

Officer Special Selection Board Information

I was granted an SSB by the SECNAV, now what?

1. You will be notified from PERS-80, via a letter attached to an email, of the SSB's convening date. The letter will also state the convening date of the original promotion board for which you were awarded an SSB. This is important because if you choose to communicate via a letter to the board (LTB) President, you can **ONLY mention or refer to matters which took place PRIOR to this date**. For example, if you were granted an FY-12 SSB and the date of the original board took place on 6 APR 2011 and you were awarded a Meritorious Service Medal on 7 APR 2011, you would not be allowed to submit this award for consideration since it took place AFTER the date of the original board.

2. As previously mentioned, you may send written communication to the SSB President via an LTB. The LTB is to arrive no later than the day before the date the board convenes and may call attention to any matter you feel is important for the board to consider (*keeping in mind you may only refer to items or matters PRIOR to the convening date of the original promotion board for which you were granted an SSB*). Third party correspondence will NOT be accepted. If you submit an LTB, please use the format below and email a copy to PERS-80.

SAMPLE LETTER

From: LT Ima A. Sailor, USN, 1100 ←(DESIGNATOR ONLY - NO SSN)
To: President, FY-XX Lieutenant Commander Line Promotion
Selection Board (Do not include board number)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) SECNAVINST 1420.1B

Encl: (1) Fitness Report for the period of 97FEB01-98JAN31
(2) Navy Commendation Medal Award Citation
(3) Letter of Recommendation

1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY-XX Lieutenant Commander Line Promotion Selection Board.

I. A. Sailor

Special Selection Board Process

1. The eligible officer's record is compared with a sampling of records of officers from the same competitive category who were and were not recommended for promotion by the original board. The sampling of records is made up of the least competitive selects and the most competitive non-selects (normally four or five non-select records and four or five select records) and provides a relative base from which an SSB determines if the eligible officer, in the opinion of a majority of the members of the board, is fully qualified for promotion and when compared to the officers whose sample records were considered:

- Is better qualified for promotion than all of the officers who failed of selection for promotion before the promotion selection board

- Is comparable to those officers who were selected for promotion before the promotion selection board

The SSB has adjourned, now what?

1. Results are normally released approximately 12 weeks after adjournment of the SSB once the Office of the Secretary of Defense approves the results for release.
2. PERS-80 will email you a letter stating the results.
 - If you were selected for promotion, your promotion date will be announced via the regular monthly promotion NAVADMIN.
 - If you were not selected for promotion by the SSB and you were granted an SSB because you were eligible but not considered by the regular promotion board, you **will** incur a failure of selection.
 - If you were not selected for promotion by the SSB and you were granted an SSB because you were unfairly considered by the original promotion selection board, you **will not** incur an additional FOS.