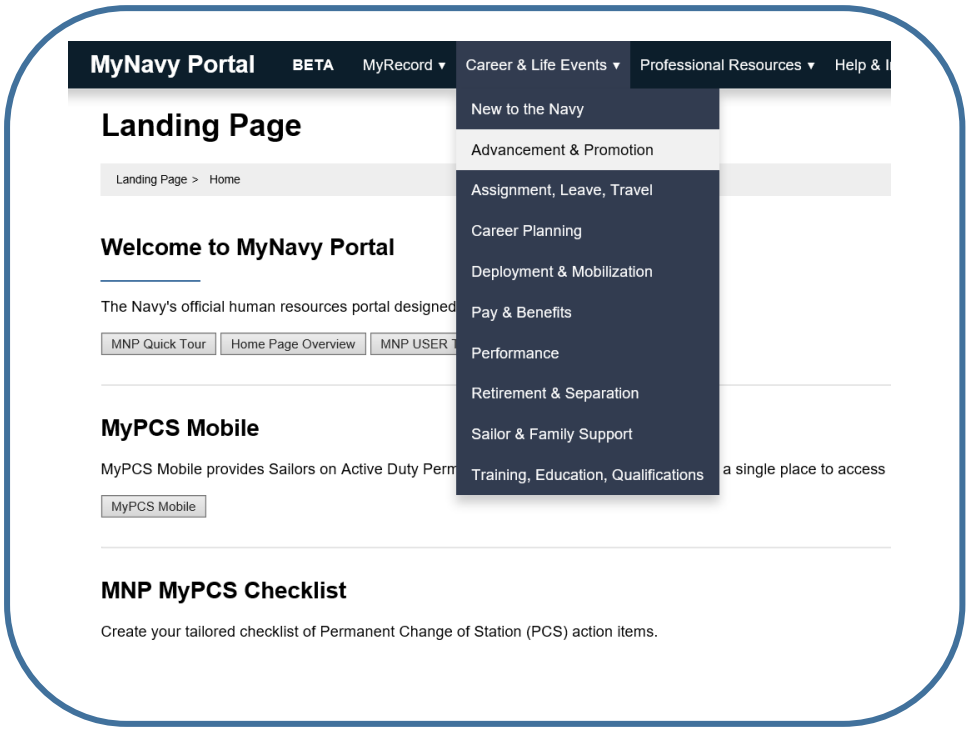
ELECTRONIC SUBMISSION OF SELECTION BOARD DOCUMENTS (ESSBD)
SAILOR INTERFACE GUIDE

BEFORE YOU BEGIN CHECKLIST:

- ✓ Chrome or IE can be used as a browser, CHROME looks better.
- ✓ Ensure you can access Bupers On-Line (BOL) with CAC card.
- ✓ Ensure your BOL Email address is up-to-date.
- ✓ Attachments are:
    - PDF format ONLY. No dynamic PDFs (fillable forms).
    - Each set of attachments is no more than 2 MB
    - Ensure each attachment as a unique file name.
- ✓ Submit more than one attachment to a single letter, if desired.
- ✓ Submit more than one letter, if needed.

SUBMITTING YOUR LETTER:

From MyNavyPortal, select Career & Life Events, then select Advancement & Promotion from dropdown.



On the Advancement & Promotion page, SCROLL DOWN to “Looking For?”. Find and select ESSBD link.

Looking For?

Profile Sheets
Get a snapshot of your exam results by viewing your profile sheet.

Career Path
Go to your Enlisted Community Managers page, then select your rating to view the Career Path to advancement.

ESSBD
Electronically submit your Letter to the Board using the Electronic Submission of Selection Board Documents (ESSBD).

Selection Board Package
Find information, advice, and examples for submitting information to the board.

