

# FY20 Promotion Boards: What are They Looking At and How Can You Get Ready?

Joel Schofer, MD, MBA, CPE

CDR, MC, USN

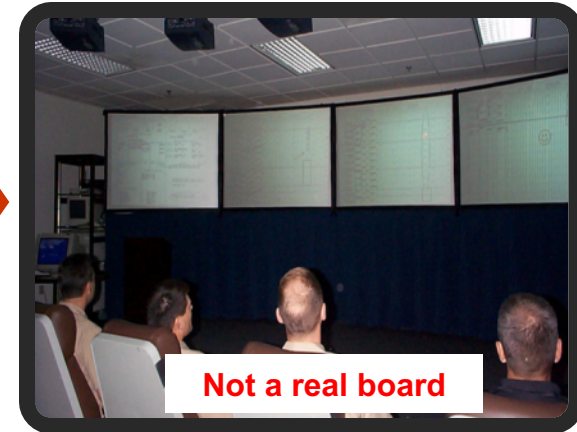
Emergency Medicine Specialty Leader

Associate Director, Healthcare Business

Recovering Detailer

# What are They Looking At?

- Your Official Military Personnel File (OMPF)
  - Last 5 years of FITREPs
  - Entire record available for review
- Your official photograph
  - Gone in 2016
  - Back in 2018
- Your Officer Summary Record (OSR)
- Your Performance Summary Record (PSR)
- Letters to the board
- **DO NOT** look at your Officer Data Card (ODC)
  - But you still need it



## Pre-Board

Officer reviews/updates record and submits letters to the board as needed

## Board Convenes

Records updated by Recorders and reviewed by Board Members

### *The Tank....*

- Record briefing
- Voting

# Selection Board Preparation Room



# Record Review by Recorders



- Week prior to board convening
  - Recorders review each eligible record for completeness
  - Manual reviews - *done as a courtesy*
    - FITREPS for last 5 years
    - Verify & update OSR based on OMPF and letters received
    - Check that PSR accurately reflects FITREP grades

***A record that is not up-to-date reflects poorly on the eligible officer!***

# Board Convenes → To "The Tank"

- Voting members arrive and are sworn in
- Records are randomly assigned to a primary reviewer
  - Members review & grade records in board prep rooms
  - Members make notes to brief your record before the full board
  - Reviewed records are electronically forwarded to "The Tank"

“The Tank”



Not a real board


What is  
Displayed in  
The Tank?





# OSR Markup After Record Review

**3:A- 1:A+**

NAME				YG 96			
SAILOR IMA GOOD							
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
123-45-6789		2300	700707	40			
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	CWO
		110601	070201	000601	980508		
PRESENT DUTY STATION				PRESENT BILLET			
NBHCL NSA C IT				HS BR CL DIR/			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF.	SUB-SPEC	COURSE:	MIL JUS NON LA	
ALBANY LAW UNION C NY WASHGTN MO	97 DOCTOR	LAW BUS ADM POL SCI	SPA 2626	1800P	AIR COMD STAFF	DATE/WEEKS: 0301 05	
	97 MASTER				CC	DATE/WEEKS: 0109 02	
	91 BACH/1 PR				AMDOC	DATE/WEEKS: 0106 02	
					MED REGULATION	DATE/WEEKS: 0106 02	
					DATE/WEEKS: 0608 00		
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
980613					<p>LTB is RECs from SG and CO, NH Naples. Updated awards #1 of all Line and Staff at NAVPERS. Good diversity of leadership tours.</p> <p>Tough Jobs Passed NY and NJ Bar exams JPME Phase 1</p>		
LETTER TO BOARD		PERSONAL DECORATIONS					
PRESS 100		MER SVC MDL 02 NAV COM 03 NAV ACHV 02					
SPECIAL QUALIFICATIONS							
1. HS BR CL DIR	7. MGD CARE COOR	13. NY BAR	19.				
2. PERS PERF OFF	8. JPME PHASE1	14. EXECUTIVE MED	20.				
3. HCA	9. IA JT MED	15. ACA OFFICER	21.				
4. ADMIN	10. GM FMF		22.				
5. HS DPTHD	11. CHRCADMIN		23.				
6. CO FMF CMPY	12. NJ BAR		24.				

# PSR Markup After Record Review

FABRICATED RECORD – FOR TRAINING USE ONLY

PERFORMANCE SUMMARY REPORT

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

DATE OF REPORT: 05-10-10

NAME (LAST, FIRST, MIDDLE) SAILOR, JANE FIONA		DESIG/RATE 2300		SSN *****0000		PAGE 1 OF 1																
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS					AVERAGES		PROMOTION REC					PRT	RPT TYPE	
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP			
O2	USNH GUAM	IND HYG OFF	051202 022803	9	SMITH I M	O6	CO	0	0	3	2	0	3.40 3.85	5 3.65	0	0	X	5	0	0	P/WS	RG
O2	USNH GUAM	IND HYG OFF	030103 022804	12	SMITH I M	O6	CO	0	0	2	3	0	3.60 3.87	10 3.67	0	0	X	10	0	0	P/WS	RG
O2	USNH GUAM	IND HYG OFF	030104 080504	5	SMITH I M	O6	CO	0	0	1	4	0	3.80 3.89	25 3.71	0	0	X	15	0	0	P/WS	RG
O3	USNH GUAM	IND HYG OFF	080604 013105	7	JONES Y R	O6	CO	0	0	2	3	0	3.60 4.10	33 4.33	0	1	5	5	X	5	P/WS	RG
O3	USNH GUAM	IND HYG OFF	020105 073005	6	JONES Y R	O6	CO	0	0	2	3	0	3.60 4.11	46 4.34	0	0	0	X	1	0	P/WS	RG
O3	STU MED DEPT OST	STUDENT	073105 013106	6	HARDY S R	O5	CO	0	0	0	0	0	0.00 0.00	0 0.00	0	0	0	0	0	0	P/WS	RG
O3	STU MED DEPT OST	STUDENT	020106 013107	12	HARDY S R	O5	CO	0	0	0	0	0	0.00 0.00	0 0.00	0	0	0	0	0	0	P/WS	RG
O3	STU MED DEPT OST	STUDENT	020107 071507	6	HARDY S R	O5	CO	0	0	0	0	0	0.00 0.00	0 0.00	0	0	0	0	0	0	P/WS	RG
O3	NAVENVPREVMED U 2	DIV OFF	071607 013108	6	SHRECK F I	O5	OIC	0	0	3	2	0	3.40 3.61	5 3.63	0	0	X	3	2	1	P/WS	RG
O3	NAVENVPREVMED U 2	DIV OFF	020108 013109	12	SHRECK F I	O5	OIC	0	0	2	3	0	3.60 3.65	11 3.65	0	0	2	X	2	1	P/WS	RG
O3	NAVENVPREVMED U 2	DIV OFF	020109 013110	12	SHRECK F I	O5	OIC	0	0	1	2	2	3.80 3.73	16 3.73	0	0	1	X	1	1	P/WS	RG
O3	NAVENVPREVMED U 2	DIV OFF	020110 063010	5	SHRECK F I	O5	OIC	0	0	0	3	2	4.40 4.40	17 3.75	0	0	0	0	X	1	P/WS	RG

Air Bubble?

