

Promotion Checklist



This is a product of the MyNavy Portal (MNP) Team in coordination with PERS-8. Please address comments and feedback via email to mnp-webmaster@us.navy.mil Current as of April 2026.



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PROMOTION CHECKLIST – GENERAL GUIDANCE


Required Item	Recommended Item	URL	Info Tips
	Review promotion readiness status on your Sailor Landing Page/MyCareer.	https://www.mnp.navy.mil/group/sailor-landing-page	The Sailor Landing Page/MyCareer Promotion Readiness widget provides indicators and actionable information.
	Learn about officer progression.	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer-Career-Prog/	
	Review Community Briefs for your officer category.	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/	Select "ACTIVE OCM" or "RESERVE OCM" using links in the left-hand navigation menu, then continue to navigate the left-hand menu until you identify your community pages.
	Gather insight from your detailers.	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/	Career information and advice is frequently provided through MyNavy HR Officer Detailing pages. Navigate the left-hand menu until you identify your community pages.
	View the <i>Manual of Navy Officer Manpower and Personnel Classifications</i> to understand how Navy Officer Occupational Classification System (NOOCS) codes are used to identify the qualitative needs for officer manpower and for reporting and recording officer qualifications and other personnel data.	https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-1/	<ul style="list-style-type: none"> • The NOBC structure describes general occupational duties. • The AQD structure identifies additional qualifications and skills not included in the other code structures. • The SSP structure identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines.
	NOOCS codes important to you include: <ul style="list-style-type: none"> • Naval Officer Billet Classification (NOBC) codes • Additional Qualification Designators (AQD) • Subspecialty Codes (SSC) 		MILPERSMAN Articles 1210 (series), 1212 (series), 1213 (series), and 1214 (series) contain policy guidance and can be found in the MyNavy HR Reference Library at https://www.mynavyhr.navy.mil/References/ Reserve Officers should visit the MyNavy HR website at https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Officers/NOBC-AQD/

PROMOTION CHECKLIST – PERSONNEL RECORDS MAINTENANCE

Required Item	Recommended Item	URL	Info Tips
	<p>Complete Records Review of your OMPF-My Record and NSIPS Electronic Service Record (ESR).</p>	<p>https://www.mnp.navy.mil/group/my-record/records-review</p>	<p>The MyNavy Portal Records Review user aid enables a step-by-step inventory of your OMPF documents and ESR data.</p>
 <p>Review OMPF-My Record for accuracy and completeness.</p>	<p>Verify documentation of Awards, Education, FITREPS, Training, and Qualifications a minimum of six months prior to Board convening date.</p>	<p>https://www.bol.navy.mil/bam/mnp.aspx?app=ompf</p>	<p>A promotion selection board evaluates the professional qualifications of each eligible officer as contained in the officer's OMPF. Per SECNAVINST 1420.3, officers have a duty to review their records periodically to ensure their records are complete and accurate. Find SECNAV instructions at https://www.secnav.navy.mil/doni/default.aspx.</p>
 <p>Review NSIPS Electronic Service Record (ESR) for accuracy and completeness.</p>	<p>Verify documentation of Awards, Education, FITREPS, Training, Qualifications and History of Assignments.</p>	<p>https://www.nsips.cloud.navy.mil/my.policy</p>	<p>Coordinate with your Command Pay/Personnel Administrator (CPPA) to resolve data discrepancies.</p>
 <p>Review Officer Data Card (ODC) for accuracy and completeness.</p>	<p>Verify documentation of Naval Officer Billet Classification codes (NOBC), Additional Qualification Designators (AQD), Subspecialty Codes (SSC).</p>	<p>https://www.bol.navy.mil/ccdreports/</p>	<p>The <i>Manual of Navy Officer Manpower and Personnel Classifications, Volume II</i> provides instructions for verification and submission of changes to the Officer Data Card (ODC) and the means for interpreting codes. Find NOOCS Volume II at https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-2/</p>
 <p>Review Performance Summary Report (PSR) and verify FITREP continuity (no gaps in reporting periods).</p>		<p>https://www.bol.navy.mil/ccdreports/</p>	<p>IAW BUPERSINST 1610.10H, the Navy Performance Evaluation System Manual (EVALMAN), members are responsible to ensure the continuity of their FITREP, CHIEFEVAL, or EVAL record. Continuity means that each Regular report must begin on the day following the ending date of the previous report. Find BUPERS instructions at https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/</p>