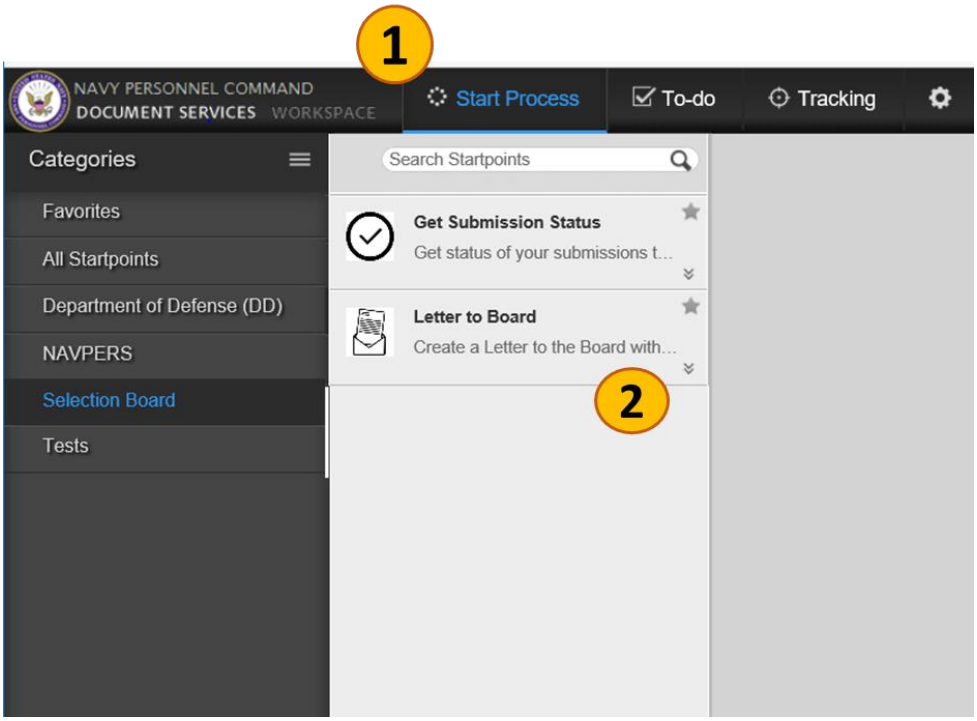
BUPERS Online
View and correct OMPF-My Record, Performance Summary Record, and Continuity Report as you prepare for the Selection Board Review process.

Officer Photograph
Click CONTINUE to self-service update your NAVPERS 1070/884. Click HERE for step-by-step instructions.

NAVY PERSONNEL COMMAND DOCUMENT SERVICES

The page will direct the user to Navy Personnel Command Document Services screen.

Locate the START PROCESS tab (in blue when active). 1



Select “Letter to Board.” 2

The application will take the Sailor through the five activity items to submit:

- Disclaimer (read and acknowledge screen)
- Board (select a board to submit)
- Enclosures (upload PDF documents as enclosures)
- Letter (view your Letter with Electronic Signature)
- Verify (acknowledge your Electronic Signature and verify your BOL email address)

Disclaimer Screen:

Read ALL of the items on this screen.

Check the acknowledgement box at the bottom.

Select NEXT button

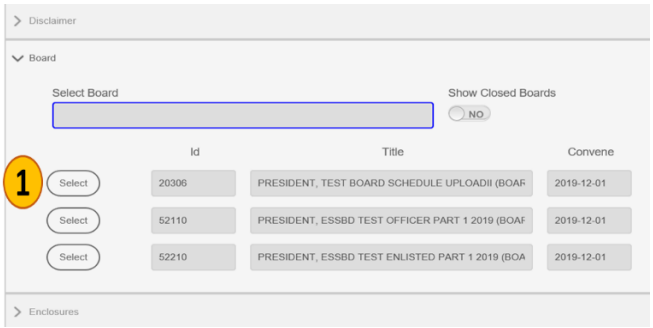
SELECT THE BOARD:

1 Select a board from the list of available boards by selecting the SELECT button to the left of the Board ID and Title of the board.

For you convenience, the convene date of the board is also listed on the screen to the right of the Board Title.

Deadline for Letter is a minimum of 10 days prior to the board convene date. Enlisted Boards, because of the large number of eligibles, have deadline dates that are published in the board NAVADMINs – usually 3 to 4 weeks prior to convene.

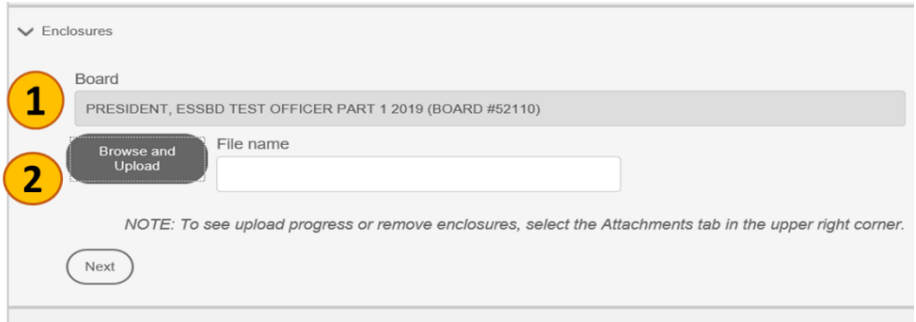
If the deadline has passed, the board will be CLOSED on this application.



