documents to the OMPF

>> All Other Documents: Contact your servicing PSD, see BUPERSINST 1070.27C, Document Submission Guidelines for the Electronic Military Personnel Records System (EMPRS)

photo and C/M License go to the same address of PERS 313.

**SAMPLE LETTER TO THE BOARD**

Try to limit your letter to documents you know are missing, or that you want to bring to the board's attention. Copies of travel claims with receipts attached to them or power point presentations, for example, do not necessarily improve your promotion potential. **You MUST use your FULL social security number on your cover letter and any document that does not already contain it.** This is because all correspondence has to be scanned into the EMPRS system and it can only be done by SSN. Please ensure that your social security number is on **every page** of your correspondence. Also, if you desire information from another individual (such as letters of recommendation) to be available to the board, YOU MUST include such information in YOUR letter to the board. NO individual can submit information directly to a board except for an eligible officer. It does not matter how positive it may be. This is referred to as Third Party Correspondence and is prohibited by law. They must give to you and you may then include it as an enclosure in your letter.

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|  1 JAN 18From: "Rank" John P. Jones, USN, Social Sec.# (Full SSN)/ DesignatorTo: President, FY19 Navy Reserve [Grade] (Competitive Category) Promotion Selection Board (Board # xxx)Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARDRef: (a) SECNAVINST 1420.1BEncl: (1) Fitness Report for the period 06OCT01-07SEP30  (2) Navy Commendation Medal Award Citation (3) Letter of Recommendation from VADM I. M. Sailor1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY-19 Reserve (Grade) (Competitive Category) Promotion Selection Board. (Sign here with ink signature OR CAC Digital Signature) J. P. JONES |

**SUBMIT YOUR PACKAGE EARLY!!!** Correspondence for a statutory promotion selection board MUST arrive in the board spaces (NOT the base mail facility) **not later than ten calendar days prior to the board convene date**.

Encrypted email is the preferred method of submission.  Please email packages to CSCSELBOARD@navy.mil.  To ensure more efficient processing and for internal tracking purposes please type "FOUO-Privacy Sensitive- Board Package: Board No. XXXX" (XXXX represents the actual board number) in the subject line of your email. The email must include a letter to the board president signed by the eligible officer as an electronic attachment (see example above).

**IF YOU CHOOSE TO MAIL YOUR PACKAGE VIA USPS OR COMMERCIAL CARRIER:**

Since your letter is digitized when reviewed by the board, it is unnecessary (and a waste of your time and money) to place your letter in special covers, folders, or notebooks. Also, please use either a binder clip or paper clip **(no staples)** to fasten your documents together. This makes it much easier to take apart for the scanning process. Any folders, covers, etc. must be removed in order to scan the pages into EMPRS and are just discarded.

Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. We HIGHLY recommend that you ensure that your package arrives at least two weeks prior to the board’s convening date. Due to increased security, ALL routine correspondence sent to NPC is routed through the base's central mail facility. Just because the base mail facility signs for a package does not mean it has made it to the board. It will take approximately two additional days for correspondence to be checked, sorted, forwarded to the Customer Service Center, and THEN to the appropriate board. Certified and registered mail are also NOT recommended as they add several days to a letter’s processing time by the US Postal Service.

**Correspondence to ALL Statutory Promotion Selection Boards is to be mailed to one the following addresses:**

***USPS MAIL:***

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)
PRESIDENT FYXX ACTIVE-DUTY (GRADE) (LINE or STAFF) PROMOTION SELECTION BOARD ###** (Board # may be found on that board’s respective page or the board schedule) **5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6300**

***COMMERCIAL (FEDEX, UPS, DHL, etc.) EXPRESS OR OVERNIGHT:***

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)
PRESIDENT FYXX ACTIVE -DUTY (GRADE) (LINE or STAFF) PROMOTION SELECTION BOARD ###** (Board # may be found on that board’s respective page or the board schedule) **5460 TICONDEROGA LOOP BLDG 768 RM E302**

**MILLINGTON TN 38055-6300**

**You may call the** **NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 to confirm receipt of your package for Statutory Promotion Selection Boards. You may also check at the Customer Service Center online site by logging in at:** <https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html>.