

# **Boards and Preparing the Board Application**



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# Important Resources

## AMB Web Page

↖ <https://www.perscomonline.army.mil/opfam51/ambmain.htm>

## ASC Web Page

↖ <http://asc.army.mil/>



# Boards

## The AMB conducts/supports the following boards for the ASC

- ⌞ **Acquisition Command Board** (formerly known as PM boards)
  - Best Qualified
  - Typically Open in Summer
- ⌞ **Competitive Development Group**
  - Best Qualified
  - New Requirements
  - Open 19 Mar 2004 – 18 Jun 2004
- ⌞ **Acquisition Education, Training & Experience**
  - Needs Based for Degree completion
  - Best Qualified for Leader Training
  - Open now – closes 19 Mar 2004
  - Next announcement in Summer 04
- ⌞ **Acquisition Tuition Assistance Program**
  - Needs Based
  - Open now – closes 19 Mar 2004
  - Next announcement in Summer 04
- ⌞ **Other boards at the request of the Acquisition Support Center**



# Application Process

## Announcement of opportunity

- ▮ Always on AMB web page
- ▮ AMB Announcement is the only official announcement
- ▮ Typically open at least 60 days

## Acceptance of applications

- ▮ Reviewed for content
  - Application must be complete at time of receipt at Human Resources Command (HRC)
  - Incomplete packages are ineligible
- ▮ Forwarded to ACMs for review and board file preparation
  - ACMs *may* contact applicant to provide advice and assistance on some boards



# Your Board Application

## Application Package

- ▣ **ACRB**
- ▣ **Resume**
- ▣ **Performance Appraisals/Support Forms**
- ▣ **Senior Rater Potential Evaluation(s)**
- ▣ **Other Required Forms/Information**
- ▣ **Including Other Information**





# Your Board File –What the Board Sees

## ACRB

⌞ Updated

## Appraisals

⌞ Include support(ing) forms

- Check for Completeness
- Signatures
- Overall Rating
- Senior Rater comments

⌞ Length

## Resume

## Senior Rater Potential Evaluation

⌞ Required for GS13 & above

⌞ **Recommended** for others

## Other board specific documents

⌞ 1556s

⌞ IDP



# Board Process

## Members

- ✦ Recommended by ACMs/Assignment Officers
- ✦ From diverse backgrounds
- ✦ From many locations/organizations
- ✦ Civilian and military

## Briefings

- ✦ Informational
- ✦ File content

## Voting

- ✦ Confidential
- ✦ Based on word-picture

## After Board

- ✦ Report to convening authority
- ✦ List approval/release



# General Board Tips

- 📄 **Read the announcement carefully**
- 📄 **Always submit your application in sufficient time to be at HRC by the closing date**
  - ↪ **Double check for completeness to include all required signatures**
- 📄 **Application packages for other boards are basically the same**
- 📄 **Specific requirements are always outlined in the announcement**
- 📄 **Work with your ACM prior to submission of your application to ensure your application is complete**
- 📄 **Don't add additional paper to the application**



# Board Feedback

## Boards tell us.....

↳ **Senior Rater Potential Evaluation use as a board tool is strongly endorsed**

- Profile
- Comments

 **Civilians with multiple assignments at varying levels more competitive**

 **Disconnects between ACRB/Resume/Evals create questions by the board members**



# 5 Key Problems with Board Packages

## **Failure to Follow Instructions**

- ▮ **Signatures**

- ▮ **Incorrect formats**

## **Not keeping abreast of changes (i.e. certification requirements, policies/procedures)**

## **SRPE – Senior rater not providing meaningful evaluation of applicant's potential**

## **Evaluations – Supervisory assessment often does not reflect overall rating**



# Questions