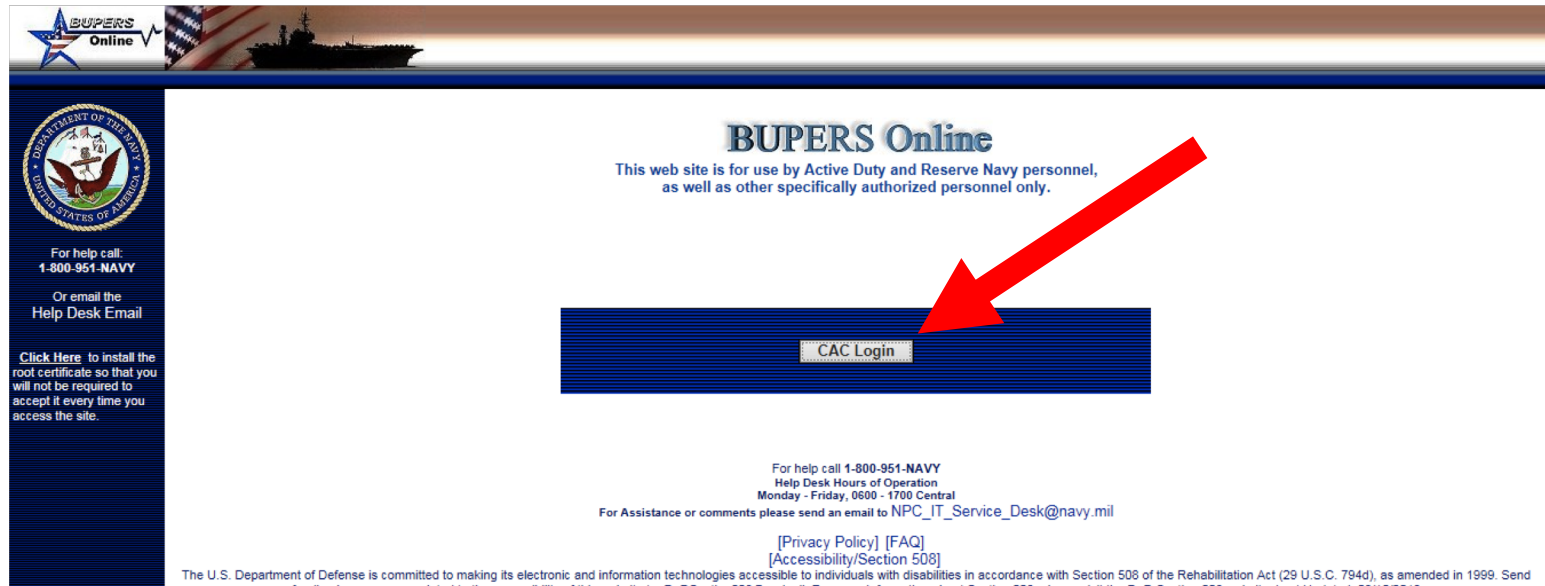
DUINS

RG  
RG

Let's Get Your  
Record



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Help Desk Hours of Operation  
Monday - Friday, 0600 - 1700 Central  
For Assistance or comments please send an email to [NPC\\_IT\\_Service\\_Desk@navy.mil](mailto:NPC_IT_Service_Desk@navy.mil)

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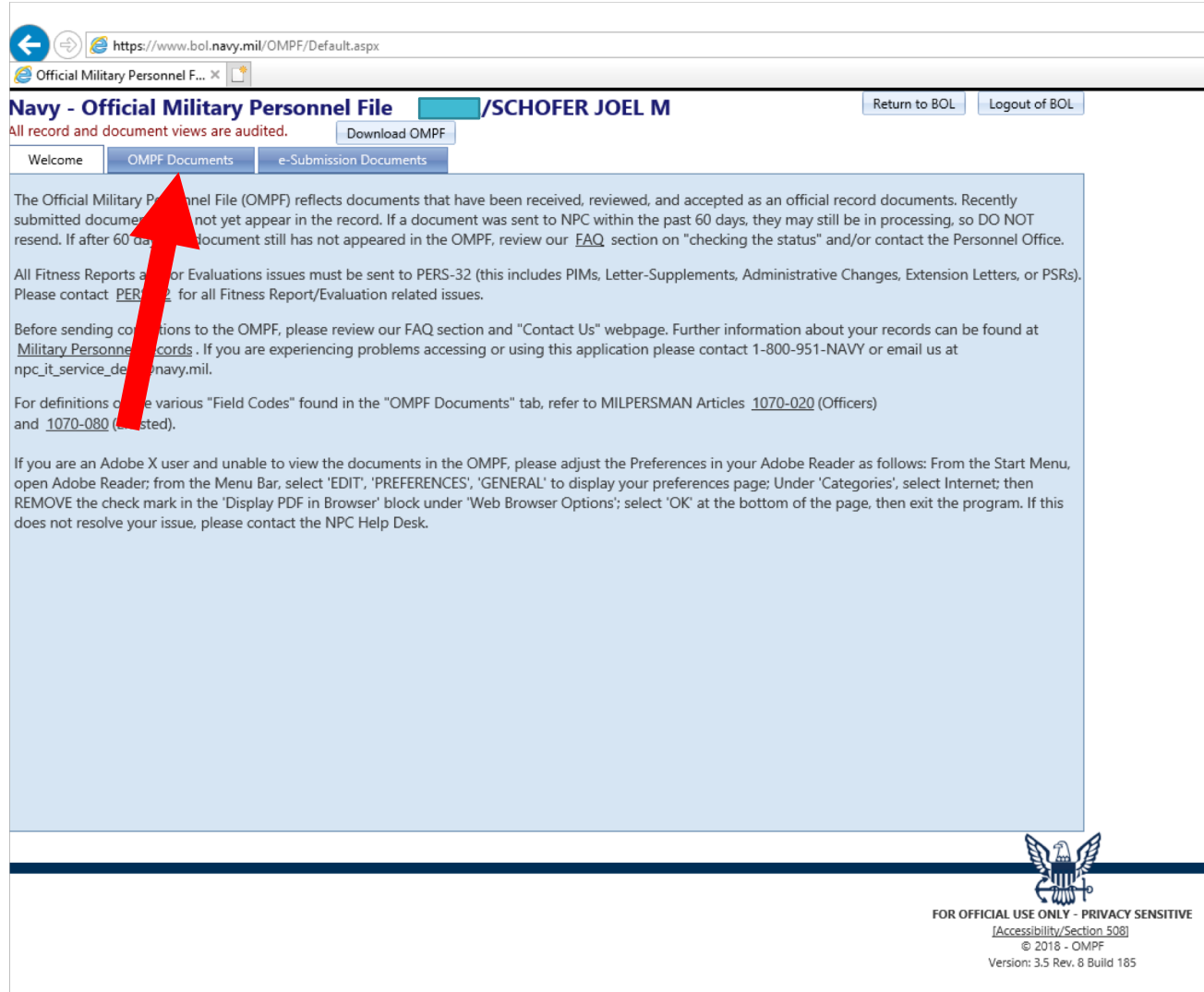
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# OMPF Documents



