

# EFDP WEB APP

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## Role Overview

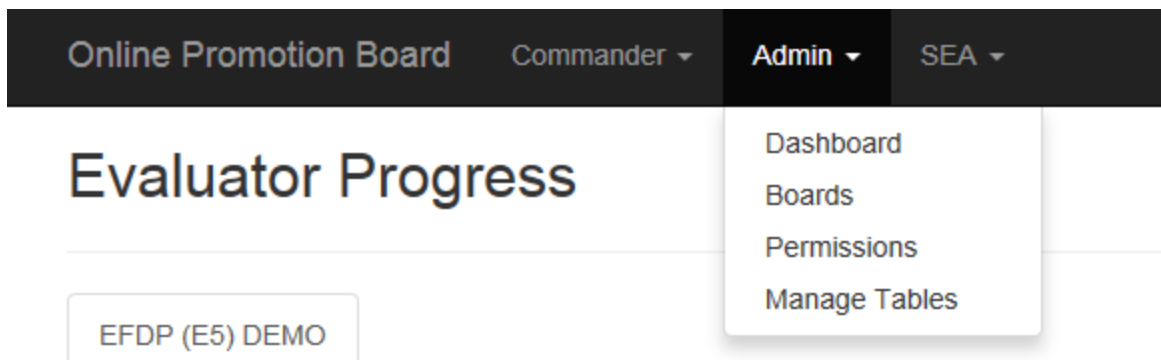
Admin - A1 personnel with authorization to configure and manage the board application data. Only Admins have access to the Admin dropdown.

Commander - Users with Commander permissions to the application. Have access to the Evaluate Boards button on the home screen as well as the Commander dropdown. Responsible for evaluating and scoring nominees.

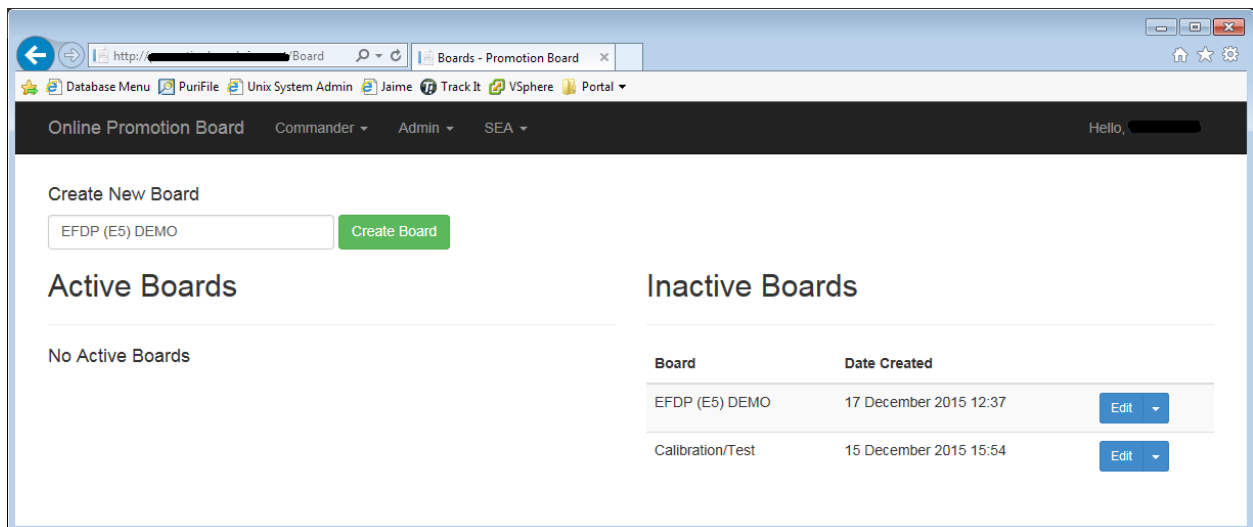
Senior Enlisted Advisor - Users with SEA permissions to the application. Have access to the home page as well as the SEA dropdown.

Senior Rater - The Commander that presides over the board and signs the board results. Has access to the Review Board buttons on the home page and Commander dropdown.

## Create a Board



In the Admin menu, the Boards link will bring you to the board management page.



To create a board, enter a name in the Create New Board textbox, then click Create Board.

