

E-JDA Submission Lessons Learned and Best Practices

BLUF: Your goal should be a *stand-alone Joint Executive Summary* (JES) - one that reads well and tells Review Panel members exactly what you did, how you did it and who you did it with. The JES should be all that the Review Panel members need to make a decision on whether or not the duties you performed satisfy the definition of *joint matters*. Panel members shouldn't need to ask (and most likely will not ask) for decorations or performance reports to figure out what you are trying to say.

I. Top Reasons for Disapproval

1.) Failure to substantiate experience in joint matters: Some submissions simply indicated service-specific duties conducted alongside members of other services or in other cases described strictly tactical-level experience. Valid experience in *joint matters* must be related to the achievement of *unified action across domains at the strategic or highest operational levels*. This experience can include duty with other services, government agencies, non-government agencies, or partners and allies.

2.) Incomplete nomination forms: Some submissions contained only some administrative data and a duty description with the remaining fields in section 17 of the JES left blank. Even if Review Panel members were familiar with the duty position or the individual's duty performance, it was impossible to approve the nomination without substantiation. Every piece of available supporting information is valuable to include awards, performance evaluations, and Joint Manning Document (JMD) numbers if available. Validating documents submitted should actually cover the time documented on the Joint Executive Summary (JES). There were cases in which the only documents submitted were performance reports that did not cover the timeframe of the experience (i.e. experience was in 2013 and FITREPs were from 2010).

SPECIAL NOTE: In cases where the joint experience involves classified information, broad summations of duties and generalizations are sufficient. **DO NOT INCLUDE CLASSIFIED INFORMATION IN E-JDA SUBMISSIONS.**

3.) Overstated or misstated periods of joint duty: Credit can only be requested for the actual time period of the joint experience. Training time (Fort Jackson, ECRC, etc) prior to reporting to the ultimate duty location of an IA/GSA assignment **DOES NOT COUNT**. When requesting consideration for an intensity factor of "3" (service in Iraq, Afghanistan, etc), substantiating documentation for actual boots on ground dates must be provided. IAW CJCSI 1330.05, acceptable forms of documentation are finance approved/adjudicated travel claims for travel to/from the AOR, or a Statement of Service from the supported command specifying arrival and departure dates. Additionally, stamped/endorsed orders and Master Military Pay File print outs (see PSD for assistance) that reflect actual start/stop date of HDP/IDP can be submitted to further substantiate BOG dates. Submissions that do not include the required documentation will not be approved by the Joint Staff to go before the Review Panel.

A few Reserve Component nominations attempted to claim credit for the entire period of an assignment even though the actual joint experience was limited to a number of exercises conducted over the course of that assignment. In these cases, it is appropriate to break the nomination down into several submissions, one for each exercise/experience. It is also important that the dates of the experience

claimed correspond with the dates of the actual exercise/experience. Officers should include TDY claims or DD214s with nominations to substantiate periods of duty performed.

II. Additional Best Practices:

1.) Typing, spelling, and grammatical errors: Focus your time and effort on writing good submissions with the understanding that the Review Panel's decision will be made solely on the merits of the JES. Use clear, concise descriptions and complete as many areas in section 17 of the JES as possible to articulate how your experience supported *joint matters*. Poor spelling and grammar are a reflection of how much you care about the submission. Although no nominations were disapproved solely due to administrative errors, it was clear to panel members that little effort was put into a few of the nominations. For those packets on the margin, this may have been enough to prevent approval, especially at the O-6 level.

2.) Multiple submissions: If you are submitting multiple nominations, each nomination must be able to stand on its own merit and be specific for that particular experience. There was a case during this past board where one individual submitted multiple nominations for different jobs, but the write ups read the same (a cut a paste job).

3.) Contact information: The email address you enter into JMIS for your E-JDA submission will be the primary means of contacting you in the event re-work or additional documentation is required prior to the Review Panel. Ensure you select an email address that you will be able to access. In the event your email address changes, make sure you contact the AC or RC Service Manager, as applicable, to update your contact information.