



Home **Nominations** Resources Reports Contact Info

Create Saved

Package

Location updated successfully.

Name	
Description	
Group	
Number	
Year	

Nomination

Save Changes Reset

Control Id O6BPT2

Old Control Id

Senate Id

Type* O-6 & Below

Subtype* Promotion Selection Board

The First Name on Nom Brown, John

Nomination Description FY 2014 AD O-6 JAG

Number 25

Created 02/24/2015

PDOA

PDOP 10/01/2015

PDOM

Close Out Date

Service Army

Component Active Duty

Remarks

IG Check Required

Service POC Rett Miller (831) 583-2400 x4445

OSD POC Tony Flores

Grade of Appointment WO-1 CWO-2 CWO-3

Final Destination Senate

Save Changes Reset

Add/View Documents (1)

Location

Add Location View Location History

Location	Days	In Date	Approved Date	Approved By

Nominees (0 of 0)

Add Nominee View Nominees Text File Required

Officer	IG Checks (# days)	Adverse	Waivers	Withheld	Split
Delete selected nominees					

Once in the system, click on the Nominations Tab and this blank screen will come up. Fill in the blanks based on the next screen to create the nomination record.

If you have more than 1 scroll in the package, create one record and attach all necessary documents to that one record. Don't create a record for each scroll, OEPM will do that.



Serving Those Who Serve Our Country

Dale Bourque
Role: Nomination Manager - O6 and Below - Army
Switch Role

Logout

1. Fill in the below fields.

Home	Nominations	Resources	Reports	Contact Info
Create	Saved			

Create New Package

Name	<input type="text"/>
Description	<input type="text"/>
Group	<input type="text"/>

2. Add in a Control Id, recommend a unique Service ID that you'll be able to use to find the record again.

Create New Nomination

3. Select O-6 & Below as type from pull down menu.

Save	Clear
Control Id	A 042214a
Old Control Id	
Type*	O-6 & Below
Subtype*	Promotion Selection Board
The First Name on Nom	Dorker, Borker
Nomination Description	FY 2016 Res O-6 APL
Number	125
PDOA	
PDOP	10/1/2015
PDOM	
Close Out Date	
Service	Army
Component	Reserve
Remarks	Put Special Notes Here
IG Check Required	<input type="checkbox"/>
Service POC	
OSD POC	Dale Bourque (703) 695-5153 DSN 225
Grade of Appointment	WO-1 CWO-2 CWO-3
Final Destination	Senate
Save	Clear

4. From the pull down menu select the subtype. Most of these are self explanatory. Use "Promotion Other" for Spot and withhold packages.

5. Enter first name on the scroll.

6. Enter name of package or a short description of package.

7. Enter total number of officers submitted for promotion or appointment in the package.

8. Enter date of first promotion or appointment from package. If ASAC, enter current date.

9. Select Service from pull down menu (if not already selected).

10. Select Active or Reserve from pull down menu (for Guard packages uses Reserve).

11. Select the name of Service POC (once this capability is provided).

12. Select the grade or grades of appointment

13. Select the final destination (if known)

14. When done click on Save button.

Once the record is saved, the below comes up. Documents can then be added, viewed, or deleted using the Add/View Documents button.

Home **Nominations** Resources Reports Contact Info

Create Saved

Package

Name:

Description:

Group:

Number:

Year:

Add/View Documents (0)

Location

Add Location View Location History

Location	Days	In Date	Approved Date	Approved By

Nomination

Save Changes Reset

Control Id: A 042214a

Old Control Id:

Senate Id:

Type*: O-6 & Below

Subtype*: Promotion Selection Board

The First Name on Nom: Dorker, Borker

Nomination Description: FY 2016 Res O-6 APL

Number: 125

Nominees (0 of 0)

Add Nominee View Nominees Text File Re

Officer IG Checks (# days)

Delete selected nominees

When this screen comes up click on Add/View Documents button to add, view, or delete documents.

Load the following:

- All Packages - pdf of signed/dated Service transmittal memo, pdf and electrons for summary sheet (if included)
- Scroll packages - pdf and word electrons for scroll (s)
- Senate packages with 3 or more names - electrons for Senate text file (s)
- Promotion Board/Position Vacancy packages - pdf and electrons for P&R board approval document, pdf of board report (text of board report, select list, non-select list, show cause, list officers that wrote letters), board charge, convening notice, summary sheet, joint memos, joint stats, joint special listing, acquisition memo, acquisition stats, other documents normally provided with the packages in the past.

If in question, ask OEPM or look in DoDI 1320.04

If above is loaded into DSS, then for Promotion Board/Position Vacancy packages, original and copy still needs to include transmittal memo, scroll, original board approval document, board member signature sheets, select lists, summary sheet, Joint Staff memo, joint stats, acquisition memo, and acquisition stats.

The original and 1 copy does not need to contain board charge, convening notice, joint appointment memos, Service transmittal memo to Joint Staff, joint special listing, non-select listing, show cause, list of officers that wrote letters, other documents normally provided with the packages in the past.

Also see below document (last two pages) for breakout by kind of package for what to included with package and what to attached to the DSS record.

To open previously created records, click on the "Saved" sub-tab in the Nominations tab. Click on the hyper link in the below list and the record will come up. The Service will be able to view and edit the record as indicated in the previous screens until OEPM accepts the record. OEPM will accept the record once we get the hard copy of the package and have verified that we have all necessary documents attached.

Home **Nominations** Resources Reports Contact Info

Create **Saved** ← Saved sub-tab

Record hyper links

Control Id	First Name on Nom	Old Control Id	Nomination Type	Number Nominated	Package	Created Date	Senate Id	Service	Component	IG Check required	Final Destination
<input type="checkbox"/> 150	Clark		O-6 & Below	1		08/24/2009		Army	National Guard	Y	
<input type="checkbox"/> 6756756754	A test name on nom		O-6 & Below	3		09/29/2010	senID123	Army	National Guard		Senate
<input type="checkbox"/> o6sub22	Other		O-6 & Below	0		01/04/2011		Army	Active Duty	Y	
<input type="checkbox"/> o6sub20	Removal		O-6 & Below	0		05/04/2011		Army	Active Duty	Y	
<input type="checkbox"/> o6sub18	Regular Appointment		O-6 & Below	0		06/15/2011		Army	Active Duty		
<input type="checkbox"/> o6sub21	Permanent Professor		O-6 & Below	0		06/15/2011		Army	Active Duty		
<input type="checkbox"/> DemoNom2	Demo Nomination 2		O-6 & Below	0		01/23/2012		Army	Active Duty		
<input type="checkbox"/> 04262012	TESTAPRIL		O-6 & Below	0		04/26/2012		Army	Reserve		SD
<input type="checkbox"/> 04262012-4	test4		O-6 & Below	0		04/26/2012		Army	National Guard		
<input type="checkbox"/> gofo323t2	---		O-6 & Below	0		04/30/2012		Army	Active Duty		
<input type="checkbox"/> 05022012	05022012		O-6 & Below	0		05/02/2012		Army	Reserve Retiree		
<input type="checkbox"/> 05022012-2	---		O-6 & Below	0		05/02/2012		Army	Active Duty		
<input type="checkbox"/> Army2	Testing, Page		O-6 & Below	4		02/03/2015		Army	Active Duty		SecDef
<input type="checkbox"/> O6BPT2	Brown, John		O-6 & Below	25		02/24/2015		Army	Active Duty		Senate
<input type="checkbox"/> Apple 5	Apple 5	Army Apple	O-6 & Below	0		03/18/2015		Army	Active Duty		SecDef
<input type="checkbox"/> O6BPT7	Doe7, John		O-6 & Below	1		03/18/2015		Army	Active Duty		SecDef
<input type="checkbox"/> O6BPT8	JJO00		O-6 & Below	20		03/18/2015		Army	Active Duty		SecDef
<input type="checkbox"/> 0001-15LER	Time, Party	Army123	O-6 & Below	1		03/18/2015		Army	Active Duty		SecDef
<input type="checkbox"/> 1251312	TEST NAME		O-6 & Below	1		10/05/2012		Army	Active Duty		DSD

