

# PERSCOM Pointers!

*By COL DeMars, PERSCOM*

## Point 1: AKO Email Address

PERSCOM communicates with officers via your AKO email address. It is important to forward your AKO mail to the email that you use most frequently/regularly. Directions on how to do this are posted on your AKO account.

AKO is the vital link to getting the most up-to-date information. You **do not** want to miss important information that could affect your Army career!!!

## Point 2: DA Photos

Make certain you have a **current DA photo** on file with us. This is an officer responsibility and an important part of your officer file! The Senior leaders of the Army and the AMEDD are taking this very seriously. Some of you may have received an email from us recently asking that you get a DA photo or update your photo.

We **still require hard copies** of your photos even though your facility has digital capability.

## Point 3: Pin-on to CPT

Beginning in June 03 the pin-on to Captain will now be 40 months. The previous 38-month pin-on to Captain was a temporary fix. 40 months is still less than what it had been previously. Pin on to CPT was 48 months.

## Point 4: ORB

Take the time to review your Officer Record Brief (ORB) during your **birth month** and make certain that all the data is correct!! The time you spend doing this each year is well worth the effort.

## Point 5: PERSCOM Info Sheet

Please **post a copy** of the attached PERSCOM info sheet for easy access. It is a very handy reference. Refer to it **first** as it will answer most of your basic questions and/or provide you with the source for your questions.

Once you access any of the links provided, **BOOKMARK** them so that you can refer to them when needed.

**All officers** should download this info sheet.

## Point 6: Counseling

**Supervisors** should try and conduct at least one counseling session in an office that has Internet access. Have your officer bring a copy of their ORB and then have them pull up their file on AKO. Use this time to **crosscheck** the ORB with the officer's AKO file. The ORB should reflect the documents that are on the file. If you discover an inaccuracy or omission, correct it!! The time you spend doing this will be beneficial when it is time for you to go before a selection board.

**Officers** should go to their PSB or military personnel office and **get a copy of their ORB** (officer record brief). Review both your AKO file and the ORB to make sure that your file is correct and complete.

**Here are some helpful tips** to assist **YOU** in making a successful review of your **ORB** and **AKO file**:

**-Personal Family Data (Section IV).** Make sure you have a physical indicated (PULHES/DATE and HEIGHT/WEIGHT).

**-Military Education. (Section VI)** Make sure it lists your highest level of education achieved. MEL 7 (OAC), MEL 6 (OBC) and MEL 4 (CGSC). Also list any courses that are longer than 2 weeks duration or military schools such as Airborne or Air Assault, OT & Dietetic Internships, IPAP and PT Baylor.

**-Civilian Education (Section VII).** Your school, the degree awarded and the year it was awarded should be indicated. Also, you should see corresponding transcripts on your AKO file for the schools from which you graduated.

**-Military awards or badges (Section VIII on the ORB).** If documents are missing, submit copies of the **certificate/citation** (You can send the award orders with the orders number on it. We cannot use just the DA638-recommendation for the award) for awards and **orders** for badges to your PSB and fax a copy to us so that these errors can be resolved. For example, if you have 4 ARCOMs, your ORB should read ARCOM-4 and there should be 4 certificates on your AKO file.

**-Duty Title.** Section IX is where you list your duty title. The last time I checked, I do not think we have an AOC for Incoming Personnel! Seriously, if you see this it may be because you never finished inprocessing!!

**-Licensure and/or NCCPA (Section X).** If the data is missing or the date is expired, you need to fax us a copy so that this information can be updated.

**-Remarks (Section X).** Officers married to service members should see this reflected here. EFMP and any prior service information are listed here also.

## **NEWS FLASH from PERSCOM!!!!!!**

**Attention all CPT(P)'s and MAJ's** who are not currently enrolled or have completed CGSC Corresponding Studies.

The Army is fast approaching initiating ILE (Intermediate Level Education) which will be a 12- week resident core curriculum course for all active Army officers to be held at various locations throughout CONUS still TBD. This will replace CGSOC = MEL 4 as we know it. There will be no resident CGSC boards after this year's board in July.

**NOTE:** If you will be considered for LTC within the next 2-3 years, the recommendation is to begin the current CGSOC corresponding studies program. We cannot at this time guarantee when you would be able to attend the 12-week resident course. You do not want to risk not having completed MEL 4 before consideration by the LTC board.

If you have any questions, please call us at the SP Branch.

PLEASE SAVE!!! (and use)

## **PERSCOM FACT SHEET**

**Important Links, phone numbers, and addresses!!**

**Bookmark these links – save in your favorites!**

- **AKO:** [www.us.army.mil](http://www.us.army.mil)

(Access your official military personnel file (OMPF). Review OERs, awards and other military documents)

- **PERSCOM Online:** <https://www.perscomonline.army.mil>

(Access for MILPER Messages, Promotion info, military schooling,

- **SP Corps Web Page:** [https://www.perscomonline.army.mil/opamsc/home\\_page.htm](https://www.perscomonline.army.mil/opamsc/home_page.htm)
- **Promotion Hotline:** 703-325-9340 (DSN 221-)
- **OER Processing:** 703-325-2637
- **IWRS (Interactive Web Response System) (check your OER arrival date to OER Branch, PERSCOM):** <https://isdrad15.hoffman.army.mil/iwrs> – login w/AKO info
- **DAPMIS (electronic photo system):**  
<https://isdrad15.hoffman.army.mil/dapmis/execute/imageacceptprolog> – login w/AKO info
- **SP Corps Address:**           **Commander, PERSCOM**  
  **TAPC-OPH-SP**  
  **Hoffman II, Rm. 9N57**  
  **200 Stovall Street**  
  **Alexandria, VA 22332-0417**
- **Phone:**   **Ms. Curley**                   **703-325-2365**           **FAX: 2358, DSN 221-**  
                  **MAJ Golden**                       **-2366**  
                  **MAJ Gross**                         **-2349**  
                  **COL DeMars**                       **-2367**