

## **How do I know if I am board eligible for promotion?**

First, a NAVADMIN message setting the “zones” is released in December for the next Fiscal Year Zones. Go to <https://www.mynavyhr.navy.mil/> to see the latest FY Zones NAVADMINS (look under references, then messages).

This message establishes the senior and junior person that will be in-zone for each grade and competitive category for the upcoming year. The active-duty zone message also includes a “junior eligible.” The junior eligible marks the end of the below zone list of eligibles. The junior and senior person are identified by their lineal/precedence number. Those senior to the Senior in-zone officer listed in their category are considered above-zone and are also eligible for consideration.

EXAMPLE:

Medical Corps (210X)

|                 |                  |           |             |
|-----------------|------------------|-----------|-------------|
| Senior in-zone  | LT C. D. Johnson | 124552-00 | 19 OCT 2013 |
| Junior in-zone  | - LT J. D. Smith | 130512-00 | 11 AUG 2014 |
| Junior eligible | LT J. F. Thomas  | 143521-00 | 01 JUL 2016 |

You can look up your **lineal number** in **Navy Standard** Integrated Personnel System (NSIPS) <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/NPC-Internal/Information-Management/Corporate-Systems/NSIPS/> 1.

Once logged into NSIPS - Select the View Personal Information **link**. 2. Select Member Data Summary and you will find your Precedence/lineal **Number** at the bottom.

Please contact the NSIPS Helpdesk as needed a: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, email: NSIPSHelpdesk.fcm@navy.mil

If your lineal number is lower than the number for the Senior **in-zone officer** but greater than the number for the Junior in-zone officer on the message, you will be considered in- zone by the upcoming promotion board.

If your number is higher than the junior in-zone but lower than the junior eligible you will be viewed as below zone by the upcoming board. Boards are allowed to select a certain percentage of below zone officers. A below zone look is in essence a “free” look since consideration by the board as a below zone will not incur a failure of selection (or FOS) if not selected. It is possible, due to varying needs within the different communities, that an officer may receive 1, 2, or occasionally 3 below zone looks.

## **What to do if I am in-zone?**

Verify regular FITREP continuity for previous 5-years (if you have had at least 5)

Verify OSR/PSR accurately reflects FITREP grades and promotion recommendations

Verify awards & education

• **IMPORTANT!!** – The recorder’s verification of your record at the board does **NOT** replace the officer’s responsibility to ensure the completeness and accuracy of his/her record.

Review your electronic service record (ESR) about 3 to 4 months before the board to ensure it is complete. For a POC and general information about checking on your record go to the <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/NPC-Internal/Information-Management/Corporate-Systems/NSIPS/> Here you can view your Electronic Service record via NSIPS link, and access to your PSR/OSR/ODC. View all for correctness.

If you note any discrepancies in your ESR, PSR, OSR or ODC, the following: Visit the follow FAQ website for guidance, or contact PERS for assistance at 901-874-MNCC.

If you do NOT have access to NSIPS <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/NPC-Internal/Information-Management/Corporate-Systems/NSIPS/> or need help reviewing your ESR, first try contacting My Navy Career Center 833-330-MNCC for assistance. If that does not work, contact your detailer for assistance: FTOS/OFI detailer is LCDR McNab at 901-874-4045 or [Jennifer.mcnab@navy.mil](mailto:Jennifer.mcnab@navy.mil)

Boards will not be "viewing" photos, but the requirement still exists to have an updated photo each time you are promoted. It is a check mark during board review that will show whether or not the SNO has a current photo on file.

The requirement to maintain an officer photograph in the official service record will continue to exist in accordance with MILPERSMAN Article 1070-180, Officer Photographs. The point of contact (POC) for photo submission to Official Military Personnel File is Records Management and Policy (PERS-313) at (901) 874-3407/DSN 882."

### **What if I find discrepancies in my records?**

Contact My Navy Career Center 833-330-MNCC for assistance.

### **How do I know if I was selected for promotion?**

An ALNAV message is released identifying your promotion. ALNAVS and NAVADMINS available at the following URL under messages:

<https://www.mynavyhr.navy.mil/References/Messages/>

The ALNAV message will have your seniority number next to your name. Then go to the <https://www.mynavyhr.navy.mil/> SELECT Career Management then SELECT Boards then SELECT Active Duty Officer. Once there, SELECT the rank you were selected for, i.e. 04 Staff, then SELECT the board you were selected at, i.e. FY-22. Then at the bottom of this page will be a link for the phasing plan. You'll note that a few officers are selected each month (those with the lowest seniority numbers i.e. 0001-0004 selected first) and the majority of personnel are selected on 01 September.

Official promotions are released in a monthly NAVADMIN identifying those to be promoted the following month.

**I was identified on the NAVADMIN as being promoted next month, what next:**

Contact your command, giving them a copy of the NAVADMIN and request your promotion paperwork. This is NAVPERS 1421/7. This form has 3 parts – the first is your CO'S appointment to you. Second part is your acceptance to PERS, and third is CO's endorsement to PERS.... FOR YOUR PROMOTION. Once you sign the 1421/7, keep a copy for your records, and your command will send the original to PERS...