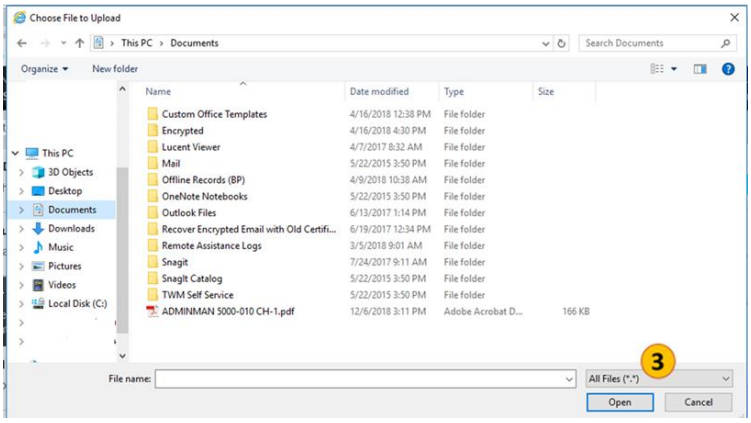
Once you select a board, the Enclosure activity will open.

UPLOAD ENCLOSURES (if applicable):

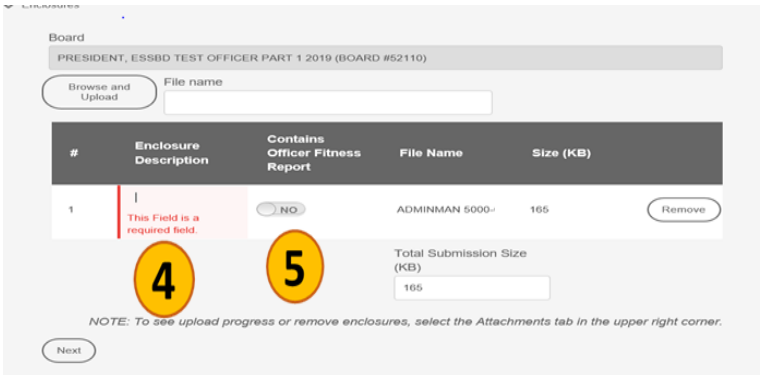
1 The screen shows your selected board and provides a 2 BROWSE AND UPLOAD button to find you PDF file to include as an enclosure.



Choose a PDF file and select the OPEN button. 3



The file will populate the Enclosure table but requires you to type in the Enclosure Description 4 . The curser will automatically appear above a prompt: "This field is a required field."

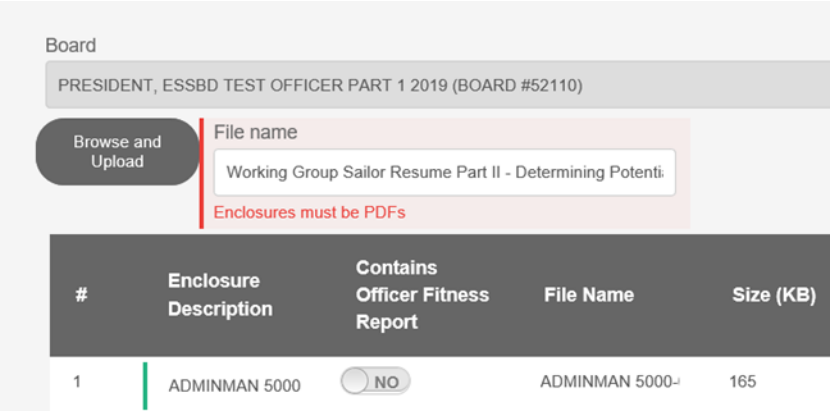


If the enclosure has an OFFICER FITNESS REPORT, toggle the Fitrep from No to YES 5 .

Once you enter the Enclosure Description and click off of the box, the screen updates with your enclosure name. Notice the file size of your enclosure and the Total Submission Size below the list of enclosures.

