

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone:	DSN	882-4537
			COM	(901) 874-4537
			FAX	874-2675
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Policy.** Each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter addressed to the board president.

2. **Contents of Communication.** The written communication, defined as a letter to the board president and signed by the eligible officer, may call the board's attention to any matter that the officer considers important. The officer's written communication may include (as enclosures) correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must be accompanied by a written letter to the board president and signed by the eligible officer stating he or she desires the enclosed correspondence be presented to the board. Correspondence not accompanied by a letter to the board president and signed by the eligible officer is considered third-party correspondence and will be destroyed. Correspondence that contains classified information will not be accepted.

3. **Correspondence Due Date.** Correspondence must be received by Navy Personnel Command (NAVPERSCOM), Customer Relations Management Department (PERS-1) not later than 2359 on the day prior to the board convening date.

4. **Submitting Board Correspondence.** There are several ways to submit board correspondence. Regular mail is preferred. Please note that the address for commercial shipping is different than sending board correspondence via the United States Postal Service (USPS). Each board has a three digit number, which is preceded

by the fiscal year for that board. For example, the board number for the FY-13 active O-5 line promotion selection board is "13230". Additionally, for the following examples, "FY-YY" indicates the "YY" should be replaced with the applicable fiscal year. Finally, board numbers may be found on that board's respective page or the board schedule. All board correspondence should include the correct board number.

a. **All USPS mail.** Correspondence is to be mailed to the following address:

**Navy Personnel Command Customer Service Center (PERS 1)
President, FY-YY (YY is fiscal year) (Active Duty or Reserve)
(Grade) (Line or Staff) Promotion Selection Board
Board FY###
5720 Integrity Drive
Millington TN 38055-6300**

b. **All "commercial" (Federal Express, UPS, DHL, etc.) express or overnight mail use the following address:**

**Navy Personnel Command Customer Service Center (PERS 1)
President, FY-YY (YY is fiscal year) (Active Duty or Reserve)
(Grade) (Line or Staff) Promotion Selection Board
Board FY###
5640 Ticonderoga Loop Bldg 768 Rm E302
Millington TN 38055-6300**

c. **E-mail Submission Guidelines.** Board correspondence may be e-mailed to CSCSELBOARD@NAVY.MIL. All e-mails containing PII in the attachments or otherwise must be encrypted per the Department of the Navy Users Guide to PII which can be found at: <http://www.doncio.navy.mil/Download.aspx?AttachID=1133>. The subject line of the e-mail should include "**Board Package: Board FY###.**" The e-mail should include a letter to the board president signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's letter to the board may also be included as appropriate.

5. **Board Number.** Ensure all board correspondence includes the board number (FY###).

6. **Confirmation of Receipt**. Members may contact the NAVPERSCOM (PERS-1) to confirm receipt of their package for statutory promotion selection boards at: **1-866-U-ASK-NPC (1-866-827-5672)**, DSN: **882-5672**, or at:

https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html.