

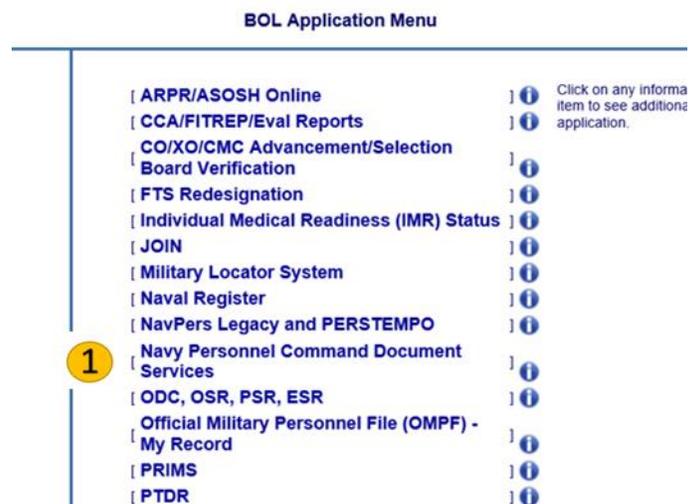
## ELECTRONIC SUBMISSION OF SELECTION BOARD DOCUMENTS (ESSBD) SAILOR INTERFACE GUIDE

### BEFORE YOU BEGIN CHECKLIST:

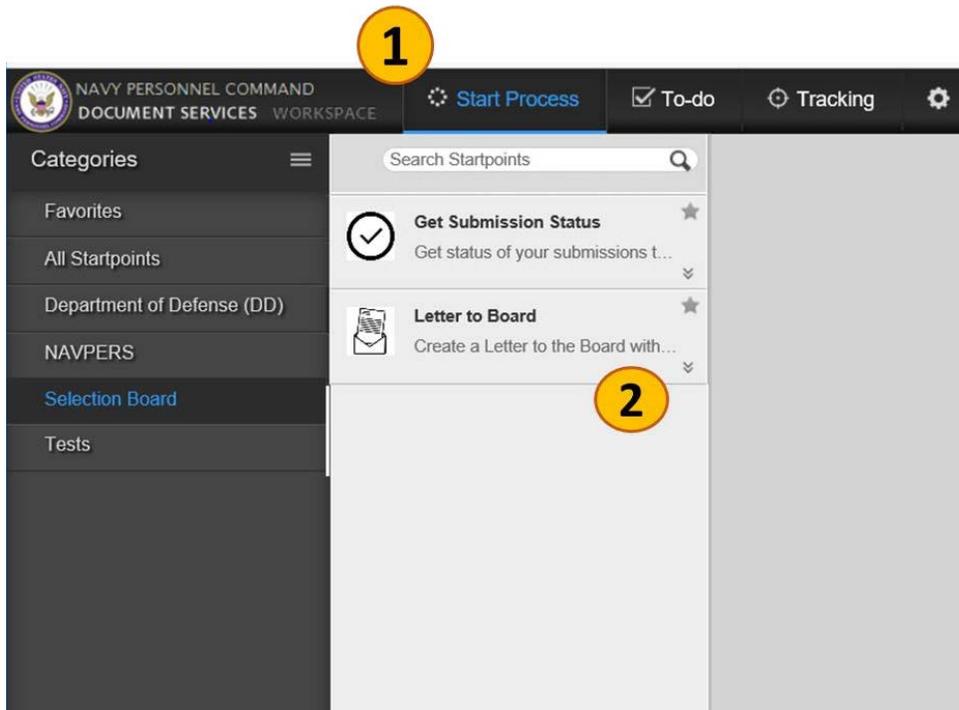
- ✓ Chrome or IE can be used as a browser, CHROME looks better.
- ✓ Ensure you can access Bupers On-Line (BOL) with CAC card.
- ✓ Ensure your BOL Email address is up-to-date.
- ✓ Attachments are:
  - PDF format ONLY. No dynamic PDFs (fillable forms).
  - Each set of attachments is no more than 2 MB
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

- 1 Select Navy Personnel Command Document Services from the BOL Menu.