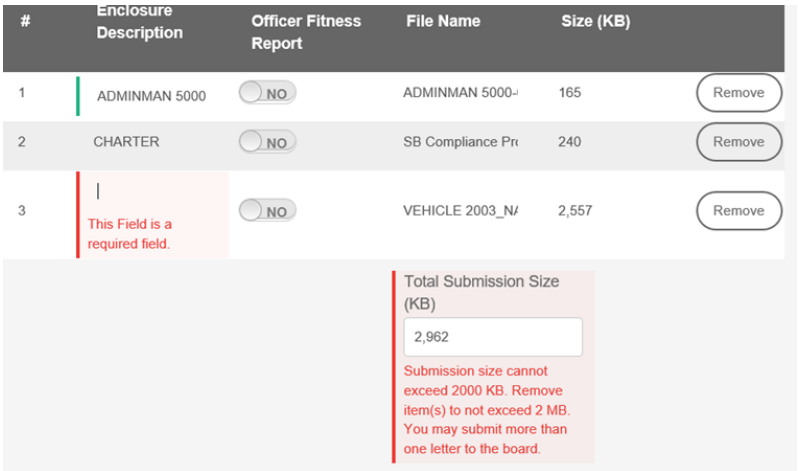
You can upload more enclosures. Keep an eye on the file sizes. Combined file can only be 2 MB.

Enclosures must be PDF (no dynamic PDFs – fillable forms).



If an enclosure exceeds the limit, an error will display under the Total Submission Size.

Remove the file using the REMOVE button to the right of the enclosure.



Remember, you can submit more than one letter.

Select the NEXT button to move to the "LETTER" activity area.

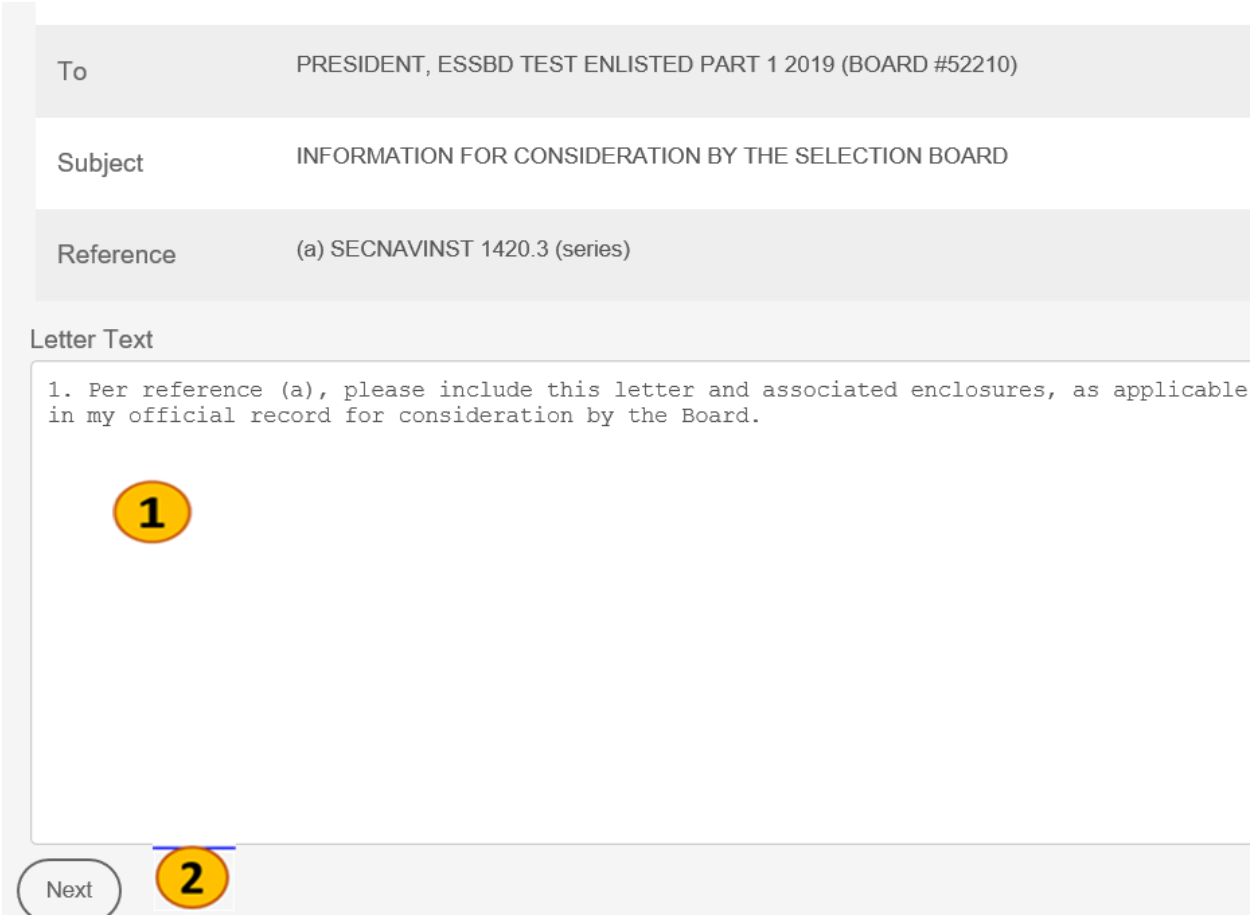
<u>COMPLETE LETTER TO THE BOARD PRESIDENT</u>:

