



## FORWARD

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A large team of Senior SELRES and IRR Strategic Sealift Officers worked in a unified and collaborative effort over the past year to better communicate and mentor long-established Navy Reserve standards and policy to our Strategic Sealift Officer (SSO) Force. The SSO Playbook provides the SSO Force with approved and official guidance in how to manage one's official record and prepare for Boards in order to remain consistent with Navy Reserve standards as a matter of basic readiness. This is the first version of a living document that will evolve and be shaped by strategic guidance from our Flag Sponsor, Commander, Military Sealift Command, and by the guidance and policy changes standard to the United States Navy. The SSO Playbook is also designed to increase Force-wide communications in order to capture your participation and ideas in shaping the SSO Force for the future.

The SSO Playbook may be found at the following links:

- OPNAV N14 Strategic Sealift Officer Website: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRF14/Pages/default.aspx>
- Surface Warfare Reserve Enterprise (SWRE) SSO Working Group SharePoint page: [https://private.navyreserve.navy.mil/coi/Navy\\_Reserve\\_Surface\\_Warfare\\_Community/SRCWG/Strategic%20Sealift%20Officer%20SSO/Forms/AllItems.aspx](https://private.navyreserve.navy.mil/coi/Navy_Reserve_Surface_Warfare_Community/SRCWG/Strategic%20Sealift%20Officer%20SSO/Forms/AllItems.aspx)

All SSOs are encouraged to communicate their recommendations and feedback to the following points of contact:

CAPT Steven Urwiller, Deputy SSO Flag Sponsor ([steven.urwiller@navy.mil](mailto:steven.urwiller@navy.mil))

CAPT Alex Soukhanov, SWRE SSO Working Group Director ([alexander.soukhanov@navy.mil](mailto:alexander.soukhanov@navy.mil))

CAPT John Bellissimo, SWRE SSO Working Group Deputy Director ([john.bellissimo.mil@mail.mil](mailto:john.bellissimo.mil@mail.mil))

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## BOARD PREPARATION

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### Board Types

While there are a number of different types of Boards (Statutory Promotion, APPLY, Administrative, Retention, and Screening), this document focuses on the two most common to the Strategic Sealift Officer (SSO) Force. Specifically, **Statutory Promotion Selection Boards**, applicable to both Selective Reserve (SELRES) and Individual Ready Reserve (IRR), determine whether one is promoted, and **APPLY Boards** (SELRES only) determine which SELRES billet an SSO will fill.



While no promotional system has yet achieved perfection, the naval officer selection board process is recognized as extremely fair, and one of the least biased systems in existence. These boards are composed of flag and senior officers from varied backgrounds, each handpicked for Board duty because of their experience, judgment, maturity, and demonstrated expertise.

## 1. Statutory Promotion Selection Boards

Selection boards are convened at Navy Personnel Command (NPC) by the Secretary of the Navy each fiscal year for each grade in Millington, TN. Annually, a specific promotion plan is developed for each grade. Officers senior to, and in the same grade as, the senior officer in the promotion zone are considered “above-zone”. In most cases, above-zone officers were not selected for promotion by a previous selection board. As long as above-zone officers are permitted to continue their Navy Reserve participation, their records will be presented to every successive selection board for consideration.

The selection board carefully reviews each record, often more than one time, and evaluates each officer's record. Primary considerations include documented professional background, breadth of experience, responsibilities carried, and most importantly, reporting senior evaluations of performance and potential for success in positions of increased responsibility. Each promotion board determines its own methods of operation within the guidelines provided; but, each works logically and thoroughly, with fairness, and with clear awareness since the decisions to be made are vital both to the individuals under consideration and to the Navy. The selection board system emphasizes the independence of board members, each of whom votes secretly. Selection board proceedings are entirely confidential and known only to the board members. Procedures are used to effectively nullify outside pressure and any attempts to influence the board. You can be confident that selection board decisions will be based on the records under review and logical conclusions that can be drawn from an analysis of the records.

