



Dale Bourque  
 Role: Nomination Manager - O6 and Below - Air Force  
 Switch Role

Logout

Home	<b>Nominations</b>	Resources	Reports	Contact Info
Main				

Create New Nomination

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

Save	Reset Form	Clear
<b>Control Id</b>	<input type="text"/>	
<b>Type*</b>	<input type="text"/>	
<b>Subtype*</b>	<input type="text"/>	
<b>The First Name on Nom</b>	<input type="text"/>	
<b>Nomination Description</b>	<input type="text"/>	
<b>Number</b>	<input type="text" value="0"/>	
<b>PDOP</b>	<input type="text"/>	
<b>PDOM</b>	<input type="text"/>	
<b>Close Out Date</b>	<input type="text"/>	
<b>Old Control Id</b>	<input type="text"/>	
<b>Service</b>	Air Force <input type="text"/>	
<b>Component</b>	Active Duty <input type="text"/>	
<b>Remarks</b>	<input type="text"/>	
<b>IG Check Required</b>	<input type="checkbox"/>	
<b>Service POC</b>	<input type="text"/>	
<b>OSD POC</b>	<input type="text"/>	
<b>Grade of Appointment</b>	WO-1 <input type="text"/> CWO-2 <input type="text"/> CWO-3 <input type="text"/>	
<b>Final Destination</b>	<input type="text"/>	
Save	Reset Form	Clear

If you have more than 1 scroll in the package, you can load documents to one record. You don't have to create a record for each scroll.



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1. Will need to fill in below fields.

Create New Nomination

2. Add in a Control Id, recommend 2 digit Service ID "AF" followed by date "MMDDYY" and 1 digit alpha character. Added alpha character in case you're loading more than 1 document on the same date...can add a, b, c, etc.

4. From the pull down menu select the subtype (see below for types.

6. Enter short description of package.

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

9. Select Service from pull down menu.

12. When done click on Save button.

Save	Reset Form	Clear
Control Id	AF 081711a	
Type*	O-6 & Below	
Subtype*	Promotion Selection Board	
The First Name on Nom	Smith, Albert Z.	
Nomination Description	FY 2011 Res to O-5 Line and HP	
Number	532	
PDOP	11/01/2011	
PDOM		
Close Out Date		
Old Control Id		
Service	Air Force	
Component	Reserve	
Remarks		
IG Check Required	<input checked="" type="checkbox"/>	
Service POC	Maj Eric Levesque DSN	
OSD POC		
Grade of Appointment	WO-1 CWO-2 CWO-3	
Final Destination		
Save	Reset Form	Clear

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

5. Enter first name on the scroll.

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

10. Select Active or Reserve from pull down menu.

11. Enter name & phone number of POC.

Ignore this block

- Promotion Extension = for requests for extension of 18th promotion eligibility period.
- Promotion Selection Process = for fully qualified O-3 processes that require OSD approval.
- Promotion Other = withholds, promotion to O-2, promotion to CWO, misc promotions not covered elsewhere, Navy SPOT promotions, Band/Bugle Corps promotions.
- Promotion Selection Board, Federal Recognition Board, Original Appointment, Special Selection Board, Removal, Permanent Professor/Director of Admin are self explanatory.
- Original Appointments = first appointment on the ADL or first appointments on the RASL and those officers completing accession programs/schools
- Regular Appointments = 531 appointments that are not original appointments
- Other = misc appointments not covered elsewhere.



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Home **Nominations** Resources Reports Contact Info

Main

Control Id	First Name on Nom	Nomination Date
AF 081711a	Smith, Albert Z.	

[Excel](#)

When this screen comes up click on the name to add documents to record.

### Create New Nom

Save	Reset Form	
<b>Control Id</b>	<input type="text"/>	
<b>Type*</b>	<input type="text"/>	
<b>Subtype*</b>	<input type="text"/>	
<b>The First Name on Nom</b>	<input type="text"/>	
<b>Nomination Description</b>	<input type="text"/>	
<b>Number</b>	<input type="text" value="0"/>	
<b>PDOP</b>	<input type="text"/>	
<b>PDOM</b>	<input type="text"/>	
<b>Close Out Date</b>	<input type="text"/>	
<b>Old Control Id</b>	<input type="text"/>	
<b>Service</b>	Air Force <input type="text"/>	
<b>Component</b>	Active Duty <input type="text"/>	
<b>Remarks</b>	<input type="text"/>	
<b>IG Check Required</b>	<input type="checkbox"/>	
<b>Service POC</b>	<input type="text"/>	
<b>OSD POC</b>	<input type="text"/>	
<b>Grade of Appointment</b>	WO-1 <input type="text"/> CWO-2 <input type="text"/> CWO-3 <input type="text"/>	
<b>Final Destination</b>	<input type="text"/>	
Save	Reset Form	Clear



Main

Control Id	First Name on Nom	Nomination Date
AF 081711a	Smith, Albert Z.	

