

FY18 Surface Commander Command Board 12-16 December 2016

The FY18 Surface Commander Command Board is scheduled for **12-16 December 2016**.

Eligibility

Surface Warfare

- 1st Look (PYG14): Date-of-rank to LCDR between 01 Oct 2013 and 30 Sep 2014
- 2nd Look (PYG13): Date-of-rank to LCDR between 01 Oct 2012 and 30 Sep 2013
- 3rd Look (PYG11): Date-of-rank to LCDR between 01 Oct 2010 and 30 Sep 2011 AND previously screened as XO-Afloat or XO-Special Mission.
- In accordance with CNSP/CNSLINST 1412.2C, only officers designated “Qualified for Command” by TYCOM will be considered for CDR Command selection. Command Qual is indicated in your record by AODs LN7 **and** 2D1. 2nd Look eligibles who do not complete Command Qualification will still be considered for XO-Afloat or XO-SM unless they submit a “Don’t Pick Me” letter.

Bank Review

All Commander Command, XO Afloat, and XO-SM screened officers who are not serving in their milestone assignment by 12 December 2016 (i.e. Bank Officers) will have their records reviewed. An officer who is slated to a milestone billet but has not yet reported aboard to the milestone assignment is still considered a Bank Officer. Fleet-Up XOs are likewise considered Bank Officers until they assume command.

Reviewing Your Record

Whether you are an eligible or bank officer, please review your record for completeness. Your record should contain all fitness reports, awards, transcripts, and all qualifications. Fitness report gaps of greater than 90 days should be rectified prior to the board. Use BUPERS Online (<https://www.bol.navy.mil/>) to view your record under the Official Military Personnel File (OMPF) – My Record link, review/update your OSR/PSR, and/or order a copy of your record on CD.

When you review your record, please pay particular attention to:

- Missing FITREP(s)
- Missing award(s)
- Missing transcript(s)

The paragraphs below answer many common questions about how to update your record. That said, do not hesitate to contact your PERS-411 detailer if you have any questions whatsoever about how to update your record.

* For questions or concerns about a FITREP, please feel free to send an email to the NPC Customer Service Center at UASKNPC@navy.mil or contact PERS-32 at one of the following numbers:

Commercial: (901) 874-4881/4882/3313 DSN: 882-4881/4882/3313

** The procedure for permanently inputting awards to your record has changed with the induction of the NDAWS system. You can verify what awards you have in NDAWS by going to the NDAWS Public website at <https://awards.navy.mil>. For questions regarding updating awards in your record, please use the NDAWS Frequently Asked Questions (FAQs) page. This page defines a number of scenarios and the respective procedures for updating your record accordingly.

*** Official Transcripts (diploma/certificates **will not** be accepted) must be submitted in *envelopes sealed by the University* to:

Navy Personnel Command
PERS-45E
5720 Integrity Drive
Millington, TN 38055-4500

*** or.....if your college offers electronic submission, the Registrar's office can send official transcripts to MILL_PERS45E@navy.mil.

**** NAVADMIN 186/16 (DTG 231731Z AUG 16) eliminates the requirement to display official photos for officer selection boards. While an in-grade photo is still a requirement for your record, we will NOT be processing official photos this year since they will not be displayed at the board. Follow guidance in MILPERSMAN Article 1070-180 to submit your photo into your record.

You can also use the amplifying information found in the Officer Records Management Guide on the NPC website to permanently update your Official Military Record:

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

Correspondence to PERS-41 Board Support and POCs

Special Look or List Shift Requests

Officers who are out of looks but feel they were disadvantaged and/or unfairly considered during one of their previous looks may request an additional look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. If the additional look is granted, the officer will be considered with the 2nd Look cohort. The governing instruction for submitting a Special Look request is MILPERSMAN Article 1301-804. To request a list shift to the CO-SM bank, use the format below but adjust the Subject line to read "LIST SHIFT REQUEST FOR FY-18 SURFACE COMMANDER COMMAND BOARD." Do not include SSNs or last 4 of SSNs on correspondence. **Special Look and List Shift requests for the FY-18 Commander Command Board must be received by the Assistant Head Recorder (LCDR Andrew Roy) NLT Friday, 04 November 2016 to be considered by the Board. If you have not notified LCDR Roy about your intent to request a special look or a list shift, email him ASAP: andrew.t.roy@navy.mil**

Special Look Request Sample Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator
To: President, FY-18 Surface Commander Command Board
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY-18 SURFACE COMMANDER COMMAND BOARD

Encl: (1) List any supporting enclosures or letters of recommendation.

1. I respectfully request consideration for Commander Command Screening during the FY-18 Surface Commander Command Board. Enclosure (1) is provided in support of my request.
2. I was disadvantaged during my previous looks due to/by ... or my record was unfairly considered during the normal screening process due to/as a result of ...

||S||
JOHN P. JONES

Letters to the Board

The cutoff date for submission of all other correspondence to the board is **Wednesday, 23 November 2016. Submit all correspondence to the board's collective email: swo_cdr_cmd_board@navy.mil.** Copy your detailer on all correspondence. Use the format below for sending correspondence to the board or to forward letters to the board on your behalf. ****The board cannot accept 3rd party correspondence, so any letters of recommendation must be forwarded using a cover letter from the member.**** Do not include SSNs or last 4 of SSNs on correspondence. The Admin Assistant for this year's board is Ms. Lucille Tate: Lucille.tate@navy.mil. If you have any questions about correspondence, please contact Ms. Tate, copy to your 411 detailer.

Sample Cover Letter to the Board

Date

From: "Rank" John P. Jones, USN, Designator
To: President, FY-18 Surface Commander Command Board

Subj: INFORMATION FOR CONSIDERATION BY THE FY-18 SURFACE COMMANDER
COMMAND BOARD

Encl: (1) Commander, LASTSTRIKEGROUP Letter of Recommendation
(2) Award dated XX YYY ZZ.

1. Enclosure (1) and (2) are forwarded for consideration by the FY-18 Surface Commander
Command Board.

//S//
JOHN P. JONES

Letter of Recommendation to the Board

Date

From: Commander, LASTSTRIKEGROUP
To: President, FY-18 Surface Commander Command Board
Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones