

# Promotion Board: Waiver of Deferment Request

# Why is this important?

- **Per NAVADMIN 290/23, Section 8:** [should be updated to NAVADMIN 290/XX for each subsequent FYXX cycle]
- “In-zone and above-zone eligible officers in the grades of chief warrant officer 2/3/4, lieutenant, lieutenant commander, and commander, whose placement on the active-duty list is within one year of the convening dates of these boards, are automatically deferred unless they specifically request to be considered.”
- **Translation:** if you were HPSP / USUHS → NADDS → Active Duty or any other combo, have been back on Active Duty for < 1 year and in zone for promotion, you will NOT automatically appear on the board’s eligible list.
- To ensure your name is on the list to be considered, you must submit the **Waiver of Deferment Letter** to the above email address

To see the most up to date template, visit [mynavyhr.navy.mil](https://mynavyhr.navy.mil) → Career Management → Boards → Active Duty Officer



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## Active Duty Officer Promotion Boards

03 LINE

### 03 STAFF

04 LINE

## 04 STAFF

05 LINE

## 05 STAFF

06 LINE

## 06 STAFF

CWO 3

CWO 4

CWO 5

ARCHIVE

## COMMUNITY BRIEFS

PERS-801 is the sponsor for all statutory officer promotion selection boards for ranks of O6 and below. PERS 803 sponsors the Active Duty LDO/CWO In-Service Procurement Selection Board. For administrative boards such as Command Screen, CO/XO, and Department Head, please contact the appropriate sponsor (detailer or community manager).

The August promotion message has been released, [NAVADMIN 143/24](#).

Per Secretary of Defense guidance, the display of official photographs to officer promotion selection boards has been prohibited. Please refer to [NAVADMIN 247/20](#) for more information and requirement to maintain an officer photograph in the official service record. Do not include photographs in letter to the board submissions.

Per **NAVADMIN 220/19**, Electronic Submission of Selection Board Documents (ESSBD) is the preferred method of submitting a Letter to the Board (LTB).

To utilize ESSBD, candidates must access the document services application through MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/advancement-and-promotion/overview> or the BUPERS Online (BOL) main menu. If required, an [ESSBD Users Guide](#) is available on the [NPC Selection Board Support](#) web page accessible through the left hand menu. A submission status of "Accepted" or "Auto-Accepted" indicates the documents were received.

**Per the National Defense Authorization Act for 2018, LTBs submitted to statutory officer promotion boards must be received by Navy Personnel Command not later than 2359 (central time) 10 calendar days prior to the convening date of the respective board.** Generally, administrative boards will follow, at a minimum, the statutory officer deadlines. Deadlines for submission to other boards will be listed in the convening announcement for those boards. In either case, if the board for which you are attempting to submit a LTB cannot be found in the ESSBD drop down menu, the deadline for submission to that board has passed. Submitters are cautioned to not wait until the deadline date to submit LTBs via ESSBD or other available avenues.

If ESSBD is unavailable, LTb's for officer promotion selection boards may be submitted to the MyNavy Career Center (MNCC) in accordance with the selection board NAVADMIN and MILPERSMAN 1420-010 via postal mail or encrypted e-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). Additionally, the annual notice of convening for officer promotion selection boards (NAVADMIN 290/23) will provide the most up to date information on communicating with the board. Please do not send communications with officer promotion selection boards to your detailer or other PERS code. If you do, you risk your correspondence getting lost or being received too late for the board. Also, you must use your full 10-digit DoD identification number on your cover letter and any document that does not already contain it.

**Encrypted emails** containing LTB packages shall be sent to CSCSELBOARD@navy.mil. To ensure more efficient processing and for internal tracking purposes, a recommended subject line of your email is "CUI - Promotion Board Package: Active-Duty [Rank][Line/Staff] Board, FY-YYYYXX" (where YY represents the last two digits of the fiscal year of the selection board and the XXX represents the actual 3-digit board number and you insert the appropriate parenthetical information). **FY-25 Board Schedule**. You must encrypt your email due to PII policy. **If you send from a .mil e-mail address, you should digitally sign your e-mail. Per MILPERSMAN 1420-010, cover letters must be signed with a wet (pen) or CAC signature that displays DOB ID number.**

Many questions about boards can be answered on our [Helpful Information](#) or [Board Preparation](#) to the right. There is also some valuable information on the [General Board Information](#) pages. For other questions concerning Active Duty Officer Promotion Boards or to check the status of your LTB submitted via postal mail or encrypted e-mail, please call the MyNavy Career Center (833) 330-MNCC (6622) or DSN 882-6622) or Email: [askmncc@navy.mil](mailto:askmncc@navy.mil)