# Configure a Board

Online Promotion Board

Commander

Admin

SEA

Hello, [redacted]

EFDP (E5) DEMO

Add Commander

Commander

[redacted]

Rank

StA

Unit

[redacted]

Senior Rater

☐

Save

Commanders

Rank	Name	Unit	Senior Rater	
Lt Col	[redacted]	[redacted]	<div><div></div></div>	<div>Edit</div>
Col	[redacted]	[redacted]	<div><div></div></div>	<div>Edit</div>
Lt Col	[redacted]	[redacted]	<div><div></div></div>	<div>Edit</div>
Lt Col	[redacted]	[redacted]	<div><div></div></div>	<div>Edit</div>
Lt Col	[redacted]	[redacted]	<div><div></div></div>	<div>Edit</div>

Add Nominee

Name

[redacted]

Rank

StA

Unit

[redacted]

Last Four

[redacted]

Save

Nominees

Rank	Name	Unit	Last Four	Record Count	
SSgt	Alpha One	[redacted]	0001	0	<div>Edit</div>
SSgt	Bravo Two	[redacted]	0002	0	<div>Manage Records</div>
SSgt	Charlie Three	[redacted]	0003	0	<div>Delete</div>
SSgt	Delta Four	[redacted]	0004	0	<div>Edit</div>
SSgt	Echo Five	[redacted]	0005	0	<div>Edit</div>
SSgt	Fox Six	[redacted]	0006	0	<div>Edit</div>
SSgt	Golf Seven	[redacted]	0007	0	<div>Edit</div>

Board/ManageRecords/21

Add a commander to the board by filling out the required information under the Add Commander form, then clicking Save. Details about the commander can be changed by clicking the Edit button.

**NOTE:** There can only be one Senior Rater in a board.

Add a nominee by filling out the required information under the Add Nominee form, then clicking Save. Details about the nominee can be changed by clicking the Edit button.

To add performance records to a nominee, click the drop-down on the right edge of the Edit button, and click Manage Records.

## Upload Nominee Records of Performance

The screenshot shows a web browser window with the URL `http://[redacted]Board/Mar`. The browser's taskbar includes icons for Database Menu, PuriFile, Unix System Admin, Jaime, Track It, VSphere, and Portal. The application header is "Online Promotion Board" with user roles "Commander", "Admin", and "SEA" and a greeting "Hello, [redacted]".

The main content area is titled "SSgt Alpha One" with a redacted name to the right. Below the title, there are two sections:

- Add Records:** Contains a "Browse..." button and an "Upload" button.
- Pending Records:** Contains a table with the following data:

Name
AlphaOne-ROP.pdf

Below the Pending Records section, there is a table with the following headers:

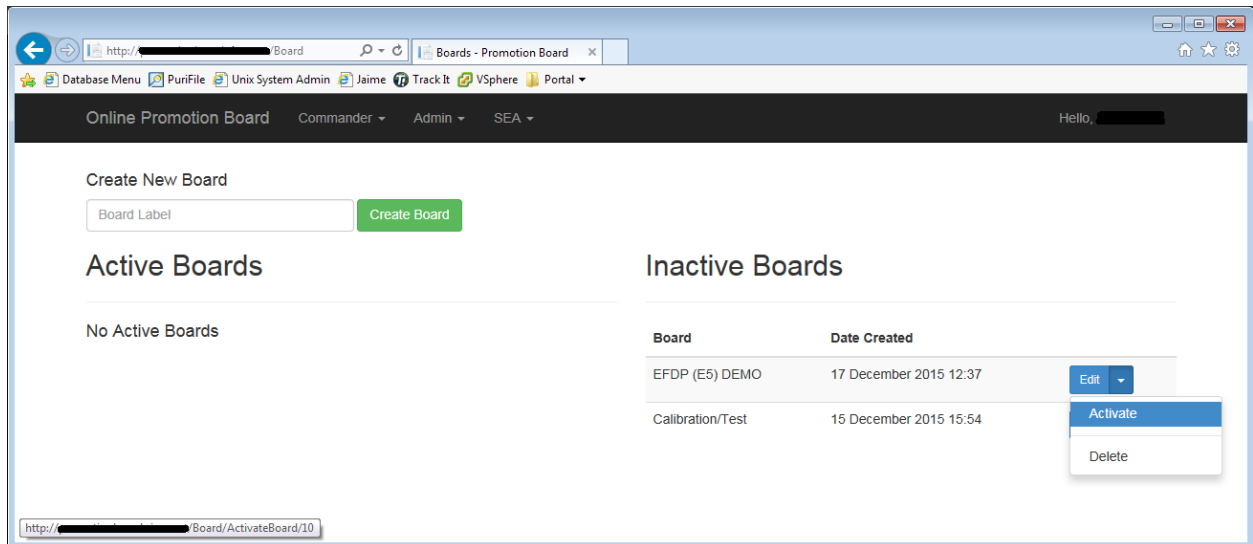
File	Upload Date	Uploaded By
------	-------------	-------------