Excel

Breakout of Documents
Papercopy vs Attached to DSS

Sub-Type of Package	Include With Package (Original and 1 Copy)	Attached to DSS Record
Promotion Extension	Original Secretary memo	Pdf copy of Secretary memo
Promotion Selection Board to O-3 through O-6	Original Secretary memo Original scroll ¹ Original summary sheet (for AF summary sheet is included in board approval document) Original board approval document (on separate page) Original board report (includes body of board report, signatures, and select lists) Joint Staff memo (if joint considered) Joint Stats (if joint) Acquisition Memo (if acquisition) Acquisition Stats (if acquisition)	Pdf copy of Secretary memo Word electrons and pdf copy of scroll Electrons for summary sheet Electrons for board approval document (if separate from summary sheet) Pdf copy of board approval document, board report, select list Pdf of non-select lists, show cause paperwork, and letter writers listing (may be loaded separate or together) Pdf copy of board precept and convening notice (may be loaded separate or together) Pdf copy of Joint Staff memo & joint stats Pdf copy of joint appointment letters, Secretary memo to the CJCS, and joint special listing (if joint) Pdf copy of Acquisition Memo and Stats (if acquisition) Electrons for Senate text file (if Senate scroll with 3 or more names included)
Promotion Selection Process to O-3	Original Secretary memo Original scroll Original summary sheet (for AF summary sheet is included in process approval document) Original process approval document (on separate page) Original process report	Pdf copy of Secretary memo Word electrons and pdf copy of scroll Electrons for summary sheet Electrons for process approval document (if separate from summary sheet) Pdf copy of process approval document and process report
Supplemental Promotion Selection Process to O-3	Original Secretary memo Original scroll (Scroll not required for DOR Changes) Original summary sheet (for AF summary sheet is included in process approval document) Original process approval document (on separate page) Original process report	Pdf copy of Secretary memo Word electrons and pdf copy of scroll (Scroll not required for DOR Changes) Electrons for summary sheet Electrons for process approval document (if separate from summary sheet) Pdf copy of process approval document and process report
Promotion Other (Withholds, to O-2 and warrant officer (all grades), Navy Spot, Federal Recognition Board, Original Appointment, withdrawal scrolls)	Original Secretary memo Original scroll ¹ Original summary sheet	Pdf copy of Secretary memo Word electrons and pdf copy of scroll Electrons for summary sheet
Special Selection Board	Original Secretary memo	Pdf copy of Secretary memo

Breakout of Documents
Papercopy vs Attached to DSS

	<p>Original scroll¹ (Scroll not required for DOR Changes)</p> <p>Original summary sheet (for AF summary sheet is included in board approval document)</p> <p>Original P&R board approval document (on separate page)</p> <p>Original board report (includes body of board report, signatures, select and/or non-select lists. For Army also includes statistical summary. For Army Reserve also includes affirmation memo.)</p> <p>Joint Staff memo (if joint considered)</p>	<p>Word electrons and pdf copy of scroll (Scroll not required for DOR Changes)</p> <p>Electrons for summary sheet</p> <p>Electrons for board approval document (if separate from summary sheet)</p> <p>Pdf copy of board report</p> <p>Pdf copy of board precept</p> <p>Pdf copy of Joint Staff memo, joint appointment letters, Secretary memo to the CJCS (if joint)</p> <p>Pdf copy of correction board decision or court order (if basis for board)</p> <p>Pdf of Justification Report (for Air Force)</p> <p>Electrons for Senate text file (if Senate scroll with 3 or more names included)</p>
Board Report Removal	<p>Original Secretary memo</p> <p>Copy of back up documents</p>	<p>Pdf copy of complete package</p>
Permanent Professor	<p>Original Secretary memo</p> <p>Original scroll¹</p> <p>Original curriculum vitae</p>	<p>Pdf copy of complete package</p> <p>Electrons for scroll</p>
Director of Admin	<p>Original Secretary memo</p> <p>Original scroll¹</p> <p>Original bio or resume</p>	<p>Pdf copy of complete package</p> <p>Electrons for scroll</p>

1. For scrolls going to the Senate, include the original scroll(s) in a separate folder and put a copy of scroll(s) with original Service transmittal memo.

Breakout of Documents
 Papercopy vs Attached to DSS

Others Items in Package	Include With Package to CAB (Original and 1 Copy) ¹	Attached to DSS Record
Packages with reported adverse information or other reportable information	Original Adverse Information Summary or Reportable Information Summary Copies of Promotion Review Board, any officer rebuttals, any administrative or discipline paperwork, copies of paperwork or fitness reports showing outstanding items events or performance of the officer, one- or two-page summary of officer's career	Pdf copy of summary sheets and background materials Electrons for Adverse Information Summary or Reportable Information Summary
	Delivered to OEPM	
	4 SASC Binders (which include Service memo, Adverse Information Summary or Reportable Information Summary, Promotion Review Board, any officer rebuttals, any administrative or discipline paperwork, copies of paperwork or fitness reports showing outstanding items events or performance of the officer, one- or two-page summary of officer's career, unredacted investigation report (including witness statements), other pertinent information	