### a. Eligibility for Promotion

You can determine your eligibility for consideration by a selection board by checking the annual NAVADMIN message on promotion zones (<http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINS/Pages/default.aspx>), which normally is released in the first quarter of the fiscal year (December). NAVPERS 15009 (Registry of Commissioned and Warrant Officers of the U.S. Naval Reserve) indicates your relative seniority by a six-digit register number and a two-digit sub-number. You can find your own lineal/precedence number from this link (the search will list everyone alphabetically at your rank and you will need to scroll through to find your name) by logging into BUPERS Online (<https://www.bol.navy.mil/>) and selecting the Naval Registry option. Generally, officers become eligible for promotion at the following times after commissioning:

<u>Promoted to the grade of:</u>	<u>Years after commissioning:</u>
LTJG	2 years
LT	4 years
LCDR	9-11 years
CDR	15-17 years
CAPT	21-23 years



To be eligible for promotion "in zone" an Officer must have the following MINIMUM years in grade:

<u>Promoted to the grade of:</u>	<u>Years in grade:</u>
LT	2 years as LTJG
LCDR	3 years as LT
CDR	3 years as LCDR
CAPT	3 years as CDR

The Reserve Officer Personnel Management Act (ROPMA) mandates promotion percentages by paygrade. The promotion percentage is multiplied by the number of officers "in zone" for promotion. Officers who are in zone are those who are eligible for the first time that year in a particular paygrade (e.g., if the promotion percentage for promotion to CDR is 70%, and the number of officers in zone for the first time is 100, then the board may select up to 70 officers for promotion). However, the board also considers officers who were not selected in the prior years (above zone). Any officer previously passed over but is now selected count towards the maximum number that can be selected for that year. Thus, in our example, if 10 officers above the zone are selected, only 60 officers in zone for the first time may be selected. It is important to note that a Board does not have to select the maximum number if it considers there to be an insufficient number of records (officers) that meet the criteria for promotion.

### **b. Convening Order and Board Precept**

Before the Board convenes, the President of the Board issues a Convening Order that provides guidance and informs board members of their responsibilities and a Board Precept that contains community specific competency and skills that are highly valued which serves to uphold the "best and fully qualified" selection standard for that community. The convening order will be published as a NAVADMIN message and accessible on the Navy Personnel Command (NPC) website: [www.npc.navy.mil](http://www.npc.navy.mil).

### **c. When to Review your Record for an Upcoming Promotion Selection Board**

If you are eligible to be considered for promotion by a selection board, the Board membership will determine your qualifications and promotability based on what is documented in your BUPERS record. The accuracy and completeness of your record directly affects how the board views your competitiveness. PERFORMANCE OF DUTY is the primary factor for getting promoted; however, an excellent performer with an incomplete record may get passed over if he/she is competing one-on-one with an equally excellent performer with a complete record.

The Navy Reserve Promotion Selection Board considers the DIGITAL service record: the Officer Summary Record (OSR), the Performance Summary Record (PSR), as well as official correspondence submitted to the board by the officer. No other material is permitted. Therefore, you should review your record at least 9-12 months before it is considered by a board and obtain/submit any missing documentation at least three months prior to the Board convening date. You can review your OSR(s) and PSR by logging in to BUPERS Online: [www.bol.navy.mil](http://www.bol.navy.mil).

The Association of the United States Navy (AUSN) also provides a fee-for-service review of promotion records. Queries on this service may be sent to [recordreview@ausn.org](mailto:recordreview@ausn.org). Reviews typically have a timeline of 45 days. Plan ahead! Consider planning your records review six months in advance to ensure that guidance that is given is in time to effect changes needed in a record. If you go to sea, plan even farther ahead!



#### **d. Correspondence to the Board**

If there are items missing from your record and it will not be updated in time prior to the Board convening, or you would like to explain a situation (gap in service), you may need to write a "Letter to the Board". Typical items submitted can include missing FITREPs, awards, college/graduate school transcripts, or professional qualifications. Briefers typically spend 40-60 seconds briefing your record to the board and are required to discuss ALL items you send to the board. **DO NOT DISRUPT THE BRIEFING PROCESS BY SENDING SUPERFLUOUS DOCUMENTS** to the board. The board does not want to see unit citations, weapon qualifications, five years of training certificates, orders, or college diplomas where a transcript already indicates degree completion. Make sure that both your OSR/PSR and permanent record contain all your FITREPs and that they are consistent with each other. Also, keep in mind that **submitting documents to the board does not update your permanent record**. The Reserve Officer Board pages on the NPC website contain the format for submitting a letter to the board as well as FAQs. You must have in the "To:" line: President, FY-xx Reserve (Grade, e.g., LCDR) Line Promotion Selection Board (enter board number) (Board # may be found by clicking on your specific board link on the left side of the screen on the main Reserve Line Officer Board page.

**MAIL YOUR PACKAGE EARLY!!!** Correspondence for a statutory promotion selection board **MUST** arrive in the board spaces (not the base mail facility) no later than 10 days **BEFORE** the board convenes. 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. It will take approximately two to three days for correspondence to be logged in, sorted, and forwarded by the Customer Service Center to the appropriate Board. Certified and registered mail is **NOT** recommended as they can add several days to a letter's processing time by the US Postal Service.

