

NAVADMIN 196/15

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SUBJ/FY-17 NAVY ACTIVE-DUTY AND RESERVE ENLISTED SELECTION BOARDS
FOR MASTER CHIEF AND SENIOR CHIEF PETTY OFFICER (CORRECTED COPY)//

REF/A/DOC/BUPERS/2NOV07//

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REF/E/DOC/BUPERS/01MAY15//

NARR/REF A IS BUPERSINST 1430.16F, ADVANCEMENT MANUAL FOR THE ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE. REF B IS OPNAVINST 1220.1D, CHANGING OR REMOVING PRIMARY NAVY ENLISTED CLASSIFICATION CODES FOR NUCLEAR PROPULSION PLANT OPERATORS. REF C IS ALNAV 015/13, PERSONNEL SECURITY INVESTIGATION SUBMISSION REQUIREMENTS. REF D IS NAVADMIN 266/14 SENIOR ENLISTED ACADEMY. REF E IS BUPERSINST 1610.10D, NAVY PERFORMANCE EVALUATION SYSTEM.

RMKS/1. This NAVADMIN provides guidance for eligibility, communication to the boards, and board membership or recorder application procedures regarding the FY-17 Navy Active-Duty and Reserve Enlisted Selection Boards for Master Chief and Senior Chief Petty Officer. The reserve board will consider personnel serving on active-duty as Full Time Support (FTS) and Selected Reserve (SELRES), to include those serving on voluntary and involuntary recall and mobilization orders. Mobilized Individual Ready Reserve (IRR) personnel are considered under the SELRES requirements for advancement.

2. Timeline

a. 23 October 2015. Navy Personnel Command (NPC) (PERS-802) compiles and submits initial time-in-rate (TIR) eligibility list of candidates to Naval Education and Training Professional Development and Technology Center (NETPDTC) (N321).

b. 13 November 2015. Examination Status Verification Reports (ESVR) will be available at:
<https://prod.neas.netc.navy.mil>.

c. 29 January 2016. Reserve Component (RC) E8/E9 board candidates changing ratings must be in their new rating to be considered as a candidate in the new rating.

d. 8 February 2016. Letter to the board (LTB) deadline to the RC E8/9 selection board.

e. 28 February 2016. Active Component (AC) E9 board candidates changing ratings must be in their new rating to be considered as a candidate in the new rating.

f. 29 February 2016. RC E8/E9 selection board convenes. All eligibility requirements, to include any waivers, must have final approval prior to this date.

g. 7 March 2016. LTB deadline to the AC E9 selection board.

h. 11 March 2016. RC E8/E9 selection board scheduled to adjourn.

i. 18 March 2016. AC E8 board candidates changing ratings must be in their new rating to be considered as a candidate in the new rating.

j. 28 March 2016. AC E9 selection board convenes. All eligibility requirements, to include any waivers, must have final approval prior to this date.

k. 28 March 2016. LTB deadline to the AC E8 selection board.

l. 8 April 2016. AC E9 selection board scheduled to adjourn.

m. 18 April 2016. AC E8 selection board convenes. All eligibility requirements, to include any waivers, must have final approval prior to this date.

n. 6 May 2016. AC E8 selection board scheduled to adjourn.

3. Eligibility Criteria. Candidates must meet the eligibility requirements outlined in chapter 2 of reference (a) prior to the scheduled board convening date. Requirements achieved after the scheduled board convening date will be considered late and not entitle a candidate for an enlisted special selection

board. The authoritative source to determine if a candidate is selection board eligible or not is the profile sheet. The AC/FTS/SELRES cycle is 229. Because eligibility status can change without direct notification, candidates should verify their profile sheet on a continuous basis up to the board convening date. Commands must verify their ESVR weekly. The ESVR is updated as changes are processed by PERS-802. If necessary, take the following actions per reference (a).