Browser address bar: <https://www.bol.navy.mil/OMPF/Default.aspx>

Official Military Personnel File **SCHOFER JOEL M** [Return to BOL](#) [Logout of BOL](#)

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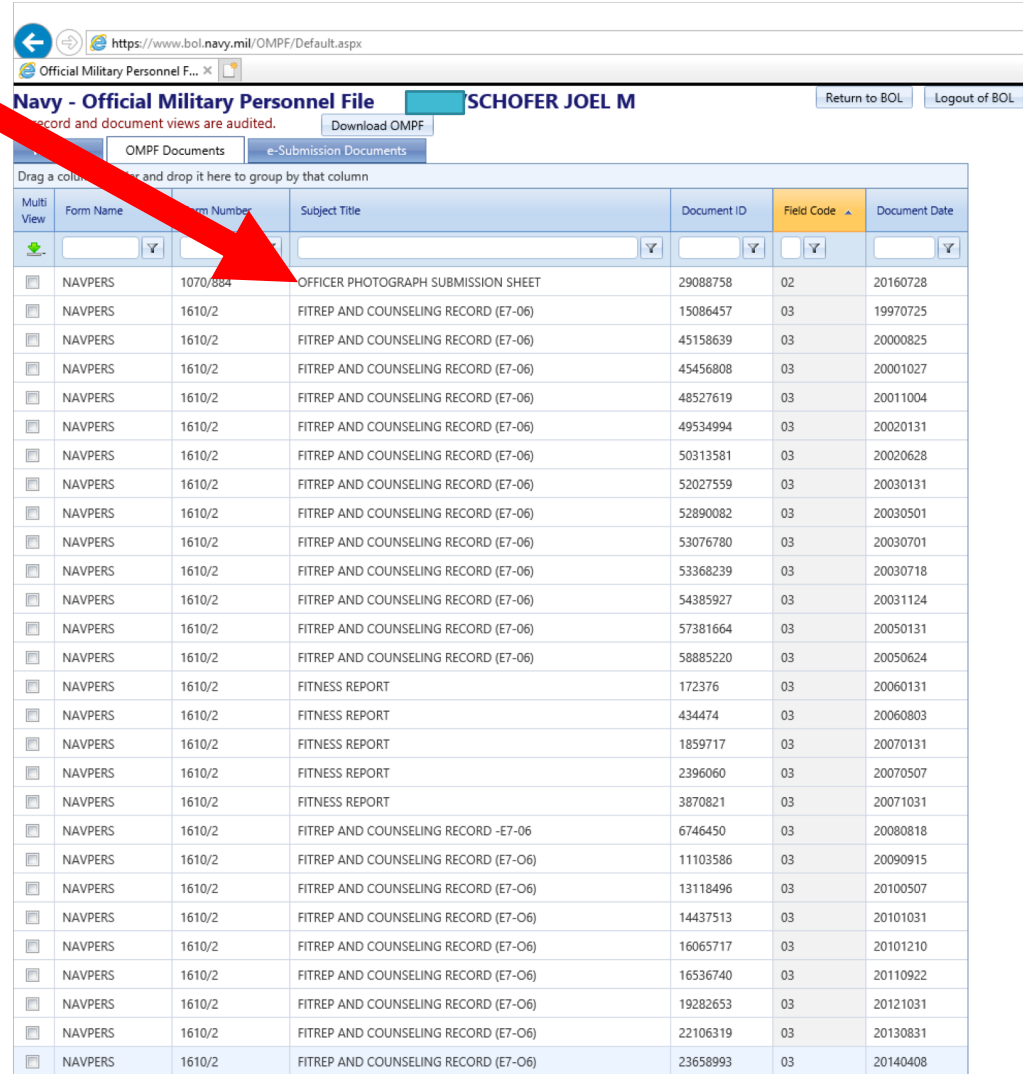
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Drag a column header and drop it here to group by that column

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
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<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-O6)	15086457	03	19970725
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<input type="checkbox"/>	NAVPERS	1610/2	FITNESS REPORT	434474	03	20060803
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<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-O6)	23658993	03	20140408

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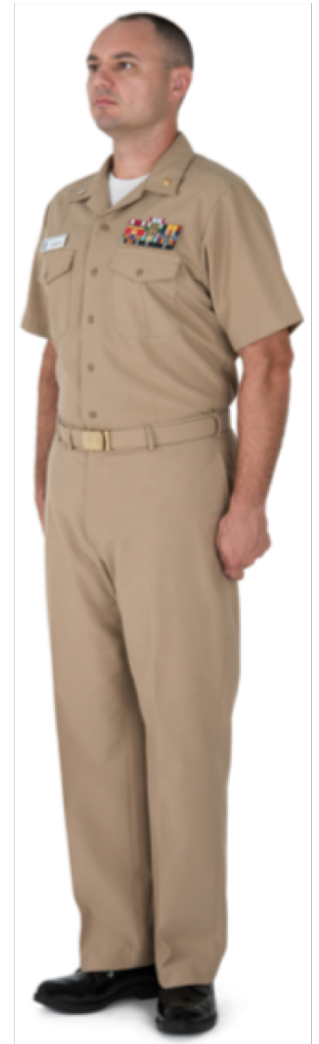
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  - Building 3, 1<sup>st</sup> Deck
- Wear your khakis and full ribbon rack
- Sign the photo
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# Getting Your OSR, PSR, and ODC