Click the Browse button under Add Records and select the record from your local file system. Click OK in the dialog window. Records waiting to be uploaded to a record will appear under the Pending Records section.

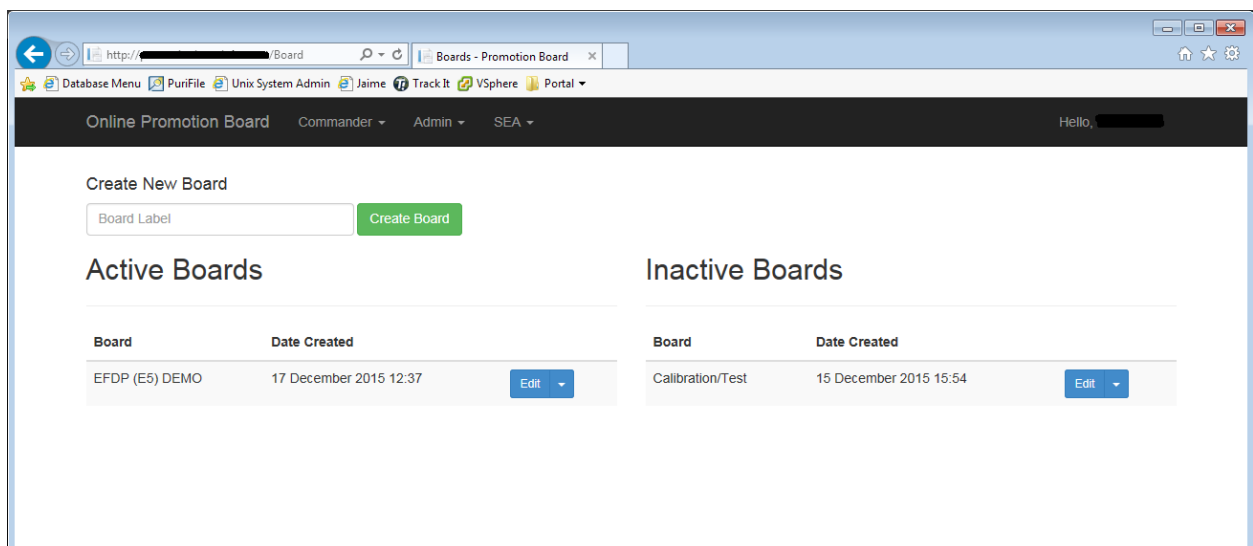
Click Upload to save the record to the nominee.

## Active a Board

When a board has been fully configured, it needs to be activated so that it can be conducted.

