

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000**

**IN REPLY REFER TO
BUPERSINST 1401.2
NMPC-221
27 OCT 1989**

BUPERS INSTRUCTION 1401.2

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: SPECIAL ENLISTED SELECTION BOARDS

Ref: (a) CNO WASHINGTON DC 282146Z MAR 89 (NAVOP 030/89)
(b) BUPERSINST 1430.16C

1. Purpose. To set forth policy, eligibility requirements, and administrative procedures for special enlisted selection boards for active and Naval Reserve members for FY-90 and subsequent boards per reference (a).

2. Discussion. To ensure that selection board eligible enlisted members are given proper consideration for advancement to E-7/8/9, the special enlisted selection board is established. Special selection boards for officers on the active duty list have been in effect, in law, for several years. They do not replace regular boards but are, instead, used to provide an equitable opportunity for those who failed to receive proper consideration due to errors not of their making. The special enlisted selection board has been developed to consider individuals who were not properly considered through the normal selection board process due to circumstances beyond their control. Special enlisted selection boards do not absolve commands or servicing Personnel Support Activity Detachments (PSD) of their responsibilities per reference (b) and periodic BUPERSNOTE 1418.

3. Waivers. Decisions by the Chief of Naval Personnel (CHNAVPERS) regarding special selection board eligibility are final. No reconsideration of CHNAVPERS decisions will be granted and none shall be requested.

4. Eligibility. Candidate eligibility will be determined by CHNAVPERS on a case by case basis.

a. Eligibility terminates 9 months after the regular board convened.

b. A candidate must demonstrate that the administrative error(s) which precluded him or her from being considered, or considered in the incorrect competitive category, by a specific regular board must have been beyond his or her control and not the direct or indirect result of his or her error, delay, or omission.

(1) Examples of administrative errors beyond a candidate's control include, but are not limited to, the following:

(a) Failure of the command or servicing PSD to forward exam/answer sheet in a timely manner.

(b) Lateral conversion of the candidate wherein the command/PSD notified Naval Education and Training Program Management Support Activity (NETPMSA) and COMNAVMILPERSCOM (NMPC-221 or NMPC-932 for Training and Administration or Reserves (TAR), Active Duty for Special Work/One Year (ADSW/OYR), Canvasser Recruiters (CANREC), and drilling Naval Reserve personnel) of the conversion per reference (b), but the conversion was not reflected until after the regular board.

(2) Examples of administrative errors that will not normally justify eligibility before a special enlisted selection board include, but are not limited to, the following:

(a) Errors as a result of incorrect information on exam answer/worksheets signed by a candidate.

(b) Taking improper/unauthorized E-7 examination.

(c) Errors/omissions on a candidate's official microfiche service record. As a candidate is responsible for the accuracy of his or her microfiche record and the record is provided upon request by the member at no expense, errors/omissions will generally be insufficient to warrant consideration for a special board.

(d) Failure of a candidate to verify information on the exam answer/worksheet per reference (b).

(e) Non-receipt or delay in receiving additional information from the candidate for consideration by the regular selection board.

(3) Candidates who were properly considered but not selected for advancement by a regular board are not eligible for consideration by a special enlisted selection board.

(4) Candidates who were considered by a regular board who successfully petition for a special board, but who subsequently change branch/class or competitive category prior to the convening of the special board, will be considered based on the status of the candidate at the time the regular board convened.

c. Request for consideration by a special enlisted selection board must be received by NMPC-221 or NMPC-932 (for TAR, ADSW/OYR, CANREC, and drilling Naval Reserve personnel) prior to

the termination of eligibility (ex. by 1 January 1990 for the FY-90 E-8/9 Selection Board) and must include the following information:

(1) Candidate's name, rate, SSN, PNEC.

(2) Specific regular board which did not consider or improperly considered the candidate (e.g. FY-90 E-8/9 Selection Board).

(3) Summary of administrative error(s) which precluded the candidate's proper consideration and attempts made to correct the errors.

(4) Miscellaneous issues (e.g. candidate is approaching high year tenure, etc.).

(5) Command endorsement.

(6) Any documentation supporting candidate's request.

5. Board Administration

a. Dates of special enlisted selection boards will be announced in an applicable BUPERSNOTE 1418.

b. Records of candidates eligible for a special enlisted selection board will be compared against sample records of those considered by the regular board. There will be no rating quotas for special enlisted selection board.

c. The special enlisted selection board will be governed by the precept from the corresponding regular board and selection criteria for advancement to E-7/8/9 will be same as for the regular board.

d. Board membership normally will consist of a captain (O-6) as president and a senior enlisted member (E-9) for every four candidates eligible for the special board as determined by the ratings of the candidates.

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