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## Officer Personnel Summary Records

For help call 1-800-951-NAVY  
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PSR PART I ~ [Officer Summary Record \(OSR\)](#)

PSR PART II ~ [Officer FITREP Summary \(Pre-1996 Form\)](#)

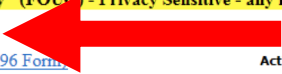
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PSR PART III ~ [Officer FITREP Summary \(1996 to Present\)](#)

**Active Duty Personnel Records**  
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[Officer Data Card \(ODC\)](#)

[Performance Summary Record \(PSR\) - Overview](#)



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**Service members with dual service no longer have separate cover pages. The improved page lists accomplishments from both active and reserve service periods. Other improvements include a provision for up to 5 language codes, 5 sub-specialty codes, and 25 special qualifications.**

**A summary of the changes include:**

- Dates - All dates displayed in YYYYMMDD format.
- Highest Flag - A new field that captures the date of rank for the highest Flag rank achieved.
- Highest CWO - (Formerly titled "Warrant") This field displays the date of rank for the highest CWO rank achieved.

# Getting Your OSR, PSR, and ODC

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**PSR PART III** ~ [Officer FITREP Summary \(1996 to Present\)](#)


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**Officer Summary Record ( OSR )**

<a href="#">General Data</a>	<a href="#">Education</a>	<a href="#">Previous Service</a>	<a href="#">Generate PDF</a>
<a href="#">Personal Decorations / Special Quals</a>	<a href="#">Remarks</a>		



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**Active Duty Personnel Records**  
**SCHOFER, JOEL M**

[Officer Data Card \(ODC\)](#)  
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How Can You  
Get Ready?

# MCCareer.org

Navy Medical Corps Career Blog

Joel Schofer's Promo Prep Joel Schofer's Fitrep Prep Career Consult & Record Review Personal Finance

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Joel Schofer's Promo Prep

Here is the latest version of my promotion preparation document/guidance:

Joel Schofer's Promo Prep Guidance - 18 AUG 2017

Officer Record Management - MAY 2017

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# My Promo Prep Document

## Joel Schofer's Promotion Prep Guidance

Joel Schofer, MD, MBA, CPE, FAAEM

jschofer@gmail.com

MCCareer.org

### WHERE DO I START?

The first thing you need to do is download PDF copies of your Officer Summary Record (OSR), Officer Data Card (ODC), and Performance Summary Record (PSR). Follow the thick red arrows below for the step-by-step guide to get these documents.

Go to BUPERS On-Line (<https://www.bol.navy.mil/>). Click on the CAC login button.





# Your ODC

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1 SSN	2 NAME(LAST, FIRST, MIDDLE)	3 SEX	4 DESIG	5 GRADE	6 YRG	7 PRECEDENCE NO.	8 BIRTHDATE				
	SCHOFFER JOEL M	M	2100	CDR	97	02322235	98075				
14 PRD	15 ELCD	16 PEBD	17 SD	18 ER	19 ACBD	20 ADSD	21 CURR GUN	22 PSD	23 MSR-1	24 SOURCE CODE	25 DEPENDENTS
9719		952301	21	060701	060791	060761	060701	1110	110	090	3 0 Y 9716 Y Y

9 PLSD	10 PREVIOUS MILITARY SERVICES	11 SS	12 HTA	13 NFO						
051897										
26 ACD	27 ASED	28 MOF	29 MTO	30 MFR	31 AG	32 ASI	33 ABI	34 PAD	34a G	35 ASI EFF DATE
		060								
41 NCD	42 NSCD	43 NSI	44 SSED	45 SSI	46 SSCD	47 APC	48 AOC/PEXT			
							032			

PROMOTION HISTORY											
36 FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	WF-2	37 PROM	38 SPOT	39 SPOT DDR	40 PRM GRD
		060113	020107	051001							CDR

51 DESIGNATOR HISTORY

DATE	DESIG	DATE	DESIG
0606	2105		

54 COLLEGE	55 Cmpl	56 DUR	57 S	58 LEVEL	59 MAJOR	60 SPECIALTY	61 ED	62 LANG	L	S	R	W	64 YR	65 LO	66 SUBSP1	67 SUBSP2
HANNEMN PA	01			DOCTOR	MEDICINE			ENG	202	20	20	20	06		16PJ	16POK
MONTEREY	14		N	MASTER	BUS ADM										68 SUBSP3	
URSINUS PA	07			BACH/1P	SPORTS S											69

52 SERVICE SCHOOLS				53 SERVICE COLLEGE BANK			
CODE	COURSE NAME	COMPL	DUR	YR EL	BRD SEL	COLL	STATUS
422	NWC OFFCAMP SEM	0617	99	JR			
102	AMDOC	0611	02	SR			
049	MED MGT CHEM C	1102	01				
101	MED MGT CHEM	1102	02				
035	MDO FMF ORIENT	0702	02				
062	COMBAT CAS CARE	1101	02				
00G	BASIC LDRSH	0707	02				

AQDs

CODE	YR	TITLE
6PG	17	*EMED ULTSOU
J97	17	JPME PHASE1
J6N	16	IA JT MED
6OW	16	TRAUMA TEAM
UEO	15	IA NAV OPS
2C1	15	LSS GB CERT
62C	14	ASSCPROF
6ZF	14	RESRCHER
67A	11	EXECUTIVE M
J6N	10	IA JT MED
6FA	03	GM FMF
6OB	03	SHIPBD

Security Clearance

70 PRIMARY DUTY	75 ACC
EMERG MED SPEC	100

74 REPORTED	77 PRESENT DUTY STATION	78 TA	79 UTIL	80 HOMEPORT	81 STA	82 (A)PRESENT BILLET	83 NOBC	84 DATE	85 (B) BILLET	86 NOBC	87 MOS	88 (C) BILLET	89 NOBC	90 MOS
071516	NMEDCEN PTSMOUTH	S		PTS VA		EMERG MED SPEC	0109	0716						