Correspondence from third parties (letters of recommendation from a CO) must be submitted by you. No other individual can submit information directly to a board. It does not matter how positive it may be. Third parties must give documents to you and then you may include them as an enclosure in your letter to the Board.

Make sure you include your full name, SSN, designator, and board number in your letter. Use either a binder clip or paper clip (no staples) to fasten your documents together. It is unnecessary, and a waste of everyone's time and your money, to place your letter in special covers, folders or notebooks (i.e., documents must be removed to scan into your record).

**Email is the preferred method of submitting board packages. Please email packages to [CSCSELBOARD@navy.mil](mailto:CSCSELBOARD@navy.mil). To ensure more efficient processing and for internal tracking purposes, a recommended subject line of your email is "FOUO: Board Package: Reserve [Rank] [Line/Staff] Board, FY-YYXXX" (where YY represents the last two digits of the fiscal year of the selection board and XXX represents the actual 3-digit board number and you insert the appropriate parenthetical information). You must encrypt your email due to PII policy.**

**If you sent a letter to a board, you may check on its status by logging in to this web site: [Check on your letter to the board](#). You may check on-line at the Customer Service Center site to confirm receipt of your package for Selection Boards (login required). You may also call (whether you emailed or mailed your package) the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672.**



## 2. APPLY Board (SELRES ONLY)

The National Command and Senior Officer (CDR/CAPT) Non-Command Billet Screening and Assignment (a.k.a. APPLY) Board is an administrative selection board that is convened under the administrative authority of the Navy. Essentially, the APPLY Board places all Captains and Commanders in competition for a limited number of pay billet assignments. Unlike a statutory promotion board, there is no automatic process for being considered on the APPLY Board.

Senior officers seeking a pay billet MUST register through the on-line application process to be considered. The APPLY link can be found by logging in to the private side of the Navy Reserve website. Select the “Applications” menu and then select “RFMT (JO/SO APPLY/IDT)”. Once on that webpage, scroll down the page to the section that relates to the particular fiscal year of the board that you are interested in to find any specific information. Senior officers not selected for a billet will normally be transferred to Voluntary Training Units (VTU) to drill for retirement points only, although they may have the opportunity to re-submit for any billets that were not filled by the APPLY process via the Interim Fill (IF) process.

While professional Navy qualifications and education are becoming more of a discriminating factor for CDRs and CAPTs, the Augment CO/OIC 2N1 Additional Qualification Designator (AQD) is one of great importance, particularly when selecting for Command billets. In FY 2020, the CO/OIC 2N1 AQD will be a prerequisite for officers applying for CO/OIC billets.

All LT/LCDRs are encouraged to compete for Command billets in Junior Officer APPLY (JO APPLY) as long as they meet the Reserve Functional Area and Sex (RFAS) code eligibility requirements for a particular billet (RFAS codes are listed in COMNAVRESFORINST 1001.5F - login required). Speak with your mentors about these requirements. Selection to a Command billet as a JO is a significant career accomplishment and is considered favorably by promotion boards. There is no “black mark” for failing to select for a Command billet and those who compete will gain valuable insight into the process. Those not selected may remain in their current billet, with pay, if they have time remaining on their Periodic Rotation Date (PRD) or select another vacant billet through JO APPLY.

During the APPLY Board process, each officer record is reviewed and briefed by one Board member. As always, performance is the overriding factor during this phase of the review. Based on the review of the official record (briefed to the full Board by the reviewing officer from the OSR/PSR only), the Board assigns a “Confidence Factor” (0 – 100) to each applicant. Each Board member can assign a “grade” of 0, 25, 50, 75 or 100 to each record. [Note: a grade of 0 means “do not select.” Board procedures typically dictate that any record receiving a 0 grade is considered twice]. The average of all the assigned grades then becomes the confidence factor for the officer being reviewed.

The Board will then “slate” officers into billets. Billet assignments usually occur in confidence factor order, i.e., the higher your confidence factor, the earlier you will be considered for assignment to a billet. When your name comes up for slating, the Board is shown the remaining open billets you selected on your “Dream Sheet.” You will then be considered against other officers at an equal or lower confidence factor requesting the billet and, based upon a variety of criteria including your fit to the billet, gaining Command comments, and the qualities of other officers also requesting the billet, you will either be assigned to your top choice billet, or another officer will be assigned to that billet and you will be considered for the next billet on your Dream Sheet. The process repeats itself until you are either assigned a billet or deplete your billet selection choices. If you deplete your billet selection choices, and you advised the Board you would be willing to consider billets other than those identified on your Dream



Sheet, and you were willing to travel, you may still be assigned a “suggested” billet by the Board. Otherwise, your record is removed from consideration by the Board. If you accept the suggested billet, you get the full term of the billet (3 years). You also have the option of declining a suggested billet without reprisal.

