

# PERSCOM Pointers

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SP PERSCOM has initiated the “**Pay It Forward**” Program. I’m sure many of you have seen the movie and know its message. Basically we at PERSCOM are enlisting your support in helping our Corps have the best-informed and most knowledgeable officers because all of us are involved in developing our officers. Read on...

- “Pay It Forward” is a dynamic program with a focus on “ways and means” to develop SP officers. The different components include:
  - Briefings/and or info on various topics will be disseminated by a number of methods on a regular basis. This info can be used in an Officer Professional Development (OPD) program or with OER support form counseling.
    - AOC quarterly VTCs
    - PERSCOM Pointers articles in the SP Corps Medallion Newsletter
    - SP PERSCOM web page
    - Site visits
  - Promotion of the role of SP Corps members as “PERSCOM multipliers”
    - All officers should be involved in the “officer development business” by assisting subordinates and peers.
    - Everyone can be a PERSCOM Battle Buddy.
  - Emphasis will be placed on sending Pre-Board notification (approximately 6 months out) via AKO email accounts
    - Officers need to prepare for boards early
    - Once alerted about an upcoming board, it’s all about YOU putting “*your*” best foot forward\*\*
- The PERSCOM and You “Partnership”
  - It’s a 2-way relationship
  - Remember, it is **YOUR** career and **YOU** are in the “driver’s seat”

## **\*\*Additional Helpful Tips:**

What **YOU** should do if you are going before a board!!!!

- Check your file on AKO
  - Verify personal information and documents for accuracy and completeness (OERs, Awards and Transcripts. Transcripts should reflect that degree was awarded.)
- Update photo
  - Should be current for a board. Awards, decorations should be consistent with your ORB
  - CANNOT be more than 5 years old
  - DAPMIS photos can be viewed on AKO and you can accept/reject the photo within 72 hours (Also the photo date on ORB must be manually updated as DAPMIS and ORB systems do not currently communicate to each other)
  - Still send us hard copies of the photo
  - Don't wait until the 11th hour to get photo.
- ORB now at PERSCOM Online as My ORB. Verify that all info is correct especially:
  - Military Ed (Section VI)
  - Civilian Ed (Section VII)
  - Duty Title (Section IX)
  - License and/or PA Certification (Section X)
- Print the MILPER Message for the Board from PERSCOM ONLINE
  - Important info on OER closeout dates and dates that documents must by arrive to PERSCOM
- Sign ORBs
  
- **All 1LTs should get photos when they pin on 1LTs.** This will prepare you when you go before a CPT and/or VI board generally held in February each year!!!

### **New Info:**

- RFOs
  - Officers will be notified by email when RFO has been completed by PERSCOM
  - Orders are cut by local PSBs/MILPOs (not PERSCOM) Officers need to contact them about their orders.
  
- Retirements & REFRADS
  - Must submit paperwork 6 months in advance of the **start of terminal leave**
  
- AOC and Corps Immaterial Assignments for Summer 04
  - Posted on the PERSCOM SP Web Page NLT than late summer (likely August)

- Projected Assignments include:
  - Assignment Officer (A, B, Cs), PERSCOM
  - C, SP Branch Chief, PERSCOM
  - USAREC, Program Manager
  - DHET
  - SP Fellow
  
- 05A CPT Command positions
  - Will be forecasted 12 months out and posted on web page
  - Interested officers must check with their AOC Chief and get their recommendation (based on available inventory)
  - Officers interested in non-Corps or unauthorized position requires an approval by Corps Chief
  - Corps Chief has final approval