91 From	To	PAST DUTY STATION	TA	UTIL	HOMEPORT	DPL	STA	TITLE	NOBC	MOS	TITLE	NOBC	MOS
0815	0616	ECRC FWD NORFOLK	C		NORVA			D		E			
0817	0815	CNAVPERSCOM MILL	S		MILLIN		77B	G PERS DIST OFF	3125	14	H		
0813	0614	NMEDCEN PTSMOUTH	S		PTS VA		73G	J EMERG MED SPEC	0109	12	K		
0909	0513	NMC P 2 FSSG DET	S		PTS VA			M			N		
0805	0805	NH OKI 3 F5 FW D	O		CHATAN			P EMERG MED SPEC	0109	24	Q		
0703	0609	NHTR SAN DIEGO	S		SDGO		73E	S HS RES	0106	37	T		
0762	0609	1ST FSSG FMFPAC	C		CPPEND								

92 SECURITY	93	PG INFO CHOICE 1-3-3-DATE/STATUS	94 RC	96 ET	97 OCC	98 UIC	99 BSC	100	101 BLC	102 OLI	103 CMDS	104 DTRNK	105
VV1015	0	1115				E	Y	00183	37690				

106 DATE OF ODC	107 COG/AOC	108 RC	109 BUPERS	110 REPORT NUMBER
09-09-17	03	X2		

# Your Security Clearance

<b>92 SECURITY</b>	<b>93</b>
<b>V V 015</b>	<b>0 1115</b>

# Decoding Your Letters

<u>Code</u>	<u>Eligibility</u>
A	No clearance - Investigation reopened
B	SCI denied - Ineligible for clearance
C	Confidential
D	Clearance denied
E	Interim Confidential
F	SCI revoked - Ineligible for clearance
G	Secret - SCI denied
H	Secret - SCI revoked
I	Clearance pending - Investigation reopened
J	No clearance required - File created
K	Eligible for SCI with waiver
L	Restricted to non-sensitive duties/not eligible for sensitive duties (civilians only)
M	Top Secret Only - SCI revoked
N	Top Secret Only - SCI denied

# Decoding Your Letters

O	Interim Secret
P	Interim Top Secret
Q	No clearance/access required - Favorable investigation
R	Clearance revoked
S	Secret
T	Top Secret
U	Interim SCI (for Office of Naval Intelligence (ONI)/Naval Security Group (NSG) only)
V	Top Secret - SCI eligible
W	Top Secret - SCI requires adjudication
X	Action pending
Y	Pending final adjudication/access suspended
Z	Adjudicative action incomplete due to loss of jurisdiction
1	LAA Confidential
2	LAA Secret
3	Pending reply to Letter of Intent (LOI)/Statement of Reasons (SOR)
4	Clearance Administratively Withdrawn
5	Position of Trust (no clearance required)
6	SCI Denied (no clearance determination) (ONI/NSG use)
7	SCI Revoked (no clearance determination) (ONI/NSG use)

# Check Your Expiration Date

92 SECURITY	93
V V1015	0 1115

**MMYY granted**  
**Top Secret – 6 years**  
**Secret – 10 years**

# Your OSR – Subspecialty Code

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE			NAVPERS 1070/113 (REV 3-2009)		OFFICER SUMMARY RECORD		
NAME			YG 97		DATE PROC: 171104		
SCHOFER JOEL M							
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF SERV DATE	FOR BOARD USE	
		2100	750930	42	010607		
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
		130901	070201	010518		970127	
PRESENT DUTY STATION				PRESENT BILLET			
NMEDCEN PTSMOUTH				EMERG MED SPEC			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUBSPECIALTY	COURSE-DATE/WEEKS		
MONTEREY HAHNEMN PA URSINUS PA	14 MASTER 01 DOCTOR 97 BACH/1 PR	BUS ADM MEDICINE SPORTS S		16P1J 16P0K	COURSE-DATE/WEEKS: 1709 02	IFHCE	NWC OFFCAMP SE 1706 99
					COURSE-DATE/WEEKS: 1709 01	PCO/PXO MIL JU	AMDOC 1106 02
					COURSE-DATE/WEEKS: 1707 01	MHS CAPSTONE	MED MGT CHEM C 0211 01
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
010607							
		PERSONAL DECORATIONS					
		DEF MER SVC 01					
		MER SVC MDL 01					
		NAV COM 04					
SPECIAL QUALIFICATIONS							
1	EMERG MED SPE	7	JPME PHASE1	13	RESRCHER	19	
2	PERS DIST OFF	8	IA JT MED	14	EXECUTIVE MED	20	
3	HS RES	9	TRAUMA TEAM T	15	IA JT MED	21	
4	GP MED	10	IA NAV OPS	16	GM FMF	22	
5	INTERN	11	LSS GB CERT	17	SHIPHD 17	23	
6	EMED ULTRASOUND	12	ASSCPROF	18		24	

# Deciphering Your Codes

15A0	Flight Surgery
15A1	Residency in Aerospace Medicine
15B0	Anesthesia, General
15B1	Anesthesia, Subspecialty
15C0	Surgery, General
15C1	Surgery, Subspecialty
15D0	Neurosurgery, General
15D1	Neurosurgery, Subspecialty
15E0	OB/GYN, General
15E1	OB/GYN, Subspecialty
15F0	General Medical Officer
15G0	Ophthalmology, General
15G1	Ophthalmology, Subspecialty
15H0	Orthopedics, General
15H1	Orthopedics, Subspecialty
15I0	ENT, General
15I1	ENT, Subspecialty
15J0	Urology, General
15J1	Urology, Subspecialty
15K0	Preventive Medicine, General
15K1	Preventive Medicine, Subspecialty
15K2	Occupational Medicine
15L0	PM&R, General

15L1	PM&R, Subspecialty
15M0	Pathology, General
15M1	Pathology, Subspecialty
16N0	Dermatology, General
16N1	Dermatology, Subspecialty
16P0	Emergency Medicine, General
16P1	Emergency Medicine, Subspecialty
16Q0	Family Medicine, General
16Q1	Family Medicine, Subspecialty
16R0	Internal Medicine, General
16R1	Internal Medicine, Subspecialty
16T0	Neurology, General
16T1	Neurology, Subspecialty
16U0	Undersea Medicine, General
16U1	Undersea Medicine, Subspecialty
16V0	Pediatrics, General
16V1	Pediatrics, Subspecialty
16W0	Nuclear Medicine
16X0	Psychiatry, General
16X1	Psychiatry, Subspecialty
16Y0	Radiology, General
16Y1	Radiology, Subspecialty
16Y2	Radiation Oncology