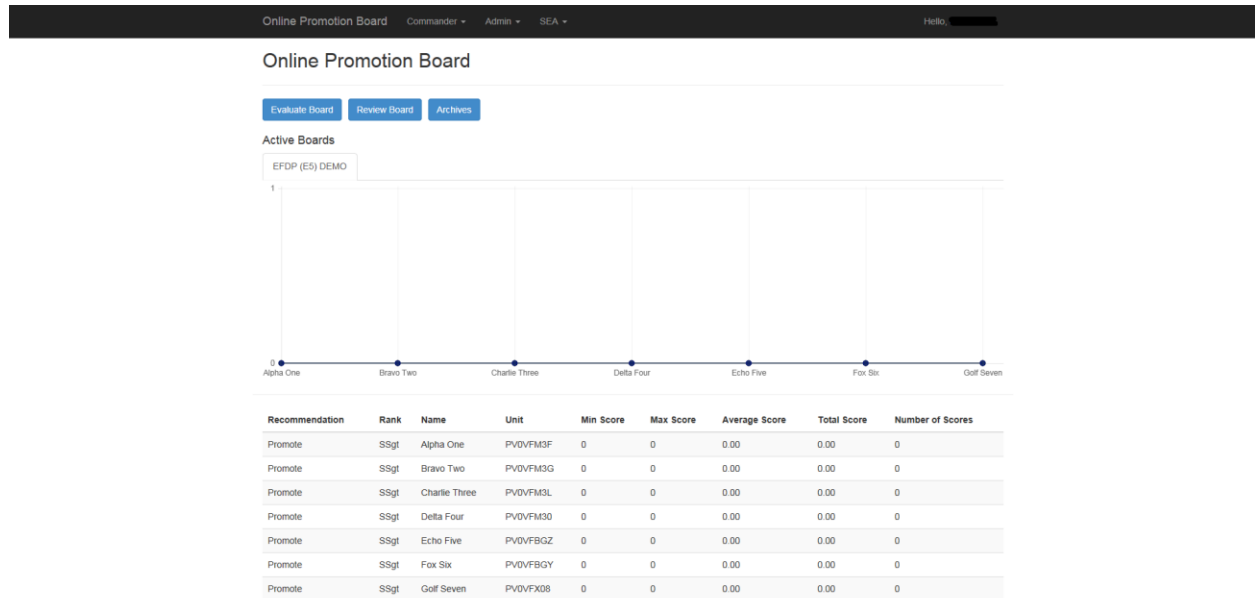


Click the drop-down on the right edge of the Edit button for the board that you want to activate.



This will place the board in an active state. Also note that from the dropdown on the right edge of the Edit button, you can see a full list of evaluations and provide rescores for evaluations that do not involve a split.

# Board Overview



When active, the current results of the board will show up on the application home page. As nominees are scored, you can refresh the page, and the details for the nominees will populate the graph and table.

**NOTE:** Development plans are in place to add real time functionality to the application so that the moment a nominee is scored, the overview and admin dashboard will update automatically without requiring a user to refresh the page.

## Admin Dashboard

The screenshot shows the Admin Dashboard for the Online Promotion Board. The top navigation bar includes 'Online Promotion Board', 'Commander', 'Admin', and 'SEA'. The 'Admin' menu is open, showing options: 'Dashboard', 'Boards', 'Permissions', and 'Manage Tables'. The 'Evaluator Progress' section shows a progress bar for 'EFDP (E5) DEMO' and five commanders, each with a red X indicating incomplete progress. Below this is the 'Active Boards' section with a table showing the board's status. The 'Board Splits' section shows a table of nominees with scores and a 'Rescore' button for each.

Board	Board Date	Nominees	Commanders	Complete?
EFDP (E5) DEMO	17 December 2015	7	5	X

Rank	Name	Unit	Board Name	Board Date	Commander	Score	Rescore
SSgt	Alpha One		EFDP (E5) DEMO	17 December 2015	Lt Col	8.5	Rescore
SSgt	Alpha One		EFDP (E5) DEMO	17 December 2015	Col	9.5	Rescore
SSgt	Alpha One		EFDP (E5) DEMO	17 December 2015	Lt Col	8	Rescore

Alternatively, A1 personnel can monitor the board from the Admin Dashboard found under the Admin menu.