PROMOTION CHECKLIST –SELECTION BOARD PREP

Required Item	Recommended Item	URL	 Info Tips
	Determine Selection Board schedule.	https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/	Download Board Schedules by applicable Fiscal Year (FY).
	Review Promotion Readiness status on your Sailor Landing Page/MyCareer.	https://www.mnp.navy.mil/group/sailor-landing-page	The Sailor Landing Page/MyCareer Promotion Readiness widget provides indicators and actionable information for Sailors.
	Review MyNavy HR General Board Information.	https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/	Preparations for a statutory promotion board are different than for administrative and screening boards. Information specific to each is found at https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/Preparing-for-Boards/
	Review Selection Board NAVADMIN and Precept for your category.	https://www.mynavyhr.navy.mil/Career-Management/Boards/	
	Assemble and submit Letter to the Board via Electronic Submission of Selection Board Documents (ESSBD) no later than 10 days before Board convening date.	https://www.bo1.navy.mil/bam/mnp.aspx?app=ESSBD	Title 10 U.S.C. authorizes an eligible officer to communicate information to a statutory selection board. MILPERSMAN 1420-010 provides specific details and procedures for officers desiring to communicate information to a statutory selection board. Find the Naval Military Personnel Manual (MILPERSMAN) at https://www.mynavyhr.navy.mil/References/MILPERSMAN/1000-Military-Personnel/1400-Promotions/
	Verify you have ESSBD email receipt for your Letter to the Board submission.		





PROMOTION CHECKLIST – POST SELECTION BOARD (SELECTED)

Required Item	Recommended Item	URL	Info Tips
 Review MyNavy HR "Status Select" Overview.		https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/Status-Select/	
	Review Promotion Selection Board results.	https://www.mynavyhr.navy.mil/References/Messages/	
	View the appropriate ALNAV message and identify your promotion order.	https://www.mynavyhr.navy.mil/References/Messages/	Your promotion order number is found next to your name on the selection ALNAV.
	Determine your established promotion month based on the approved phasing plan.	https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/Status-Select/	You will be promoted on or after 1 OCT of the next fiscal year, depending on your seniority versus the other officers selected for promotion and the phasing plan.
	Verify monthly promotion message (NAVADMIN) for your promotion announcement.	https://www.mynavyhr.navy.mil/References/Messages/	A NAVADMIN is released the last week of each month to announce promotions that will be effective the first day of the following month. Find Naval messages at https://www.mynavyhr.navy.mil/References/Messages/
	Review community brief and career path for planning and goal setting.	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/	
	Discuss your new role and expectations with chain of command and mentor.		
 Contact your Detailer to discuss career and milestone screening boards.		https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/	Navigate to your officer community to locate Detailer contact information.
	Identify and implement lifestyle changes to support your new leadership role.	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	



PROMOTION CHECKLIST – POST SELECTION BOARD (NOT SELECTED)

Required Item	Recommended Item	URL	Info Tips
 Review MyNavy HR "Status Non-Select" Overview.		https://www.mynavyhr.navy.mil/Career-Management/Boards/General-Board-Info/Status-Non-Select/	
 Contact your detailer for Failure of Selection (FOS) counseling.		https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/	
	If second FOS (2xFOS), determine your status IAW 10 USC 632 for Regular Navy officers.	https://uscode.house.gov/view.xhtml?path=/prelim%40title10/subtitleA/part2/CHAPTER36&edition=prelim	
	If second FOS (2xFOS), determine your status IAW 10 USC 8372 for Regular Navy, Limited Duty Officers (LDO).	https://uscode.house.gov/view.xhtml?path=/prelim%40title10/subtitleA/part2/CHAPTER36&edition=prelim	
	If second FOS (2xFOS), determine your status IAW 10 USC 580 for Regular Navy Chief Warrant Officers.	https://uscode.house.gov/view.xhtml?path=/prelim%40title10/subtitleA/part2/CHAPTER36&edition=prelim	
	If second FOS (2xFOS) or otherwise eligible for consideration by a Continuation Selection Board, check your continuation selection status at BOL.	https://www.bol.navy.mil/BAM/menu.aspx	