# The Rest of the OSR

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE				NAVPERS 1070/113 (REV 3-2009)		OFFICER SUMMARY RECORD			
NAME				YG 97		DATE PROC: 171104			
SCHOFER JOEL M									
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF SERV DATE	FOR DEBAR USE			
[REDACTED]		2100	750930	42	010607				
HIGHEST FLAG	CAPT	CDR	CDR	LT	LTJG	ENS	HIGHEST CWO		
		130801	070201	010518		970127			
PRESENT DUTY STATION					PRESENT BILLET				
NMEDCEN PTSMOUTH					EMERG MED SPEC				
EDUCATION					SERVICE SCHOOLS ATTENDED				
COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SPEC	COURSE DATE/WEEKS				
MONTEREY	14 MASTER	BUS ADM		16P1J	IIFHCE	1709 02	NWC OFFCAMP SE		
HAHNEMN F	01 DOCTOR	MEDICINE		16P0K			1706 99		
URSINUS PA	97 BACH/1 PR	SPORTS S			PCO/PXO MIL JU	1709 01	AMDOC		
							1106 02		
					MHS CAPSTONE	1707 01	MED MGT CHEM C		
							0211 01		
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE					
010607									
PERSONAL DECORATIONS									
		DEF MER SVC	01						
		MER SVC MDL	01						
		NAV COM	04						
SPECIAL QUALIFICATIONS									
1	EMERG MED SPE	7	JPME PHASE1	13	RESRCHER				
2	PERS DIST OFF	8	IA JT MED	14	EXECUTIVE MED				
3	HS RES	9	TRAUMA TEAM T	15	IA JT MED				
4	GP MED	10	IA NAV OPS	16	GM FMF				
5	INTERN	11	LSS GH CERT	17	SHIPHD 1/				
	FMED ULTSOUND	12	ASSCPROF	18					
				20					
				21					
				22					
				22					
				24					

Anthony Frabutt

Transcripts to PERS

NSIPS

NDAWS

Billets and AQDs



# Checking Your PSR

## PERFORMANCE SUMMARY REPORT

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

DATE OF REPORT: 09-09-17

NAME(LAST, FIRST, MIDDLE)				DESIG/RATE			SSN					PAGE 2 OF 3												
SCHOFER JOEL M				2100																				
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR NAME	PG	TITLE	TRAITS					AVERAGES		PROMOTION REC					RPT TYPE				
								1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		PRT			
03	NAVHOSPTRNG DIEGO	SRES EMERG MED	01030304	6		07	COMMANDE R	0	0	0	2	4	4.67	939	4.67	3.89	0	0	0	0	X	1	P/WS	RG
03	NAVHOSP OKINA WA JA	STAFF PHYS	080406013107	6		06	CO	0	0	1	3	2	4.17	195	4.02	4.01	0	0	0	X	5	2	P/WS	RG
04	NAVHOSP OKINA WA JA	STAFF PHYS	020107050707	3		06	CO	0	0	2	2	2	4.00	206	3.95	3.98	2	0	15	X	17	9	P/WS	RG
04	NAVHOSP OKINA WA JA	STAFF PHYS	050807103107	6		06	CO	0	0	2	1	3	4.17	87	3.98	4.04	1	0	15	X	9	7	P/WS	RG
04	NAVHOSP OKINA WA JA	STAFF PHYS	1110107081808	10		06	CO	0	0	1	2	3	4.33	113	4.33	4.08	0	0	0	0	X	1	P/WS	RG
04	STU PG UNIV ENN	STUDENT	081808091509	13		06	CO						0.00	0	0.00	0.00	0	0	0	0	0	0	P/WS	RG
04	NAVMECEN TS VA	EMERG	091609050710	8		07	COMMANDE R	0	0	1	1	4	4.50	726	4.25	4.21	1	0	39	24	X	16	P/WS	RG
04	NAVMECEN TS VA	EMERG	050810103110	6		07	COMMANDE R						0.00	0	0.00	0.00	0	0	0	0	0	0	NN	RG
04	CLB-15, 1ST LG	EMERG	030110121010	9		05	CO	0	0	1	1	4	4.50	1	4.50	4.50	0	0	0	0	X	1	P	CC
04	NAVMECEN TS VA	EMERG	111011092211	11		08	COMMANDE R	0	0	1	1	4	4.50	504	4.15	4.16	0	0	29	17	X	11	P	RG
04	NAVMECEN TS VA	EMERG	092311103112	13		07	COMMANDE R	0	0	2	1	3	4.17	586	3.98	4.05	0	0	6	2	X	3	PP	RG
04	NAVMECEN TS VA	SMO	110112083113	10		07	COMMANDE R	0	0	2	1	3	4.17	692	4.08	4.06	0	0	3	1	X	2	PP	RG
05	NAVMECEN TS VA	SMO	090113060914	9		08	COMMANDE R	0	0	2	1	3	4.17	734	4.20	4.19	0	0	X	55	18	19	P	RG
05	NPC MILLINGTON TN	MC DETAILER	01010101301	11		06	BRANCH H EAD	0	0	1	1	4	4.50	12	4.50	4.43	0	0	0	1	X	1	P	RG

# Checking FITREP Continuity

**BOL Application Menu**

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[Application List]	[ ADMITS ]	ⓘ	Click on any information icon to the right of a menu item to see additional information about that application.
[Update Info]	[ Advancements/Selection Boards ]	ⓘ	
[FAQ]	[ Application (FORMAN) Status ]	ⓘ	
[Privacy Policy]	[ ARPR/ASOSH Online ]	ⓘ	
[Sign Out]	[ CCA/FITREP/Eval Reports ]	ⓘ	
	[ CO/XO/CMC Advancement/Selection Board Verification ]	ⓘ	
	[ Configuration Management ]	ⓘ	
	[ FTS Redesignation ]	ⓘ	
	[ Individual Medical Readiness (IMR) Status ]	ⓘ	
	[ Military Locator System ]	ⓘ	
	[ Naval Register ]	ⓘ	
	[ NavPers Legacy & PERSTEMPO ]	ⓘ	
	[ Navy-Marine Corps Mobilization Processing System (NMCMP) - View IA/ADSW orders ]	ⓘ	
	[ ODC, OSR, PSR ]	ⓘ	