Officers not selected in JO APPLY or APPLY can apply for an “Interim Fill” of remaining unfilled APPLY billets after the member’s PRD expires. Interim Fill billets customarily are for a limited period of time, normally not exceeding one year. Once the next APPLY cycle opens, officers in an IF billet must apply for a new billet. SSOs may only not fill back-to-back interim fill billets.

## 2018 APPLY GUIDANCE

### 1. Changes to the SELRES SSO Force

Thirty years ago, there were no 1665 SELRES billets. Today we have 156, and this number has increased this year by approximately 20%, due to demand increases by Military Sealift Command (MSC) and Naval Cooperation and Guidance for Shipping (NCAGS) units. For the past ten years, we have enjoyed no restrictions on the SSO SELRES Force and had the opportunity to participate in other communities. This has been good for us, but we may have had an unfair advantage as compared to other Restricted Line communities. The recent change to the 5400 is in-line with how non-URLs are managed, levels our community with the rest of the Navy Reserve and organizes the SSO Force like the rest of Navy.

### 2. Guidance

A. SSOs shall list all paygrade-eligible SSO billets first on their dream sheet, regardless of travel distance prior to listing any non-SSO billets. If travel distance is a limiting factor, it is recommended that you order those billets lower on the dream sheet within the required series of SSO billets.

B. Officers may not serve in more than two CO/OIC positions in any one paygrade (defined as the paygrade of the billet)

C. Officers may not apply for their current or previously held CO/OIC position unless they were/are an IF to the CO/OIC billet

D. Officers are not eligible to apply for non-command billets in units that they have previously commanded (excluding IF CO/OIC assignment)

E. Failure to comply will result in the SSO’s application being cancelled by COMNAVRESFORCOM (N12) prior to the APPLY Board, thus making the SSO ineligible for the IF process.

This guidance applies to both senior and junior SELRES and is promulgated by RESFOR and should be carried out by all Commands. The guidance is simple, with no exceptions. SSOs will list all available 1665 billets, relative to their paygrade, on their dream sheet before any other billets. RMFT search capabilities will help you know which billets are available. If you choose not to place all the SSO billets that are available (and/or do not place them first) on your dream sheet, then your application for all billets will be rejected and you will be sent to the VTU once the results of the FY19 APPLY Board have been published. Additionally, FY19 will be the last year that an SSO who fails to obtain a billet during the



APPLY Board will be able to take a consecutive interim fill (i.e.: If you take an interim fill in FY19, then you need to obtain a billet via the FY20 APPLY Board, otherwise you will be placed in the VTU and not listed on the FY20 Interim Fill eligible list). In lieu of going to the VTU, if you have a current unlimited tonnage United States Coast Guard (USCG) license and possess the required Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 10 endorsements, you might be able to be regained into the Strategic Sealift Reserve Force (SRF). If your STCW credentials are not up to date, there is funding from CNRFC N7 to pay for orders, travel and per diem to attend STCW and License required courses.

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## MANAGING YOUR RECORD

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### 1. Official Military Personnel File (OMPF)

Navy Personnel Command (NPC) maintains all official records in a digitized format. You can view your OMPF at BUPERS Online (BOL). Access to BOL requires the use of a Common Access Card (CAC) and a CAC reader, along with a PKI root certificate that can be downloaded from a link on the left side of the My Navy Reserve Homeport website (<https://www.mynrh.navy.mil/#/>).

Additionally, you may access your Electronic Service Record (ESR) via the Navy Standard Integrated Personnel System (NSIPS), which is a web-based repository for both personnel and pay data for all active-duty and Reserve Sailors in the Navy. Similar to BOL, you must use a CAC and CAC reader to access NSIPS. Once at the NSIPS website, you would need to select the “ESR Self-Service (New Users)” link and follow the individual steps presented. Once an individual account is created, access your ESR by clicking on the “Login” button from the main web page, again using a CAC/CAC reader.

Each Reservist is responsible for the contents of his/her official record. Your record should be complete and clearly present your qualifications for promotion, or billet selection in the case of the APPLY Board. It is your responsibility to ensure your record is complete. Maintaining a complete record, which properly reflects all of your accomplishments, requires on-going attention. Periodically checking your record is highly recommended.

