

OIC SCREENING PANEL

Note the following changes to the OIC Screening Panel process:

1. The OIC screening panel has gone "paperless". In an effort to reduce costs, work hours, and to streamline the process, we've gone to an electronic process. Submission of the six part folder will no longer be accepted.
2. The OIC screening and the Silver Badge process have been aligned allowing members to compete for both assignments. Those interested may submit for both screening panels. Since the OIC slate and the Silver Badge slate will be done at the same time, those who screen successfully for both may submit for both OIC positions and Silver Badge positions on the same e-resume.
3. The old requirement to submit a memo from the candidate to the board requesting which of the four categories the member desires to be screened for has been removed. Candidates who screen successfully for OIC will be considered for **ALL** open positions within their pay grade and for those positions they hold a competency for, regardless of whether or not it is listed on their E-Resume.
4. Unsatisfactory Conduct or any mark less than (4) on or after 15 July 2008 disqualifies a candidate from consideration by the OIC Screening Panel.
5. The process for requesting to screen for the OIC panel will remain the same with a few changes. (see below)

The Command Endorsement:

Command Endorsements are an extremely important part of an OIC Screening Panel package. Endorsements shall include a specific recommendation on the candidates ability to serve as an OIC along with comments regarding the member's performance in leadership positions, depth of professional knowledge and abilities (including ship handling skills), judgment, interpersonal skills, and military bearing/appearance. **As described in Art 4.C.6.I of the PERSMAN this endorsement must come from a Commanding Officer, not an Officer in Charge,** (note Commanding Officer, includes Commanding Officer of Enlisted Personnel). In addition, the Command Endorsement must contain the statement of **"I HAVE CONDUCTED A RECORDS REVIEW**

AND VERIFIED THE MEMBER POSSESSES THE CG-5113 (DISTRICT REVIEW BOARD EVALUATION AND REPORTING FORM) AND THAT THE MBR HOLDS THE FOLLOWING OFFICER IN CHARGE COMPETENCIES (LIST OIC COMPETENCIES)."

This will alleviate the need to send in a copy of the Officer in Charge review board results that list the categories of qualification.

Although Direct Access is designed to notify the intended recipient for endorsement via email, it is strongly recommended candidates follow up with their command. Command Endorsement shall be included in Step 12 of the E-Resume process (See below).

COMMUNICATION WITH THE BOARD:

Any information the candidate would like to communicate to the board may be listed in the E-Resume comments section (Step 11)

THE E-RESUME PROCESS:

To request to screen for Command, **Do Not** request a specific billet, unit, or position on your E-Resume. Use the following direct access procedures:

- A. CREATE A NEW E-RESUME IN DIRECT ACCESS, UNDER HOME - SELF SERVICE - EMPLOYEE - TASKS - CREATE E-RESUME.
- B. SELECT "COMMAND SCREENING" FROM THE "POSITION SOURCE" PULL-DOWN MENU.
- C. SELECT "BM" FROM THE "JOB FAMILY" PULL-DOWN MENU AND CLICK ON THE YELLOW HIGHLIGHTED BUTTON LABELED "SEARCH".
- D. SELECT "OIC E6-E9 COMMAND SCREENING" FROM THE LISTING BY CLICKING ON THE CHECK BOX UNDER THE COLUMN TO THE FAR RIGHT OF YOUR SCREEN LABELED "JOB BASKET".
- E. AFTER SELECTING THE SCREENING PANEL, CLICK THE YELLOW HIGHLIGHTED BOX AT THE BOTTOM LEFT OF YOUR SCREEN LABELED "ADD SELECTED TO JOB BASKET".
- F. CLICK ON THE LINK LABELED "VIEW JOB BASKET" DIRECTLY TO THE RIGHT OF THE YELLOW HIGHLIGHTED BOX YOU USED TO ADD THE SELECTIONS TO YOUR JOB BASKET. THIS ACTION WILL OPEN A NEW SCREEN. ENSURE THAT THE OIC E6-E9 COMMAND SCREENING SELECTION APPEARS. IT WILL SHOW UP AS A BM1 JOB CODE.
- G. WHEN YOU SEE YOUR SELECTION IN YOUR JOB BASKET AS DESIRED, CLICK ON "APPLY FOR JOBS IN BASKET" TO PROCEED WITH E-RESUME SUBMISSION. A SCREEN WITH "13 STEPS" WILL OPEN.

H. WHILE ON THE "STEP 12" SCREEN, ENTER THE EMPLID OF YOUR COMMANDING OFFICER (NOTE AS DETAILED IN ART 4.C.6.I OF THE PERSMAN THIS ENDORSEMENT MUST COME FROM A COMMANDING OFFICER NOT AN OFFICER IN CHARGE). SELECT THE YELLOW ARROW BUTTON RESPECTIVE TO THE POSITION DESCRIPTION IN ORDER TO MOVE THE POSITION FROM THE LEFT HAND COLUMN TO THE RIGHT HAND COLUMN ON YOUR SCREEN. ONCE YOUR DESIRED PANEL SCREENING SELECTION IS IN THE RIGHT HAND COLUMN OF YOUR SCREEN, SELECT THE YELLOW HIGHLIGHTED BOX LABELED 'NEXT' AT THE BOTTOM OF YOUR SCREEN. THE WINDOW FOR "STEP 13" WILL OPEN.

I. IF YOU ARE SATISFIED WITH YOUR SELECTION, SELECT THE YELLOW HIGHLIGHTED BUTTON LABELED "SUBMIT". ONCE YOU SELECT "SUBMIT", YOUR E-RESUME IS COMPLETE. YOU SHOULD RECEIVE A VERIFICATION E-MAIL FROM DIRECT ACCESS INDICATING YOUR E-RESUME IS IN THE SYSTEM.

J. YOU SHOULD THOROUGHLY REVIEW THE INFORMATION IN ALL "13 STEPS" IN THE E-RESUME IN ORDER TO ENSURE THE INFORMATION IS UP TO DATE AND ACCURATE.