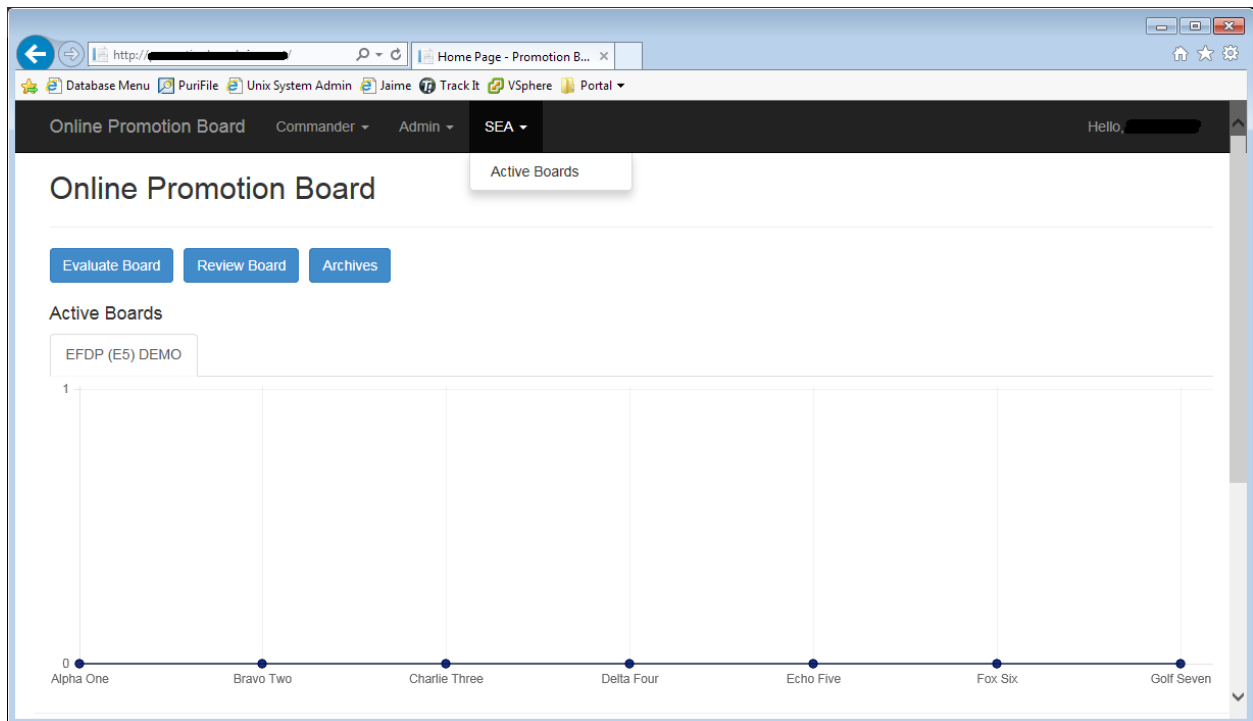
Evaluator Progress shows the progress of each of the commanders involved in the board. When a commander has scored all of the nominees, the red X will be replaced by a green check mark.

Active Boards shows the overall status of the board. When all commanders have scored all nominees, the Complete section will change from a red X to a green check mark. Also note that clicking the Board name will allow you to score the nominees promotion recommendations.

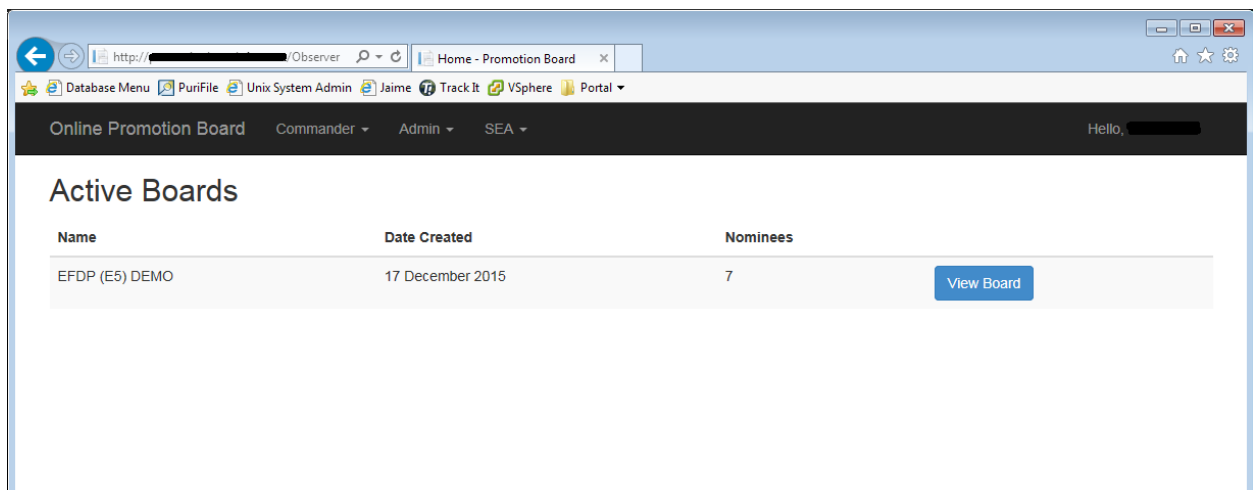
Any Splits identified (a discrepancy of 1.5 or more points between two commanders) on this page.



## Senior Enlisted Advisor



In addition to being able to access the board overview on the home page, the SEA can also view the nominees and their records by clicking the SEA dropdown menu, then Active Boards.