Know your Record! **You** must ensure that everything of importance is documented. The completeness of your record is an expected condition – do not allow an incomplete record to become a negative factor in the Board’s consideration of your fitness for promotion or billet selection. The officer who assumes his or her record is being properly maintained is playing “Russian Roulette” with his/her Navy Reserve career. Any one or more of the following common service record discrepancies could put you at a serious disadvantage with your contemporaries when in keen competition for selection:

- Missing Fitness Reports
- Photo in current rank (see MILPERSMAN 1070-180 for guidance)
- Unexplained broken service
- Missing data on special qualifications, awards, experience, education, NRQQs, etc.



It is recommended that you maintain throughout your career a personal file of all important hardcopy documents for verification purposes in order to enable you to submit missing documentation should it become necessary. Since your official record is the principle instrument used during selection board deliberations and billet fills, make sure your record is current, complete, and accurate. **Remember, you are responsible for making sure all fitness reports and other important documents are in your record.**

Records no longer require a copy of the Merchant Mariner Credential (MMC) and STCW. This has been replaced by AQDs and is maintained by the N14 Program Office. However, it is important that each officer maintain current MMC and STCW documents and ensure submittal of same to the N14 Program Office. Once an MMC and STCW is upgraded, send a copy to the N14 Program Office and keep track of your record to ensure the AQD has also been upgraded.

For administrative errors, it is recommended that you refer to the latest revision of the Navy Officer Manpower and Personnel Classifications Manual ([NAVPERS 15839J](#)).

## 2. Submitting Missing Documents to Your OMPF

The procedures for submitting OMPF documents are contained on the NPC OMPF website. The NPC Records Support Division (PERS-31) controls the official personnel records of current and former members of the U.S. Navy and Navy Reserve and maintains these records in electronic format via EMPRS. Your servicing PSD or Personnel Office is the primary source for submitting documents to the Navy Personnel Command for updating your OMPF. Some of the most common documents that need to be forwarded to an office other than PERS-31 are:

- Transcripts, where a degree/certificate was achieved, awarded or conferred. Submit **only** Transcripts (diploma/certificates will not be accepted) to NPC ([PERS-45E](#)).
- Fitness Reports and any documents that pertain to them such as extension letters and statements must be sent to NPC ([PERS-32](#)).
- Awards: See paragraph 3. below.
- When submitting documents to be included into your OMPF record, it is important to ensure the following:
  - The document is the “Original Signed” service record copy of the document if required by the regulation directing the documents filing in the OMPF, i.e., Original Record of Emergency Data, Original NAVPERS 1070/604 or 1070/613 from the Field Service Record.
  - The document is of actual size – no reduction or enlargement.
  - If the document is a copy, such as an Award Citation or Course Completion Certificate, ensure it is of good quality with black lettering and white background – no fuzziness or light print.
  - The document does not contain Privacy Act information on another service member.
  - The **full SSN is recorded** on the document – if not, handwrite it in the upper right corner.

Forward documents for direct filing into your permanent record to:

Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130



**NOTE: Faxed documents or email attachments will not be accepted for filing into the OMPF record. It is critical to ensure the SSN is on each document; if a document does not have an SSN or the SSN is incorrect, the document will be placed on hold until it can be researched, causing further delay in getting it into your record. An incorrect name (e.g. initials, nickname) or multiple names on documents will complicate research.**

For further information regarding maintenance related to your service record, visit the [NPC Records Management website](#).

### **3. Performance Summary Record and Officer Summary Record**

In addition to your OMPF, selection boards review the Officer Summary Record (OSR) and Performance Summary Record (PSR). These documents are the only sources of information available to selection boards other than your OMPF and any correspondence from you to the Board President.

The fitness report section (PSR) is generated from a data base within BUPERS that is separate from your OMPF record. Since these two databases are created from different copies of the FITREP, there could be discrepancies. The OSR/PSR is simply a computer-generated summary record that assists selection boards in reviewing an Officer's record. This is an important part of your official record and should be reviewed by you prior to any selection board. You can view your OSR/PSR by logging onto [BUPERS Online](#).

The Reserve Officer OSR/PSR is actually three separate sections compiled from different data bases:

- *Part I* - also known as the Inactive OSR, Inactive OSR 'Top Sheet' or NAVPERS 1070/123. This report is generated from the Inactive Manpower and Personnel Management Information System (IMAPMIS).
- *Part II* - also known as the Inactive Officer OSR 'Bottom Sheet', Pre-96 PSR or NAVPERS 1070/50. This document contains performance fitness and evaluation history prior to 1 January 1996.
- *Part III* - also known as the PSR. This document contains performance fitness and evaluation history since 1 January 1996.