- a. If eligible candidates are not listed, mail or send an encrypted e-mail containing a completed Advancement in Rate or Change in Rating worksheet (NETPDTC 1430/3 Rev 06-14) along with a letter of transmittal to NETPDTC (N321) and info PERS-802.
- b. If listed candidates are ineligible or later become ineligible, submit a message to NETPDTC N321 and Navy Personnel Command (NAVPERSCOM) PERS-802 requesting invalidation of eligibility status and provide explanation for invalidation. Per reference (a) paragraph 721b, withdrawal of advancement recommendation must be completed and documented prior to message transmission.
- c. If candidates are validated in wrong competitive category, submit a message notification to NETPDTC N321 and NAVPERSCOM PERS-802 detailing the discrepancy.
- d. Sailors not selected to continue from a Senior Enlisted Continuation Board are ineligible for advancement.
- e. Candidates who do not have a recommendation for advancement on their most recent chief evaluation shall be invalidated. Evaluations that restore a recommendation for advancement must be made available to the selection board prior to the board convening date.
- f. Per reference (a), terminal eligibility date used to compute the TIR is 1 October 2016. The minimum TIR date for E8 candidates must be on or before 1 September 2013. The minimum TIR date for E9 candidates must be on or before 1 July 2013.
- g. High Year Tenure (HYT) date or approved HYT waiver must be on or after 1 July 2016.
- h. Members who have submitted voluntary Fleet Reserve (FLTRES)/retired requests to NPC are not eligible. Voluntary FLTRES are those not mandated by HYT; requests due to HYT are eligible for advancement and selection board consideration provided their HYT date for the present paygrade is 1 July 2016 or later per reference (a). An approved or pending voluntary FLTRES/retirement request must be successfully disapproved, canceled, or modified to an involuntary date prior to the board convening to render a candidate selection board eligible.
- i. Commissioning Programs. Candidates who have been selected for Seaman To Admiral (STA-21), Medical Enlisted Commissioning Program, and Medical Service Corps in-service procurement programs remain eligible for advancement consideration. Selection to any other officer commissioning program renders candidates ineligible. Commands are required to request those candidates be invalidated by PERS-802. Per reference (b), nuclear candidates will be assigned Navy Enlisted Classification (NEC) 3359/3389 upon transfer of a nuclear propulsion plant operator to a non-nuclear billet at sea or ashore, or to duty under instruction including special college education programs. Therefore, nuclear candidates transferred to a STA-21 duty station will not be selection board eligible.
- j. Security clearance requirements. Candidates in a rating requiring a security clearance must have a favorable investigation adjudication issued by the Department of Defense Central Adjudication Facility. If the candidates Commanding Officer (CO) grants an interim clearance, documentation must be received by PERS-802 prior to board convening. Refer to reference (c) for additional guidance. Once Sailors have a clearance they must maintain that clearance eligibility. Ratings requiring a security clearance are AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CTN, CTR, CTT, EOD, ET, FC, FT, GM, HT, IC, IS, IT, ITS, LN, MA, MC, MN, MT, ND, OS, QM, SB, SO, STG, STS, and YN, as well as all nuclear and submarine ratings. This guidance supersedes reference (a).
- k. Branch class (BRCL) and special program indicator (SPI)

code. The Navy accounting status for BRCL 32 Sailors must be verified via the command's Enlisted Distribution Verification Report. BRCL 32 with a blank SPI code is an invalid Navy accounting status. Commands must correct the error via the Navy Standard Integrated Personnel System or the Sailor may seek relief via petitioning the Board for Correction of Naval Records. Sailors in this accounting status as of the board convening date will be invalidated.

l. Competitive group specific eligibility requirements. Candidates must meet special requirements (citizenship, medical, etc.) for certain ratings as outlined in paragraph 204 of reference (a). Commands must verify and submit a message to NETPDTC N321 and NAVPERSCOM PERS-802 requesting invalidation of those selection board eligible Sailors who no longer meet the qualifications listed in reference (a) or below by the scheduled board convening date.

(1) Air Traffic Controllers must possess a valid Federal Aviation Administration 7220-1 ATCS Certificate and meet requirements established in NAVMED P-117.

(2) Explosive Ordnance Disposal (EOD) personnel. To be eligible for advancement to E8 and E9, Sailors must hold the master EOD technician NEC (5337).

(3) Navy Diver personnel. To be eligible for advancement to E8, Sailors must hold the first class diver NEC (5342) for group 2 or the master diver NEC (5341) for group 1. To be eligible for advancement to E9, Sailors must hold the master diver NEC (5341).

(4) Nuclear trained personnel:

(a) To be eligible for advancement to E8, submarine sailors in nuclear ratings must hold a supervisor NEC (3363, 3364, 3365, 3366). Personnel must also hold a nuclear qualified secondary NEC 3302 (engineering department master chief (EDMC)). A NAVPERS 1221/6 requesting a secondary NEC of 3302 must be submitted to OPNAV N133 by 8 April 2016. E-mail the NAVPERS 1221/6 and copy of qualification card to bullnuke@navy.mil via Force EDMC. Additional contact information is available via <http://www.npc.navy.mil/bupers-pc/enlisted/community/nuclear/Pages/NuclearEnlistedPrograms.aspx>.

(b) To be eligible for advancement to E8, surface Sailors in nuclear ratings must hold a supervisor NEC (3393, 3394, 3395, 3396).

(c) To be eligible for advancement to E9, submarine Sailors in nuclear ratings must hold a supervisor NEC (3363, 3364, 3365, 3366). Personnel must also hold a secondary NEC 3302 and have served or be currently serving as an EDMC of a submarine. Acceptable documentation of EDMC service for review by the advancement board includes an evaluation with "EDMC" in Block 29/41 or a letter from the CO via the member providing dates of EDMC service. Sailors without EDMC service documented in their service record must submit documentation with their LTB providing dates of EDMC service.