# Performance Evaluation Continuity Report

BOL	Continuity and Cumulative Average (CCA) Reporting	Logout
<b>Instructions:</b>		
<ul style="list-style-type: none"><li>Click on the link of the report you wish to view.</li></ul>		
<b>Reports</b>		
<ul style="list-style-type: none"><li><b>Individual Continuity:</b><ul style="list-style-type: none"><li><a href="#">Performance Evaluation Continuity Report</a><ul style="list-style-type: none"><li>If rejected, please print your Continuity page and go to your admin office for assistance.</li><li>Status Codes and Error Codes will appear in this report's Status column. See the report's Help menu for more information.</li></ul></li></ul></li><li><b>Reporting Seniors:</b><ul style="list-style-type: none"><li><a href="#">Reporting Senior's Performance Evaluation Submission Report</a></li><li><a href="#">Reporting Senior's Cumulative Average Report</a></li></ul></li></ul>		
<b>Reporting Issues</b>		
<ul style="list-style-type: none"><li>If you are a uniformed service member, E5 or above, who has received an evaluation or fitness report after 1 January 1996 who does not have an Individual Continuity Report link, then contact the Performance Evaluations Branch, PERS-32 for assistance.</li><li>If you are a reporting senior and you do not have links in the Reporting Senior section, then contact the Performance Evaluations Branch, Pers-32 in the contact information section.</li></ul>		
<b>Pers-32 Contact Information</b>		
<ul style="list-style-type: none"><li>If you have any issues accessing your continuity of reports from the links, please contact PERS-32, customer service desk at DSN 882-4881, 882-4882, 882-3313 or commercial (901) 874-4881/4882/3313.</li></ul>		

# Gaps in Your FITREPs

10MAR01	10DEC10	LCDR	10MAR01		Concurrent	Detach Ind	ACT	Purged	11SEP01
10MAR01	10DEC10	LCDR	10MAR01		Concurrent	Detach Ind	ACT	Complete	11SEP09
10MAY08	10OCT31	LCDR	09SEP16		Regular	Periodic	ACT	Complete	11JAN06
10NOV01	11SEP22	LCDR	09SEP16		Regular	Detach Rep Sen	ACT	Complete	11NOV21
11SEP23	12OCT31	LCDR	09SEP16		Regular	Periodic	ACT	Complete	12DEC28
12NOV01	13AUG31	LCDR	09SEP16		Regular	Special	ACT	Complete	13DEC31
13SEP01	14JUN09	CDR	09SEP16		Regular	Detach Rep Sen	ACT	Complete	14AUG04
14JUN10	15APR30	CDR	14JUN12		Regular	Periodic	ACT	Complete	15JUN03
15MAY01	15AUG27	CDR	14JUN12		Regular	Detach Ind	ACT	Complete	15SEP08
15AUG28	16JUN21	CDR	15SEP25		Regular	Periodic	ACT	Complete	16JUN30
15SEP	16JUN17	CDR	15SEP25		Concurrent	Detach Ind	ACT	Complete	16JUN30

From Date	To Date	Grade Rank	Date Reported	Reporting Senior	Report Type	Occassion	Duty Status	Status	Status Date
<b>Selection Boards</b>		<b>Missing Periods</b>							
No selection boards to display.		No missing periods to display.							
<p>If you do not know the location of a reporting senior, or need other assistance in resolving these missing periods, contact the Navy Personnel Command Service Center at 1-866-U-ASK-NPC.</p>									

<a href="#">BOL</a>   <a href="#">CCA</a>	8/30/2016	Help	<a href="#">Logout</a>
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# Manual Review of FITREPs

## PERFORMANCE SUMMARY REPORT

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

DATE OF REPORT: 09-09-17

NAME(LAST, FIRST, MIDDLE)				DESIG/RATE		SSN		PAGE 2 OF 3															
SCHOPER JOEL M				2100		[REDACTED]																	
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVERAGES					PROMOTION REC					RPT TYPE	
					NAME	PG TITLE	1	2	3	4	5	IND	R/S	CUM	SP	PP	P	MP	EP	PP	WS		ANN
03	NAVHOSPTRNG SDIEGO	RES EMERG MED	020106080306	6	[REDACTED]	07	COMMANDE R	0	0	0	2	4	4.17	939	3.89	0	0	0	0	X	1	P/WS	RG
03	NAVHOSP OKINAWA JA	STAFF PHYS	080406013107	6	[REDACTED]	06	CO	0	0	1	3	2	4.17	195	4.01	0	0	0	X	5	2	P/WS	RG
04	NAVHOSP OKINAWA JA	STAFF PHYS	020107050707	3	[REDACTED]	06	CO	0	0	2	2	2	4.00	206	3.98	0	0	15	X	17	9	P/WS	RG
04	NAVHOSP OKINAWA JA	STAFF PHYS	050807103107	6	[REDACTED]	06	CO	0	0	2	1	3	4.17	87	3.98	1	0	15	X	9	0	P/WS	RG
04	NAVHOSP OKINAWA JA	STAFF PHYS	110107081808	10	[REDACTED]	06	CO	0	0	1	2	3	4.33	113	4.33	0	0	0	0	0	0	P/WS	RG
04	STU PG UNIV PENN	STUDENT	081808091509	13	[REDACTED]	06	CO						0.00	0	0.00	0	0	0	0	0	0	P/WS	RG
04	NAVMEDCEN PORTS VA	EMERG PHYS	091609050710	8	[REDACTED]	07	COMMANDE R	0	0	1	1	4	4.50	26	4.25	1	0	39	24	1	0	P/WS	RG
04	NAVMEDCEN PORTS VA	EMERG PHYS	050810103110	6	[REDACTED]	07	COMMANDE R						0.00	0	0.00	0	0	0	0	0	0	NN	RG
04	CLB-15, 1ST M LG	EMERG PHYS	030110121010	9	[REDACTED]	05	CO	0	0	1	1	4	4.50	1	4.50	0	0	0	0	X	0	P	CC
04	NAVMEDCEN PORTS VA	EMERG PHYS	110110092211	11	[REDACTED]	08	COMMANDE R	0	0	1	1	4	4.50	504	4.15	0	0	29	17	1	0	P	RG
04	NAVMEDCEN PORTS VA	EMERG PHYS	092311103112	13	[REDACTED]	07	COMMANDE R	0	0	2	1	3	4.17	586	3.98	0	0	6	2	0	0	PP	RG
04	NAVMEDCEN PORTS VA	SMO	110112083113	10	[REDACTED]	07	COMMANDE R	0	0	2	1	3	4.17	692	4.08	0	0	3	1	X	2	PP	RG
05	NAVMEDCEN PORTS VA	SMO	090113060914	9	[REDACTED]	08	COMMANDE R	0	0	2	1	3	4.17	734	4.20	0	0	X	55	18	19	P	RG
05	NPC MILLINGTON TN	MC DETAILER	061014043015	11	[REDACTED]	06	BRANCH H EAD	0	0	1	1	4	4.50	12	4.50	0	0	0	0	X	1	P	RG

MAKE SURE YOUR FITREP TRAITS ARE ACCURATE. FOR EXAMPLE, ON THIS FITREP I GOT FIVE 5'S AND ONE 4. THAT IS WHAT IS RECORDED HERE, SO IT IS ACCURATE.

