

HINTS FOR THE PERSCOM ACQUISITION CANDIDATE ACCESSION BOARD (PACAB)

The following are hints that have been observed from previous boards that may be helpful to you.

1. Your selection folder will consist of the following items ONLY.

Current copy of your Officer Record Brief (ORB)

Current copy of your Performance Fiche

Current copy of your official DA Photo

2. Your ORB should be as accurate as you can make it. Ensure your job descriptions are clear and concise. Make sure the abbreviations are known to ALL personnel in the Army.

For example, Ast Tm Ch, is this Assistant Team Chief, or ?????

3. Any items missing from your file must be provided to your Branch Assignment Officer to update your file.

4. If you have not reviewed YOUR performance fiche, you are now able to review this document on line under PERSCOM ON LINE. Remember you MUST have an Army Knowledge On Line (AKO) account.

5. Your official DA Photo. This is your chance to make a good FIRST IMPRESSION on a board. The following are comments that past boards have made on the photos.

a. Outdated. Officers who have been Captains for three years and are using a 1LT photo. If you are a Captain your photo should show you as a Captain.

b. The "standard" is a color digitized photo. If your photo is not in this format, you may want to have a new photo done and send two copies to your basic branch immediately. This board will not be using the on line digitized photo.

c. Awards on the ORB are not being worn on the uniform. If you had it awarded, you should be wearing it.

d. Proper fit of the uniform. Does your uniform look like one you were commissioned in? Does it fit properly?

The regulation states your photo is good for five (5) years. However, if the photo is out of date, in black and white, and does not reflect your current grade, it is not current? When you have a "significant" change to your status, you should update your photo.

6. Letters of recommendation that you want to provide to the board, MUST BE APPROVED BY YOU for inclusion in the file. You do not want any derogatory information from someone to be placed before any board without your knowledge.

7. Check the MILPER Message for the "official" application procedures for this board.