(d) To be eligible for advancement to E9, surface Sailors in nuclear ratings must hold a supervisor NEC (3393, 3394, 3395, 3396), and must have served, or be currently serving as, a division leading chief petty officer (DLCPO) of a nuclear division at sea (reactor mechanical, reactor electrical, reactor controls, reactor propulsion, or reactor laboratories), reactor training division officer (RT DIVO) at sea, or leading crew chief (LCC) of a prototype. E8s who are billeted as Reactor Department Master Chief (RDMC) in lieu of DLCPO are also eligible for advancement to E9. Acceptable documentation of DLCPO, RT DIVO, LCC, or RDMC service for review by the advancement board includes an evaluation with DLCPO, RT DIVO, LCC, or RDMC in Block 29/41 or a letter from the CO via the member to the board providing dates of DLCPO, RT DIVO, LCC, or RDMC service. Sailors without DLCPO, RT DIVO, LCC, or RDMC service documented in their service record must submit documentation with their LTB providing dates of DLCPO, RT DIVO, LCC, or RDMC service.

m. E9 eligibility requirement. Per reference (d), starting with the FY-17 Senior Chief Selection Boards, all newly selected Senior Chiefs are required to complete the U.S. Navy Senior Enlisted Academy in Newport, Rhode Island or attend either the U.S. Air Force Senior Enlisted Academy, U.S. Marine Corps Senior Enlisted Academy, U.S. Coast Guard Senior Enlisted Academy, or the Joint Special Warfare

Academy in order to be eligible for advancement to Master Chief. This means the first boards where Senior Enlisted Academy completion will be required for selection board eligibility is the FY-20 Master Chief Selection Boards. Senior Chiefs should plan accordingly.

4. Competitive Groups. It is the responsibility of the candidate and command to ensure that the candidate is listed in the correct competitive group and that any issue is identified and forwarded to PERS-802 prior to board convening. The below listed ratings are separated into competitive groups as appropriate for active/FTS components:

a. Culinary Specialist (CS), Logistics Specialist (LS),

Yeoman (YN)

Group 1 - Submarine

Group 2 - All Others

b. Cryptologic Technician (Interpretive)

Group 1 - Middle East and North Africa

Group 2 - East and Far East Asia

Group 3 - Latin and South America

Group 4 - Eastern Europe

c. Electrician's Mate

Group 1 - Nuclear (Submarine)

Group 2 - Nuclear (Surface)

Group 3 - All Others

d. Electronics Technician

Group 1 - Submarine (Non-Nuclear NAV)

Group 2 - Submarine (Non-Nuclear COM)

Group 3 - Submarine (Nuclear)

Group 4 - Surface (Nuclear)

Group 5 - Surface (Others)

e. Fire Controlman

Group 1 - All Others

Group 2 - AEGIS

f. Machinist's Mate (MM)

Group 1 - Submarine (Non-Nuclear AUX)

Group 2 - Submarine (Non-Nuclear WEPS)

Group 3 - Nuclear (Submarine)

Group 4 - Nuclear (Surface)

Group 5 - All Others

g. Musician (MU)

Group 1 - Special Band

Group 2 - Fleet Band

h. Navy Career Counselor

Group 1 - Career Recruiter Force

Group 2 Fleet

i. Navy Diver

Group 1 Master Diver (5341)

Group 2 First Class Diver (5342)

5. Record review and communication with the E8/9 Selection Board.

a. It is the responsibility of the candidate and command to ensure that the candidates Official Military Personnel File (OMPF) field codes 30 38 and Performance Summary Record (PSR) are up-to-date.

Candidates should not include items in their LTB that are already included in their OMPF or PSR unless

the OMPF version is unreadable or the PSR is incorrect. Candidates should check their evaluation continuity via BUPERS Online (BOL). Any evaluation gaps should be resolved by either submitting the missing evaluations or a statement in lieu of missing report per chapter 17 of reference (e) in the candidates LTB.

b. Communication to the board must originate from the individual Sailor and must be accompanied under the candidates signed LTB. Commands are not authorized to submit a message to NPC requesting information be presented to the board. Third party correspondence is any communication to the board which is not accompanied by the candidates signed LTB and will not be permitted. This supersedes reference (a). Information received that is not under a signed LTB or not received by NPC Customer Service Center (CSC) by the established deadline will not be presented to the board. To verify receipt of your LTB, go to https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html or call the NPC CSC.

c. The time and date LTBs are received in the NPC CSC inbox (central time zone) is the time and date used for deadline verification. Although late LTBs may be accepted by the NPC CSC, they will not be presented to the board.