**NOTE: Board membership will no longer be released until after the results of the board are released.**

### Helpful Information

- [FY-25 Promotion Zones](#)
- [FY-25 Board Schedule](#)
- [SECNAV Approved Community Briefs](#)
- [Frocking Requests](#)
- [Serving on an Active Duty Board](#)
- [FY-25 Competency/Skills Information](#)
- [Active Officer Promotion Brief](#)

## Board Preparation

- In Zone Determination
  - Fitness Report Continuity
  - Record Management
  - Sample Letter to the Board
  - Sample "Don't Pick Me" Letter to the Board
  - **Sample Waiver of Deferment Request**
  - Email the MyNavy Career Center
  - Promotion Selection Board Deferment (Opt-Out) Guidance
  - FY-26 Promotion Selection board Deferment (Opt-Out)
- NAVADMIN

## WAIVER OF DEFERMENT

Officers who have not been on the Active-Duty List for one year on the day the board convenes will be deferred from consideration unless they specifically request consideration.

The officer may waive this deferment and request consideration for promotion, *in writing*, to Navy Personnel Command (PERS-802). The request should be scanned to PDF and sent via e-mail to:

[NPC\\_Officer\\_SELBD\\_Elig\\_Waivers.fct@navy.mil](mailto:NPC_Officer_SELBD_Elig_Waivers.fct@navy.mil)

The request may also be mailed to:

Commander, Navy Personnel Command (PERS-802)  
5720 Integrity Drive  
Millington, TN 38055-0801

**WARNING: This waiver of deferment should not be confused with the request to defer (opt out) of promotion consideration announced in NAVADMIN 228/19.**

An example of this waiver of deferment request is provided below.

(DATE)

From: (RANK) (FIRST NAME MI. LAST NAME), USN, (DODID)/(DESIG)  
To: Commander, Navy Personnel Command (PERS-802)

Ref: (a) Title 10, U.S. Code  
(b) SECNAVINST 1420.3 Series

Subj: FY-XX ACTIVE DUTY (LINE OR STAFF) (RANK)  
PROMOTION SELECTION BOARD WAIVER OF DEFERMENT

1. Per reference (a) and (b), I am entitled to a one-year deferment from consideration by a promotion selection board. I wish to waive my deferment for the FY-XX Active Duty (Line or Staff) (Rank) Promotion Selection Board (#XXX).

2. Respectfully request confirmation of receipt of this letter. I appreciate your time and consideration. If you have any questions or concerns, please contact me at (EMAIL)/ (PHONE NUMBER).

(Signature Line)

## Real life example

3/13/24

From: LT MATTHEW R. MCGEE, USN, XXXXXXXXXXXXX/2100  
To: Commander, Navy Personnel Command (PERS-802)  
Ref: (a) Title 10, U.S. Code  
(b) SECNAVINST 1420.3 Series  
Subj: FY-25 ACTIVE DUTY STAFF LCDR PROMOTION SELECTION  
BOARD WAIVER OF DEFERMENT

1. Per reference (a) and (b), I am entitled to a one-year deferment from consideration by a promotion selection board. I wish to waive my deferment for the FY-25 Active Duty Staff LCDR Promotion Selection Board (#25300).
2. Respectfully request confirmation of receipt of this letter. I appreciate your time and consideration. If you have any questions or concerns, please contact me at matthew.r.mcgee2.mil@health.mil/ XXX-XXX-XXXX.

LT Matthew R. McGee



# Once you type and sign your letter...email it

The officer may waive this deferment and request consideration for promotion, in writing, emailed to:

[NPC\\_Officer\\_SELBD\\_Elig\\_Waivers.fct@navy.mil](mailto:NPC_Officer_SELBD_Elig_Waivers.fct@navy.mil)

or mailed to:

Commander, Navy Personnel Command (PERS-802)  
5720 Integrity Drive  
Millington, TN 38055-0000

That email mailbox is used to send waiver deferment requests only, not anything to the president of the board.

The mailbox is monitored by Career Progression Eligibility Branch PERS-802, who then sends the eligibility listing to the selection board.

This letter is simply a request from you to have your name on the eligibility listing that the PERS office handles.

The “Waiver Deferment” letter goes not go before the board. The board members never see this letter.

Once this letter is submitted, you should be receive a confirmation email and you should be listed as eligible / you’re on the list for the board to see.

Any information that you want the board to see needs to be sent via the eNavFit program found through BOL.