After successfully logging in, 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:

1

Read ALL of the items on this screen.

2

Check the acknowledgement box at the bottom.

3

Select NEXT button

Electronic Submission of Selection Board Documents (ESSBD)

Disclaimer

1

This is an official United States Government System for the use of submitting of authorized [REDACTED].  
Do not upload or submit classified/sensitive national security information of greater sensitivity than this system is authorized.

Submission of Letters to the Board (LTB)

- Submission and receipt of the LTB through this application does NOT imply nor verify eligibility as a board candidate.
- Verify your eligibility as outlined in the specific board guidance.
- Verify the Selection Board # and Title
  - in the LTB cover letter.
  - as the Board ID you intend to select.
- All attachments must be in PDF format.
- Combined attachments cannot exceed 2 MB. If your attachments exceed 2 MB, consider submitting multiple letters. Do NOT compress or degrade your image to fit the 2 MB limit.

What should not be submitted through ESSBD

- Third-party correspondence
- Application packages (e.g. LDO/CWO Procurement)
- Official Military Personnel File (OMPF) updates
- Officer Photos - Per NAVADMIN 103/07 and MILPERSMAN 1070/180, officer photos must be submitted to the OMPF:
  - Mail the color photo affixed to a completed and signed NAVPERS 1070/884 to:  
Navy Personnel Command  
PERS-312C  
5720 Integrity Drive  
Millington, TN 38055-3120

Personally Identifiable and Sensitive Record Information

- Authorized use of LTB:
  - Through the submission of the candidate's LTB, the candidate authorizes the information contained in the LTB to be viewed by selection board members as well as recorders and NPC support staff for the processing of the LTB.
- Documents are intended for review by:
  - The individual record subject
  - Authorized personnel
  - On a need-to-know basis
- With the understanding that:
  - Any unauthorized use or disclosure can result in a misdemeanor conviction and a fine of up to \$5,000.00
  - The Navy Military Personnel Records System is an official Navy System of Records maintained in accordance with the Privacy Act of 1974 (PL 93-579) and SECNAVINST 5211.5E, DEPARTMENT OF THE NAVY PRIVACY ACT (PA) PROGRAM.

I acknowledge the above provisions.

Next

3

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 your 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.

The screenshot shows a web application interface with the following elements:

- A "Disclaimer" link at the top left.
- A "Board" section header with a dropdown arrow.
- A "Select Board" search input field.
- A "Show Closed Boards" toggle switch currently set to "NO".
- A table with three columns: "Id", "Title", and "Convene".
- Three rows of board data, each with a "Select" button to its left.
- A "1" in a yellow circle highlighting the "Select" buttons.
- An "Enclosures" link at the bottom left.

	Id	Title	Convene
Select	20306	PRESIDENT, TEST BOARD SCHEDULE UPLOADII (BOAF	2019-12-01
Select	52110	PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOAF	2019-12-01
Select	52210	PRESIDENT, ESSBD TEST ENLISTED PART 1 2019 (BOA	2019-12-01

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.

Enclosures

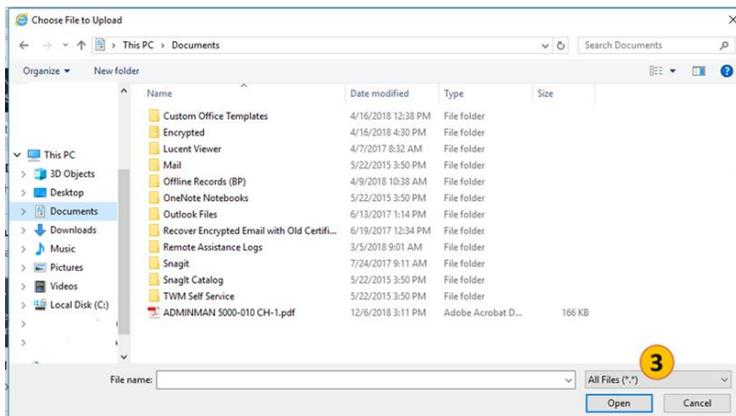
Board  
PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110)

Browse and Upload File name

NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

Next

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 cursor will automatically appear above a prompt: "This field is a required field."