d. All LTBs must contain the Sailors full name and full Social Security Number. Additionally, this information must be affixed and legible on all enclosures submitted. LTBs should be on plain white paper, paper clipped (no staples, binders, folders or tabs) and submitted under signed cover letter to the president of the board. Candidates must verify that the correct board number is on their signed cover letter. The board numbers are 205 for SELRES E8/9, 206 for FTS E8/9, 210 for AC E9, and 235 for AC E8.

e. The preferred method for submission of a LTB is by encrypted email to cscselboard@navy.mil. E-mailed LTBs must be encrypted to protect Personally Identifiable Information. Trouble with file encryption or certificate issues does not justify a late LTB.

f. If the candidate is unable to send an encrypted e-mail, they may utilize the safe access file exchange (SAFE) website at <https://safe.amrdec.army.mil/safe> to transmit their LTB to cscselboard@navy.mil. In order for the LTBs to be considered by the board, the NPC CSC must receive the e-mail notification of the file upload from SAFE before the LTB deadline.

g. If unable to email or use the SAFE website, candidates may use regular mail to the addresses below:

- (1) SELRES/Mobilized IRR E8/9 Board:
Navy Personnel Command Customer Service Center
President
FY-17 Reserve E8/9 Selection Board #205
5720 Integrity Drive
Millington, TN 38055
- (2) FTS E8/9 Board:
Navy Personnel Command Customer Service Center
President
FY-17 Reserve E8/9 Selection Board #206
5720 Integrity Drive
Millington, TN 38055
- (3) Active E9 Board:
Navy Personnel Command Customer Service Center
President
FY-17 Active E9 Selection Board #210
5720 Integrity Drive
Millington, TN 38055
- (4) Active E8 Board:
Navy Personnel Command Customer Service Center

President
FY-17 Active E8 Selection Board #235
5720 Integrity Drive
Millington, TN 38055

- h. Certified or registered mail is not advised due to delays in handling.
 - i. Candidates are authorized to submit more than one LTB, vice waiting until the deadline to submit one all-inclusive LTB. Although multiple LTBs are authorized, candidates should not duplicate previously sent information.
 - j. The LTB deadline still applies to candidates who gain eligibility after the LTB deadline and before the convening date. If a candidate is working to fix an eligibility issue and expects to be selection board eligible prior to the board convening date, they may submit a LTB prior to the deadline.
6. Selection board results. Official results will be provided online via BOL to authorized command representatives prior to the release of the official results via NAVADMIN. Selectee profile sheets will be published by NETPDTC within 30 days of both reserve and active selection board results being released via NAVADMIN. Educational Services Officers, who are registered users, may access results through the Navy Enlisted Advancement System (NEAS) website <https://prod.neas.netc.navy.mil> and individual Sailors may access personal profile sheets on Navy Knowledge Online <https://www.nko.navy.mil/group/navy-advancement-center>.
7. Additional information regarding this cycle will be posted at:
- a. AC boards: <http://www.npc.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx>
 - b. RC boards: <http://www.npc.navy.mil/bupers-npc/boards/reserveenlisted/Pages/GeneralInformation.aspx>
8. Board members and recorders
- a. AC commanders and senior lieutenant commanders are encouraged to contact their detailer if they are interested in serving as a member on the AC selection board.
 - b. FTS commanders and senior lieutenant commanders are encouraged to contact their detailer if they are interested in serving as a member on the RC selection board. SELRES commanders and lieutenant commanders are encouraged to contact commander, Navy Reserve Forces Command via their community leaders if they are interested in serving on the RC selection board.
 - c. AC and RC master chiefs are encouraged to apply to serve on the selection boards. There are no restrictions preventing AC members from serving on RC selection boards or RC members from serving on AC selection boards.
 - d. Senior chief petty officers and chief petty officers (to include frocked) may serve as recorders if not eligible. In addition, senior chief petty officers may apply to be a member on either the RC or AC E7 boards only. Petty officers (E6 and below) may not serve on the boards in any capacity, no exceptions.
 - e. Officers shall complete the Officer Selection Board Member/Recorder Nomination form (NAVPERS 1400/5) found at <http://www.npc.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>
 - f. Enlisted applicants shall complete the Enlisted Selection Board Member/Recorder Application form (NAVPERS 1400/2) found at <http://www.npc.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx>
9. Points of Contact
- a. NPC Customer Service Center: 866-U-ASK-NPC/866-827-5672 or via e-mail at UASKNPC@NAVY.MIL
 - b. Selection board eligibility (PERS-802):
 - Mr. David Lanham (Branch Head): david.b.lanham@navy.mil
 - Ms. Elizabeth Vaughn (AC): elizabeth.vaughn@navy.mil
 - Ms. Dorothy Harris (FTS/SELRES): dorothy.harris@navy.mil
10. This message will remain in effect until superseded or canceled

11. Released by Vice Admiral W. F. Moran, N1.//