*Note: Whenever an RC Officer is on some form of active duty (IA, ADSW, mobilization, recall), an Officer Data Card (ODC), NAVPERS 1301/51, is automatically generated and can be viewed by logging into BOL. The ODC is an active duty personnel record containing general personal and career data. However, once the Officer returns to a drilling status, the ODC disappears along with any updates that may have been erroneously made into the active ODC. Do not try to update your ODC if one temporarily exists for you, as entering data onto the active ODC will only cause duplicated or deleted record entries in the official record. Continue to enter your OSR updates correctly via the Reserve Corporate databases. Boards do not view the ODC so there is no reason to be concerned about incomplete or incorrect entries.*

### **4. Fitness Reports**

Check your Fitness Report Continuity Report on BUPERS Online to check continuity / rejection status. It is recommended to call PERS 32 Customer Service before forwarding a fitness report to determine if original report was rejected for some reason. PERS 32 Customer Service contact phone numbers is 901-874-4881/4882/3313.



**Missing FITREPS.** SSRF members are required to obtain a Non-Observed (NOB) Fitness Report (FITREP) for Active Duty for Training (ADT) periods of ten (10) days or longer. Continuity of FITREPs is considered for both SELRES and SSRF. SELRES should not have any gaps in time between FITREPs. SSRF should have at least one NOB each Anniversary Year. If there are missing FITREPS or any gaps in service a Letter to the Board should be written providing an explanation and accompanied by any approved waivers (SSRF may obtain an ADT waiver every other year if there are circumstances, like extensive sailing periods, that prevent the officer from completing their annual ADT requirement).

Missing items should be mailed to:

Navy Personnel Command PERS-32  
5720 Integrity Drive  
Millington, TN 38055-3200

## 5. Awards

The APPLY Board strongly considers an individual's tendency to be awarded for sustained superior performance, particularly when the board is selecting an officer from two or more similarly ranked individuals. Awards should be accurately reflected and available in an Officer's record. There are five separate areas where your awards data is maintained: (1) the Navy Department Awards Web Service ([NDAWS website](#)), (2) your OSR/PSR on BUPERS Online ([BOL](#)), (3) your Electronic Service Record (ESR) in NSIPS, (4) your Electronic Training Jacket in the Navy Training Management and Planning System (NTMPS), which can be accessed via Navy Knowledge Online, and (5) your OMPF via WERR. It is important that all of these systems, several of which are independent from one another, accurately present the same information. Dependent upon which system is incorrect, different procedures would be taken to correct the error:

- a. If an award is missing from a search conducted via NDAWS:
  - 1) Make a copy of your missing award certificate (the one with the embossed, color picture of the award).
  - 2) Write your SSN at the top right-hand corner of the copy.
  - 3) If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), also submit the citation that came with the certificate. The citation usually has 18-22 lines of text. Write your SSN at the top right-hand corner of a copy of the citation.
  - 4) Send the copies of your certificates/citations to the NDAWS Authority/ Administrator IN YOUR CHAIN-OF-COMMAND. A list of these commands, including mailing information will be posted at the NDAWS web site under the "NDAWS Authorities" button at the left.

*NOTE: Once NDAWS has been updated, awards should reflect in the other electronic systems (PSR/ESR/ETJ) in approximately 1-2 weeks.*

- b. If a copy of your certificate/citation is missing from your OMPF/WERR/CD-ROM/OSR/PSR/ETJ:



Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right-hand corner and what system the award is missing from at the top (for example: “NOT IN OSR/PSR”), to the PERS-312C address previously listed above.

*NOTE: For SELRES, if you cannot find an NDAWS Authority/Administrator in your Chain of Command, call the contact number below for current fax/email directions or mail the award to:*

Commander Naval Reserve Forces Command  
N01A – Attention: Awards  
1915 Forrestal Drive  
Norfolk, VA 23551  
(757) 322-5630  
Email: [CNRFC\\_CommandServices@navy.mil](mailto:CNRFC_CommandServices@navy.mil)

## 6. Navy Officer Billet Classification (NOBC) Codes

NOBCs are specific qualifications earned through experience and time in specific billets. NOBCs can also be attributable to certain skills, credentials, and training. For any billet, you should determine which NOBC is required or applicable to that billet and strive to obtain the NOBC. Your NOBCs show on your Officer Summary Record and are considered when you are being evaluated for billets and promotions. Some billets are so specialized that they require/highly prefer an NOBC as a condition of assignment. In those specific cases, Officers who do not have the NOBC will find it difficult to select for the billet. NOBCs are considered as valuable screening criteria for selection in both APPLY and Promotion Boards.