This area displays the major components of the letter and allows the Sailor to modify only the “Letter Text” of the pre-populated letter. 1

If you would like to change the pre-populated text, type in the Letter Text box or Copy and Paste from Word or Notepad into the box.

The From, To, and Subject lines are NOT editable.

The Reference Line can be edited. Click into the reference and change the pre-populated reference. Only one reference will be allowed.



Select the NEXT button to continue. 2

VERIFY SUBMISSION:

Screen will display Letter as it will appear to the members of the board.

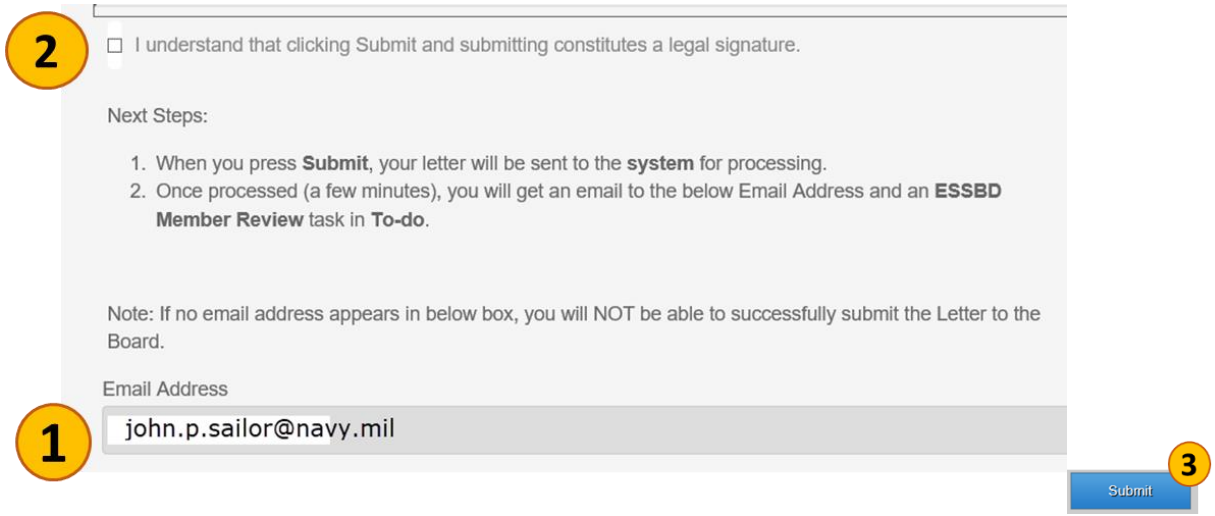
The application may take several seconds to complete the render of your letter for submitting.

Only the Cover Letter displays.

You will be able to look at your attachments in another step.

- ✓ 1 Check your EMAIL ADDRESS to ensure that it is the correct one.
  If blank, your letter will not submit.
  If wrong, go to BOL and update your address.

- ✓ 2 Select the check box to the left of "I understand that clicking Submit and submitting constitutes a legal signature."
  Note: in IE, it may require three clicks to check the box.



When complete, select the SUBMIT button at the bottom of the screen. 3

If you have skipped an important step, the application will move the screen to the area that needs rework.

If no format errors, the screen will go back to the original view – large GRAY area. Wait for a few minutes (1-10) to receive an email about your submission.

SUBMISSION EMAIL:

A successful submission will ask you to REVIEW your letter.

Task assignment - Process: ESSBD Letter to Board - Review

Review and accept your submission to PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110).

NOTE: This review will auto-accept after 2 weekdays.

Submission ID: 29

If your letter FAILED for some reason, you may get an email letting you know that you will need to resubmit.

