

BOARD PREPARATION GUIDELINES

The FY-16 Information Dominance Corps (IDC) Command and Leadership Screen Board (#425) will convene on 31 AUG 2015. The following information is provided to assist eligible members in preparing their records for this important career milestone event. Your record represents you and your accomplishments as an IDC officer, so it's in your best interest to ensure it is an accurate reflection of your performance. You should check your Officer Summary Record (OSR) and Official Military Personnel File (OMPF) on the BUPERS Online (BOL) site (<https://www.bol.navy.mil/>) to confirm that your record (i.e., awards, AQDs, qualifications, education, etc.) is current and accurate. Also, a picture in your current rank is a **required** part of your service record. All correspondence to the President of the Board must be received by Navy Personnel Command not later than **30 AUG 2015**. This deadline is to ensure that there is sufficient time to update your record.

CHECKING FITREP CONTINUITY

Your FITREPs play an integral role in the selection board process. You should check your FITREP Continuity Report which is also available on the BOL site. Once you are in your BOL account, click on "CCA/FITREP/Eval Reports" and select "Performance Evaluation Continuity Report." Follow the instructions on the site to ensure your FITREPs are in your electronic record.

PROCEDURES FOR PROMOTION BOARD CORRESPONDENCE

There are two ways to submit correspondence to the board:

1. MAIL: Correspondence for a selection board MUST arrive in the board spaces (NOT the base mail facility) by **30 AUG 2015**. 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. We highly recommend that you ensure your package arrives no later than a week prior to the board's convening date. It will take approximately 1-2 days for correspondence to be logged, sorted, and forwarded by the Customer Service Center to the appropriate board. **DO NOT send your letter to your detailer or any other code at NPC. They cannot deliver it directly to the board.** Certified and registered mail is also NOT recommended as they can add several days to a letters processing time by the US Postal Service (USPS). You MUST also use your "complete" SSN on all correspondence to the

board. The SSN is the only means to add correspondence to a record that has been pulled for a board. If you do not give us your entire SSN, you run the risk that your letter might not be added in time.

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

**Navy Personnel Command Customer Service Center (PERS-1)
President, FY-16 Information Dominance Corps Command and
Leadership Screen Board #425
5720 Integrity Drive
Millington TN 38055-6300**

b. All "COMMERCIAL" (FEDEX, UPS, DHL, etc.) Express or Overnight Mail should use the following address:

**Navy Personnel Command Customer Service Center (PERS-1)
President, FY-16 Information Dominance Corps Command and
Leadership Screen Board #425
5640 Ticonderoga Loop Bldg 768 Rm E302
Millington TN 38055-6300**

2. EMAIL: Scan and email letters and attachments to cscselboard@navy.mil

3. In both cases the Customer Service Center will maintain an open "Service Request" tracker while processing your submission to the selection board. You can check the receipt/progress/completion by calling the NPC Customer Service Desk:

- 1-866-U-ASK-NPC (1-866-827-5672)
- DSN 882-5672

LETTER TO THE BOARD

Try to limit your correspondence to the board president with only documents you know are missing, or those to which you want to bring special attention. Copies of travel claims with receipts attached to them or power point presentations, for example, do not necessarily improve your promotion potential. You MUST use your FULL social security number on your cover letter and any document that does not already contain it. This is because all correspondence has to be scanned into the Electronic Military Personnel Records System (EMPRS), and it can only be done by SSN. Since your letter is digitized when reviewed by the board, it is unnecessary (and a waste of your time and money) to place your letter in special covers, folders, or notebooks. Also, please use either a binder clip or paper clip (no staples) to fasten your documents together. This makes it much easier to take apart for the scanning process. Any folders, covers, etc. must be removed and discarded in order to scan the pages into EMPRS. Also, if you have coordinated for a Third Party to submit correspondence to the board, such as letters of recommendation, YOU MUST include such information in YOUR letter to the board. **NO individual can submit information directly to a board for you, only YOU can submit correspondence to the board;** Third Party Correspondence is prohibited by law. For clarification, all letters of recommendation must be directly submitted by you. Please see the last page of this guide for a sample letter to the board.

IDC COMMAND QUALIFICATION

OPNAVINST 1412.16, dated 21 FEB 2014, established the Information Dominance Command Qualification Program. IDC Officers eligible for consideration of command must complete the command qualification oral board and other qualifications listed within the instruction.

Officers who complete the IDC Command Qualification are required to have a command endorsed qualification letter in their record to ensure eligibility for board consideration (the 2DX series of AQDs confirms your qualification status). For those who have completed the qualification, ensure OPNAV N2/N6C and your detailer are in receipt of a copy of your command endorsed qualification letter, and check that it is in your record. If not in your record, include it in your correspondence to the board. If you have questions on your eligibility for command, contact your detailer.

RECORDS MANAGEMENT AND CORRECTING RECORDS

Sending correspondence to the board does NOT permanently correct your record. Correspondence to the board is destroyed upon completion of the board. If you are missing documentation from your record, use the following link to ensure it is permanently corrected:

[Officer Records Management Guide \(updated APR 2015\)](#)

SAMPLE LETTER TO THE BOARD

DD MMM YY

From: RANK First MI Last, USN, SSN (full)/Designator
To: PRESIDENT, FY-16 Information Dominance Corps Command
and Milestone Screen Board (#425)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) SECNAVINST 1420.1 (series)

Encl: (1) Fitness Report for the period 06NOV01-07OCT31
(2) Navy Commendation Medal Award Citation
(3) Letter of Recommendation from RADM I. M. Saylor

1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY14 Information Dominance Corps Command and Leadership Screen Board.

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JOHN P. JONES