Click View Board to access the list of nominees and their corresponding records.

Observer/V EFDP (E5) DEMO - Promoti... x

Database Menu PuriFile Unix System Admin Jaime Track It VSphere Portal

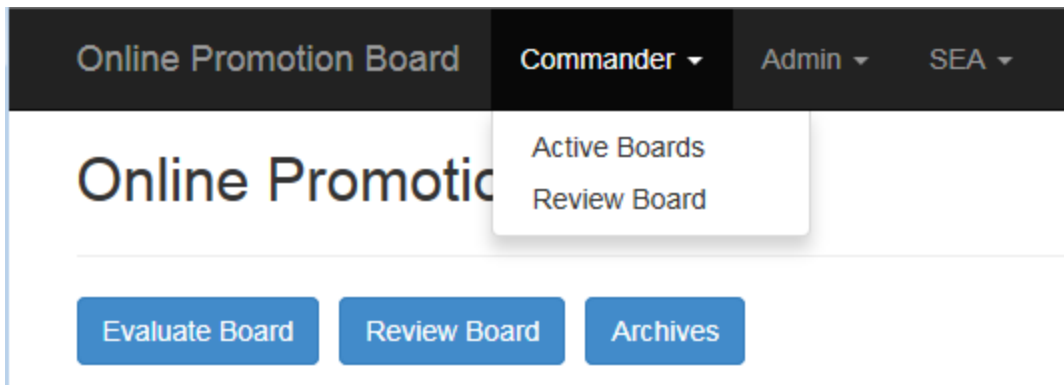
Online Promotion Board Commander Admin SEA Hello, [redacted]

## EFDP (E5) DEMO 17 December 2015

SSgt Alpha One
[redacted]
AlphaOne-ROP.pdf
SSgt Bravo Two
SSgt Charlie Three
SSgt Delta Four
SSgt Echo Five
SSgt Fox Six
SSgt Golf Seven

Clicking on the nominee's name will show any associated records. Click on the record name to open it in a new tab.

## Scoring

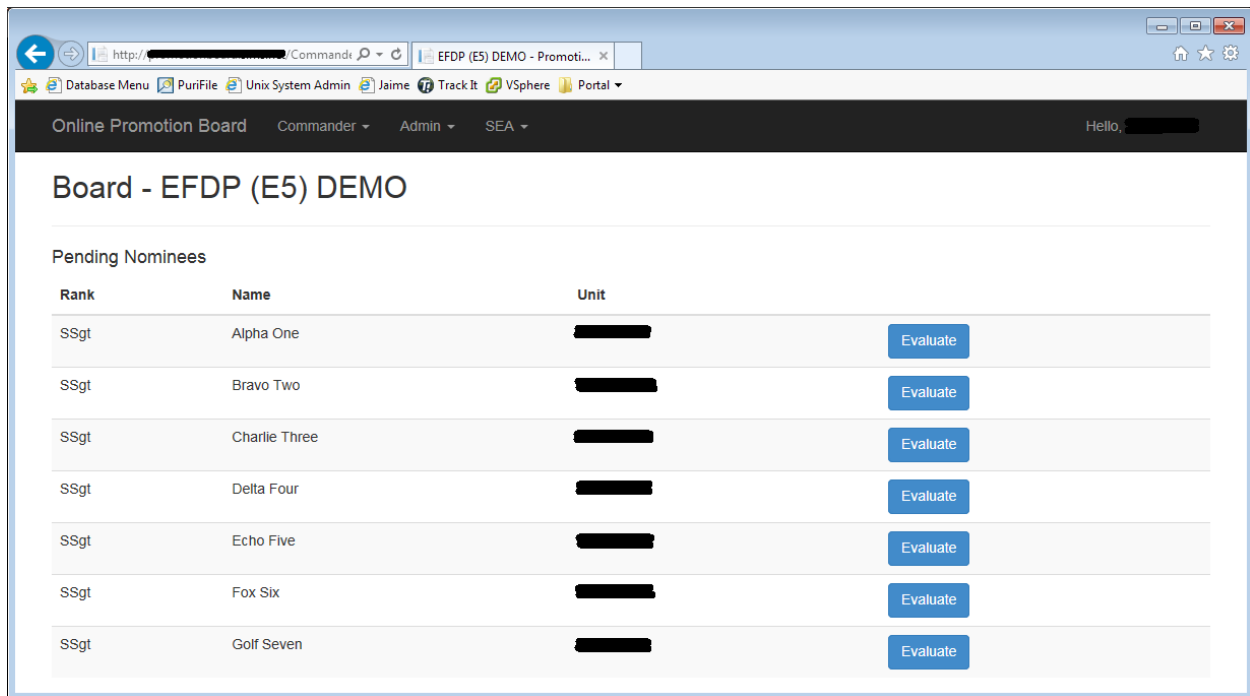


Commanders can either click Evaluation Board on the home page, or Active Boards from the Commander dropdown to access the active board.