Excel

<b>Nomination</b>		Add/View Documents (0)	
Clear all		<a href="#">Location</a>	
Control Id	AF 081711a	Add Location View Location History	
Old Control Id			
Senate Id		Location	Days In Date Approved Date Approved By
Type*	O-6 & Below		
Subtype*	Promotion Selection Board		
The First Name on Nom	Smith, Albert Z.		
Nomination Description	FY 2011 Res to O-5 Line and HP	Nominees (0 of 0)	
		Add Nominee <input type="checkbox"/> Text File Required	
		Officer	IG Checks (# days) Adverse Waivers Withheld Split
		Delete selected nominees	
Number	532		
Created	08/17/2011		
PDOP	11/01/2011		
PDOM			
Close Out Date			
Service	Air Force		
Component	Reserve		
Remarks			
IG Check Required	<input checked="" type="checkbox"/>		
Service POC	Maj Eric Levesque DSN		
OSD POC			
Grade of Appointment	WO-1 CWO-2 CWO-3		
Final Destination			
Clear all			

When this screen comes up click on Add/View Documents.

If for some reason, you don't get all documents loaded in one session or need to load replacement document, create another record and add the new or added documents to the record. You can create with a similiar Control ID, maybe just putting alpha character behind the number or different alpha character. Can also put remarks in the "Remarks" section advising that this is updated or new documents.



## Nomination Information

Control Id	Last Name	Old Control Id	Nomination Type	Remarks
AF 081711a	Smith, Albert Z.		O-6 & Below	
Number Nominated	Requested Confirmation	PDOP	PDOM	Closed Out Date
Created Date				
532	11/01/2011			
08/17/2011				
Modified Date	Nomination Description			
08/17/2011	FY 2011 Res to O-5 Line and HP			

 Browse...

Nothing found to display.

1. Click on Browse. Then select documents to update to Record. (Documents will need to be loaded one at a time)

2. After document path is in Browse window, click on Upload File button to load document.

Load the following:

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

With loading of full package above by pdf into DSS along with scroll electrons, Services can provide an original package and 1 copy to WHS instead of original package and 3 copies. Two exceptions:

- First, Senate scrolls put copy in original package stack and include originals in a separate folder

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 next document for breakout by kind of package for what to included with package and what to attached to the DSS record.

Test Breakout of Document  
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	Original Secretary memo Original scroll <sup>1</sup> 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
Promotion Other (withholds, to O-2, Navy Spot), Federal Recognition Board, Original Appointment, Regular Appointment	Original Secretary memo Original scroll <sup>1</sup> 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 Original scroll <sup>1</sup> Original summary sheet (for AF summary sheet is included in board approval document) Original P&R board approval document (on separate page) 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	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 report Pdf copy of board precept Pdf copy of Joint Staff memo, joint appointment letters, Secretary memo to the CJCS (if joint) Pdf copy of correction board decision or court order (if basis for board) Electrons for Senate text file (if Senate scroll with

Test Breakout of Document  
Papercopy vs Attached to DSS

	affirmation memo.) Joint Staff memo (if joint considered)	3 or more names included)
Board Report Removal	Original Secretary memo Copy of back up documents	Pdf copy of complete package
Permanent Professor	Original Secretary memo Original scroll <sup>1</sup> Original curriculum vitae	Pdf copy of complete package Electrons for scroll
Director of Admin	Original Secretary memo Original scroll <sup>1</sup> Original bio or resume	Pdf copy of complete package Electrons for scroll

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

Others Items in Package	Include With Package to CAB (Original and 1 Copy) <sup>1</sup>	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	Pdf copy of summary sheets and background materials Electrons for Adverse Information Summary or Reportable Information Summary
	Delivered to OEPM	
	4 SASC Binders	