

PERSCOM Pointers!

by COL Bonnie DeMars, PERSCOM

Point 1:

If you've noticed that we haven't been as available lately, it is because we were heavily involved in the Captain and VI board scrub process. My, saying this has been quite a challenge is an understatement!! Records were not as complete as they could have been prior to us starting the scrub. Reviewing your record takes a tremendous amount of time. This does not need to be so!! **All officers** have access to their individual files on AKO!

So...I would like to challenge each of you to do your own version of 'reality TV' and **get involved in your own career management!!** You do not want to join the ranks of Clay or Jerri or Rodger who were voted off the Survivor show!! Your promotion and other positive personnel actions depend on you staying the course!!!

May I suggest...

Supervisors: Conduct your counseling sessions 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 your file. If you discover an inaccuracy or omission, correct it!!

Officers: Go to your PSB or military personnel office and **get a copy of your 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** (not the orders, DA638) 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.

Point 2

Be Prepared!! The SP staff here at PERSCOM scrubs promotion board records 30 days before a board is held. We work very hard to inform you of discrepancies or of missing documents. We work equally as hard scrubbing records for officers in the zone and below the zone. It is important to work with us to get your records in the best shape possible. The recent release of the MAJOR's board indicated that we had two SP officers selected below the zone. Although this is not generally a common occurrence, it can happen. Be prepared and make sure your record is squared away!!!