NOBCs may be earned in three ways:

- While on active duty, NOBCs are automatically posted to the Officers' record after completion of their tour. Active duty billets are coded for NOBCs by the Navy Manpower Analysis Center (NAVMAC).
- For Selected Reserve (SELRES) Officers, NOBCs may be attained through Reserve participation in certain billets and when evaluated and certified by NPC.
- NOBCs may be assigned based on civilian occupational experience and education.

NOBCs earned through Reserve participation or civilian experience must be requested on an individual basis by the member via the chain of command to Navy Personnel Command using the format and criteria contained in Chapter 9 of [BUPERSINST 1001.39F](#) and [NAVPERS 15839I](#).

## 7. Additional Qualification Designators (AQD)

Additional Qualification Designators (AQDs) are similar to NOBCs in that they document special skills based upon qualified military experience and education. AQDs are also reflected on Officer Summary Records and may be used as valuable screening criteria by selection boards. The most common AQDs are warfare qualifications, which are not only associated with a billet, but also a warfare community. (For example, “TP1” – SSO Warfare Qualified). The list of AQDs can be found in Volume I, Part D of the Navy Officer Manpower and Personnel Classifications Manual (NAVPERS 15839I).



AQDs are assigned based upon qualified military experience and education. Officers may request an AQD by submitting a letter, with supporting documentation, as specified in [BUPERSINST 1001.39F](#) and [NAVPERS 15839I, Volume I](#), to Navy Personnel Command.

## 8. Joint Professional Military Education

Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments. One of the requirements to qualify under the new Joint Qualification System (JQS) program is to complete Joint Professional Military Education (JPME) Phases I and II. JPME has become a valuable selection trait for promotion at the senior level for Navy Reserve Officers, including SSOs. NAVADMIN 263/04 established the Professional Military Education (PME) continuum for all naval Officers as an essential part of Sea Warrior and the Navy's transformation initiatives. Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments.

### a. Joint Professional Military Education (JPME) Phase I

An officer can attain JPME I through several methods. Make sure to review the listed program's respective website, the NPC Joint Qualification System website and the CNRFC JPME page for current JPME I granting programs and opportunities. Traditional venues for JPME Phase I include the U.S. War Colleges and Joint Command and Staff Colleges. Attendance at one of these is usually limited to only active duty Officers who have been individually selected. In order to accommodate other potential students as well as RC Officers, other venues are available such as:

- The Naval War College (NWC) College of Distance Education offers the highly popular Fleet Seminar Program (FSP) at several of the larger Navy installations across the United States and provides a traditional classroom environment. The FSP program consists of three core courses – Joint Maritime Operations (JMO), Strategy and War (S&W), and Theater Security Decision Making (TSDM) – and nine credits of electives. The electives may be taken in online format from an approved list, or students may apply for limited in-residence electives. Students meet one night per week per course for this three-year program. Once originally enrolled, students have seven years to complete the program to earn both the JPME I certification and the master's degree. Each core course is also credited 48 retirement points.
- In addition to JPME Phase I certification through the FSP, students may apply for and earn a Master of Arts degree in National Security and Strategic Studies or a Masters of Arts in Defense and Strategic Studies. Students may apply to enroll in the Graduate Degree Program (GDP) after successfully completing one of the three core courses with a B average or higher. Additional information regarding the NWC distance education programs is available at the [Naval War College website](#).
- The [NWC](#) web-enabled program is also available to Strategic Sealift Officers. It is an 18-month curriculum and provides a greater degree of interaction between individual students and the course professor.

*NOTE: For the web-enabled programs, the Navy Reserve offers three different 2-week training opportunities that are designed to be preparatory for each of the three core courses*



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*of JPME I: Strategy and War (S&W), Joint Military Operations (JMO), and Theater Security Decision Making (TSDM). Although these 2-week AT opportunities do provide credit, completion of the follow-on Web-enabled program is required for JPME I certification.*

- US Air Force Air Command and Staff College ([ACSC](#)) - The ACSC distance learning curriculum consists of course material a compilation of Web courses and Online seminars. To receive a completion certificate, participants must complete the course within an 18-month period by passing seven multiple-choice exams (1 per course) with a minimum score of 70 percent on each. They must also complete four exercises, including a Commander's Perspective "written exercise. More information is available at <http://www.acsc.au.af.mil/distance-learning.asp#Info>.