Board  
PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110)

Browse and Upload File name

#	Enclosure Description	Contains Officer Fitness Report	File Name	Size (KB)
1	This field is a required field.	NO	ADMINMAN 5000-010 CH-1.pdf	165

Total Submission Size (KB)  
165

NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

Next

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).

Board  
PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110)

Browse and Upload

File name  
Working Group Sailor Resume Part II - Determining Potenti.

Enclosures must be PDFs

#	Enclosure Description	Contains Officer Fitness Report	File Name	Size (KB)
1	ADMINMAN 5000	<input type="radio"/> NO	ADMINMAN 5000-	165

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.

#	Enclosure Description	Officer Fitness Report	File Name	Size (KB)	
1	ADMINMAN 5000	<input type="radio"/> NO	ADMINMAN 5000-	165	Remove
2	CHARTER	<input type="radio"/> NO	SB Compliance Prt	240	Remove
3		<input type="radio"/> NO	VEHICLE 2003_N/	2,557	Remove

Total Submission Size (KB)  
2,962

Submission size cannot exceed 2000 KB. Remove item(s) to not exceed 2 MB. You may submit more than one letter to the board.

Remember, you can submit more than one letter.



Select the NEXT button to move to the “LETTER” activity area.

COMPLETE LETTER TO THE BOARD PRESIDENT:

This area displays the major components of the letter and allows the Sailor to modify the 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.

From	SAILOR, JOHN Q, USN
To	PRESIDENT, ESSBD TEST OFFICER PART 1 2019 (BOARD #52110)
Subject	INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD
Reference	(a) SECNAVINST 1420.1 (series)

Letter Text

1. Per reference (a), please include this letter and associated enclosures, as applicable, in my official record for consideration by the Board.

**1**

Next **2**

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.

The screenshot shows a web form with the following elements:

- 2**: A checkbox labeled "I understand that clicking Submit and submitting constitutes a legal signature." is unchecked.
- Next Steps:**
  1. When you press **Submit**, your letter will be sent to the **system** for processing.
  2. Once processed (a few minutes), you will get an email to the below Email Address and an **ESSBD Member Review** task in **To-do**.
- Note:** If no email address appears in below box, you will NOT be able to successfully submit the Letter to the Board.
- Email Address:** A text input field containing "john.p.sailor@navy.mil" with a **1** callout.
- Submit:** A blue button at the bottom right with a **3** callout.

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

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.

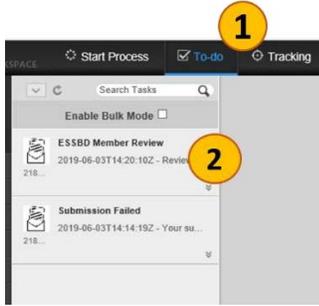
Submission ID: 28



## 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**

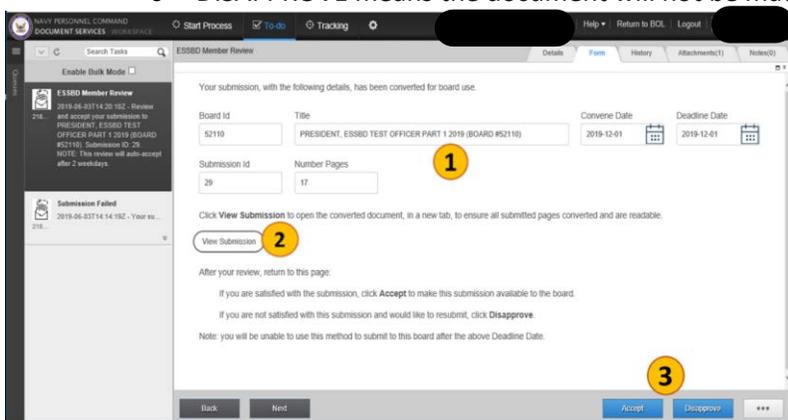


On the ESSBD Member Review screen:

- ✓ 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