MY INDIVIDUAL AVERAGE ON THIS FITREP WAS 4.83. THE NUMBER BELOW IT IS THE SUMMARY GROUP AVERAGE. THIS WAS A 1/1 FITREP, SO THE SUMMARY GROUP AVERAGE WAS ALSO 4.83. BOTH NUMBERS ARE ACCURATE.

I GOT AN EP ON THIS FITREP, WHICH IS WHAT IS SHOWN HERE, SO IT IS ACCURATE.

PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					PRT	RPT TYPE	
					NAME	PG	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP			
05	NPC MILLINGTON TN	MC DETAILER	050115 082715	4	[REDACTED]	06	BRANCH HEAD	0	0	0	1	5	4.83 4.83	14 4.46	0	0	0	0	X 1	P	RG
05	ECRC FWD NORFOLK	GSA FWD	082815 062116	10		06	CO						0.00 0.00	0 0.00	0	0	0	0	0		RG
05	JTF GTMO	COMMANDER JMG	092515 061716	9		07	COMMANDER	0	0	0	2	4	4.67 4.67	0 0.00	0	0	0	0	X 1	P	CC

YOU CAN CHECK THE REST OF IT IF YOU WANT, BUT THESE ARE THE PARTS I'D CHECK IF IT WAS MY RECORD.

FINALLY, CHECK TO MAKE SURE YOUR PFA CODES ARE ACCURATE. I PASSED MY PFA DURING THIS FITREP CYCLE, SO THIS CODE IS ACCURATE.

# Letters to the Board

- Usually not recommended for below or in-zone unless new info available
- Tell the board something you feel that they need to know
  - You've tried to fix your record without success
  - What do you want to do with the promotion?
- Letters of recommendation
  - Not from CO unless amplifying info is required
  - Senior members that can provide meaningful information
  - Specialty Leader is solid default choice
- Watch the length and tone!
- If you fail to promote, will you be kicking yourself for not sending a letter?

# What Does the Board Want to See?

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

NAVPERS 1070/123 (REV 3-2009)

OFFICER SUMMARY RECORD

NAME <b>SCHOFER JOEL M</b>			YG 97		DATE PROC: 181105		
SSN [REDACTED]	FILE NO	DESIGNATOR 2100	DATE OF BIRTH 750930	AGE 43	PROF. SERV. DATE 010607	FOR BOARD USE	
HIGHEST FLAG	CAPT	CDR 130901	LCDR 070201	LT 010518	LTJG	ENS 970127	HIGHEST CWO
PRESENT DUTY STATION NMEDCEN PTSMOUTH				PRESENT BILLET EMERG MED SPEC			
EDUCATION					SERVICE SCHOOLS ATTENDED		
COLLEGE MONTEREY HAHNEMN PA URSINUS PA	DATE/LEVEL 14 MASTER 01 DOCTOR 97 BACH/1 PR	MAJOR BUS ADM MEDICINE SPORTS S	LANG. PROF.	SUB-SPEC 16P1J 16P0K	COURSE: MEDXELLENC MHS CAPSTONE DATE/WEEKS: 1806 01 1707 01  COURSE: IIFHCE NWC OFFCAMP SE DATE/WEEKS: 1709 02 1706 99  COURSE: PCO/PXO MIL JU AMDOC DATE/WEEKS: 1709 01 1106 02		
ACTIVE DUTY BASE DATE 010607	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
		PERSONAL DECORATIONS DEF MER SVC 01 MER SVC MDL 01 NAV COM 04					
SPECIAL QUALIFICATIONS							
1 EMERG MED SPE	7 JPME PHASE1	13 RESRCHER	19				
2 PERS DIST OFF	8 TRAUMA TEAM T	14 EXECUTIVE MED	20				
3 HS RES	9 IA JT MED	15 IA JT MED	21				
4 GP MED	10 IA NAV OPS	16 GM FMF	22				
5 INTERN	11 LSS GB CERT	17 SHIPBD 17	23				
6 EMED ULTSOUND	12 ASSCPROF	18	24				



05	NAVMEDCEN PORTS VA	SMO	090113 060914	9		08	COMMANDE R	0	0	2	1	3	4.17 4.20	734 4.19	0	0	X 55	18	19	P	RG
05	NPC MILLINGTON TN	MC DETAILER	061014 043015	11		06	BRANCH H EAD	0	0	1	1	4	4.50 4.50	12 4.43	0	0	0	1	X 1	P	RG
PG	STATION	DUTY	DATES	M O S		ING SENIOR		TRAITS					AVERAGES		PROMOTION REC					RPT TYPE	
						PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		PRT
05	NPC MILLINGTON TN	MC DETAILER	050115 082715	4		06	BRANCH H EAD	0	0	0	1	5	4.83 4.83	14 4.46	0	0	0	0	X 1	P	RG
05	ECRC FWD NORFOLK	GSA FWD	082815 062116	10		06	CO						0.00 0.00	0	0	0	0	0		N	RG
05	JTF GTMO	COMMANDE R JMG	092515 061716	9		07	COMMANDE R	0	0	0	2	4	4.67 4.67	23 4.54	0	0	0	0	X 1	PP	CC
05	NAVMEDCEN PORTS VA	DEPT HEAD	062216 043017	10		06	CO	0	0	1	1	4	4.50 4.21	256 4.22	0	0	49	17	X 17	P	RG

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Joel Schofer's Promo Prep

Here is the latest version of my promotion preparation document/guidance:

[Joel Schofer's Promo Prep Guidance - 18 AUG 2017](#)

[Officer Record Management - MAY 2017](#)

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# My Promo Prep Document

## Joel Schofer's Promotion Prep Guidance

Joel Schofer, MD, MBA, CPE, FAAEM

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MCCareer.org

### WHERE DO I START?

The first thing you need to do is download PDF copies of your Officer Summary Record (OSR), Officer Data Card (ODC), and Performance Summary Record (PSR). Follow the thick red arrows below for the step-by-step guide to get these documents.

Go to BUPERS On-Line (<https://www.bol.navy.mil/>). Click on the CAC login button.



Questions?

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- If you want a record review, e-mail me your OSR/PSR/ODC