Army Command and General Staff College ([ACGSC](#)) - the non-resident ACGSC program is offered as two options: a three phase web-based course that must be completed within 18 months (Intermediate Level Education-Common Core or ILE-CC) and as a three phase classroom-style course offered at Army Battalion locations throughout the world that must be completed in 13 months. Army War College - Selected Reserve (SELRES) Officers in paygrades O-5 and O-6 to participate in the U. S. Army War College Department of Distance Education (AWCDDE) Joint Professional Military Education Program. This is a two-year, blended learning program that consists of online courses and two summer in-residence courses taken over a two-year period. The first session will begin in April 2018 and concludes in June 2019 with two weeks in-resident. The second session will begin in July 2019 and conclude in July 2020 with the final two weeks in-resident (graduation).

Upon successful completion of the program students will receive credit for JPME I and JPME II, an Army War College Graduate Certificate, and the same fully-accredited Master of Strategic Studies degree awarded to graduates of the in-resident program. Visit <https://dde.carlisle.army.mil/> for additional information.

The CNRFC N7 JPME page can be accessed here (login required):  
<https://private.navyreserve.navy.mil/CNRFC/N-Codes/N7/Pages/default.aspx>

### **b. Joint Professional Military Education (JPME) II and Advanced Joint Professional Military Education (AJPME)**

JPME II is offered as an in-residence program through several institutions. This is a time-intensive program. Occasionally CNRFC N7 will announce opportunities for SELRES to attend a JPME-II granting program. Completion of JPME II earns the AQD of JS8. Another route to obtain the Phase II credit is through the JCWS-H Joint and Combined Warfighting School-Hybrid program, which is designed specifically for the SELRES community. JCWS-H is a 40-week blended learning course for RC Officers (grades O-4 to O-6) similar in content to the in-residence JFSC Phase II. JCWS-H satisfies the educational requirement for qualification as JQO level III (RC Officers only). Quotas are obtained through CNRFC N7.

The JCWS-H <http://jfsc.ndu.edu/Academics/Joint-Continuing-and-Distance-Education-School/AJPME-Overview/>



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## 9. Other Military Educational and Leadership Training

### a. Maritime Staff Operators Course (MSOC)

MSOC is the first course in series of three Professional Military Education courses. MSOC prepares officers and senior enlisted personnel to effectively serve in operational staff assignments in Maritime Operations Centers (MOC), or represent maritime planning efforts while serving in other Service/Joint/Combined liaison billets. MSOC is a five-week course held at the Naval War College in Newport, RI. The course is conducted in a seminar format and culminates with practical planning and execution application using a complex, scenario, including a 4 1/2-day Battle Lab experience. Officers receive an AQD upon completing the course and enlisted personnel (E-7 and above) receive an NEC (831A). MSOC graduates after 01 July 2012 receive credit for Blocks 4 and 5 of the NWC College of Distance Education's (CDE) Web-enabled or CD-ROM based JMO course; once graduates have successfully completed CDE JMO Blocks 1, 2, and 3, they have completed CDE JMO. CNRFC N7 ADT-Schools is available annually. For more information refer the Student Information located at:

<https://usnwc.edu/college-of-maritime-operational-warfare/Professional-Military-Education/Maritime-Staff-Operators-Course>

### b. Navy Senior Leader Seminar (NSLS)

NSLS provides students with an intensive eight-and-a-half-day executive education program that introduces the latest "best practices" in strategic planning, goal setting, strategic communication, risk management, financial management, and leadership. The program is designed to provide participants with the knowledge and abilities to more effectively manage and lead complex organizations. Learning is enhanced by the use of case studies, small-team exercises, practical applications, seminar-style discussions, and peer-learning among participants. Solicitations for applications are distributed annually via GovDelivery announcements. For more information on this and other Executive Leadership opportunities, please visit:

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Promiled/APME/default.aspx>

### c. Navy Reserve Unit Management (NRUM)

NRUM covers basic professional managerial, administration, and leadership knowledge to prepare selected personnel to lead all aspects of an effective Reserve Unit at the Echelon V and VI Command level. Unit or projected unit Commanding Officers, Executive Officers, Officers in Charge, and Senior Enlisted Leadership assigned to Navy Reserve Units are encouraged to attend; prospective Commanding Officers are typically prescribed to complete in their IDT orders. For more information, visit:

<https://private.navyreserve.navy.mil/NRPDC/welcomeva/officercourses/nrum/SitePages/Home.aspx>

**IT'S YOUR RECORD. REVIEW IT OFTEN, AND ENSURE IT IS CORRECT & CURRENT.  
OWN IT!!!**