Task assignment - Process: ESSBD Letter to Board - Failed

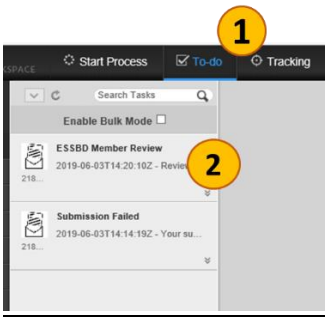
Your submission to PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110) failed to convert for board use.

Submission ID: 28

REVIEW YOUR LETTER SUBMISSION:

Review your letter and either ACCEPT or DISAPPROVE the submission.

- ✓ Select the TO-DO tab. 1
- ✓ Select the item on the task menu. 2

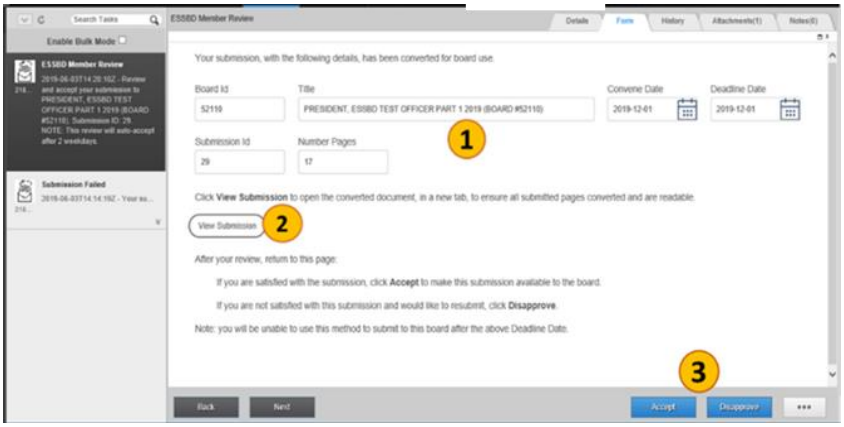


On the ESSBD Member Review screen:

- ✓ Review information about the letter. 1
- ✓ Select the VIEW SUBMISSION button to see the entire letter. 2
    - Displays in a separate tab in the internet browser.
    - Displays as seen in selection boards.

NOTE: Some non-NMCI users may experience problems with VIEWING submissions because ESSBD will attempt to open in a new tab – some systems view this as a virus. In those cases, simply ACCEPT your submission or allow the system to AUTO-ACCEPT in 2 weekdays.

- ✓ ACCEPT or DISAPPROVE the Letter. 3
    - ACCEPT means you are accepting the document content and quality.
    - DISAPPROVE means the document will not be made available to the board.



Once you ACCEPT or DISAPPROVE as letter, the system will send another email acknowledging the action you completed.

If you do not ACCEPT or DISAPPROVE the document within 2 weekdays, the system will AUTO-ACCEPT the document and send you an email stating same.

GET SUBMISSION STATUS:

Check the status of your packages by selecting Get Submission Status from the START PROCESS tab. Shows the packages for the past 12 months submitted by you. You can select the Submission ID number to display your letter with enclosures.

Your submission for the last 12 months *All Times are in CST*

Submission Id	Board Id	Board Title	Submitted	Status
5	20306	TEST BOARD SCHEDULE UPLOADII	2019-04-19 13:09	You Accepted
6	20306	TEST BOARD SCHEDULE UPLOADII	2019-04-23 10:38	You Disapproved
7	20306	TEST BOARD SCHEDULE UPLOADII	2019-04-23 10:59	You Accepted
12	20306	TEST BOARD SCHEDULE UPLOADII	2019-04-24 07:52	Auto Accepted
17	20306	TEST BOARD SCHEDULE UPLOADII	2019-04-24 15:24	Auto Accepted
18	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-08 13:49	You Accepted
19	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-08 13:55	You Disapproved
20	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-08 13:59	You Accepted
21	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-17 07:25	You Accepted
22	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-17 12:00	Auto Accepted
23	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-20 09:22	You Accepted
24	20306	TEST BOARD SCHEDULE UPLOADII	2019-05-20 12:53	Auto Accepted
25	52110	ESSBD TEST OFFICER PART 1 2019	2019-05-31 10:48	You Disapproved
28	52110	ESSBD TEST OFFICER PART 1 2019	2019-06-03 14:14	Submission Failed
29	52110	ESSBD TEST OFFICER PART 1 2019	2019-06-03 14:20	Pending your acceptance