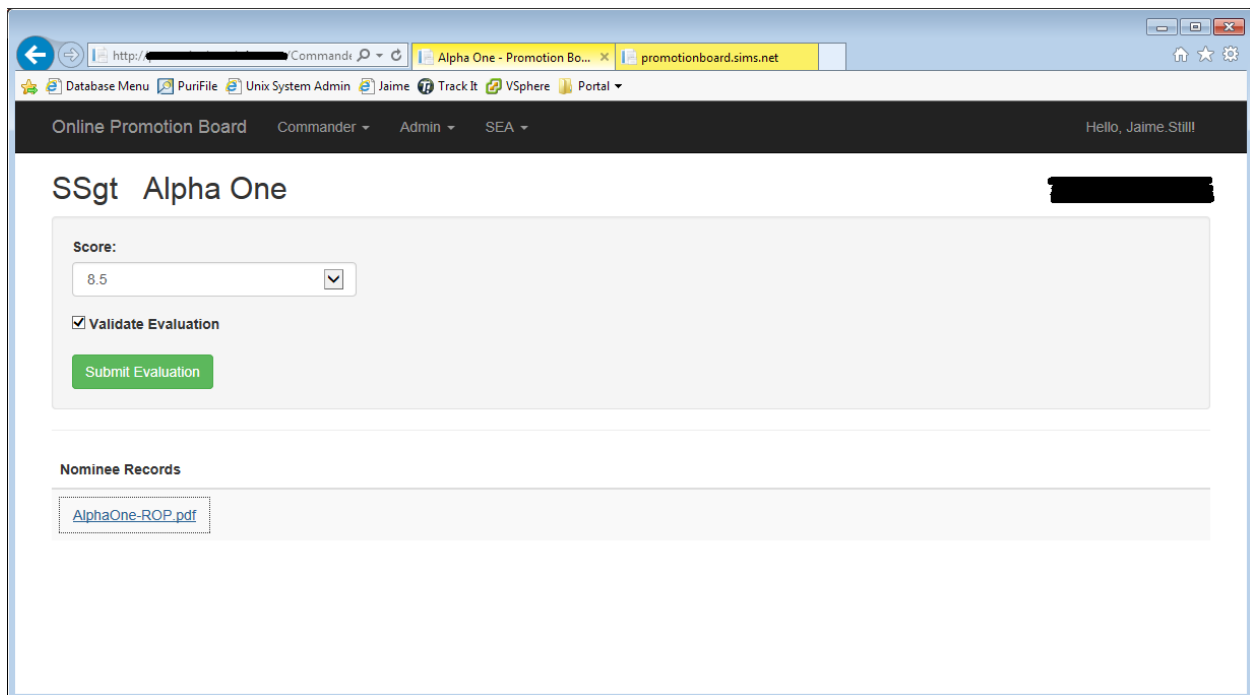
The screenshot shows the 'Active Boards' page. At the top is a dark navigation bar with the same 'Online Promotion Board', 'Commander', 'Admin', and 'SEA' dropdowns. On the right side of this bar, it says 'Hello, [redacted]'. Below the navigation bar, the heading 'Active Boards' is displayed. Underneath is a table with three columns: 'Name', 'Date Created', and 'Nominees'. There is one row of data in the table. To the right of the table, there is a blue button labeled 'View Board'.

Name	Date Created	Nominees
EFDP (E5) DEMO	17 December 2015 12:37	7

Clicking View Board will access the nominees for the board.



Clicking Evaluate will bring up the scoring page and provide access to any records provided for the nominee.



Click on the record link to open it in a new tab. Make sure to click the Validate Evaluation checkbox. The reasoning for this is that the score dropdown defaults at 6, and we want to ensure that a score was legitimately picked.

Printed By F. 10:20:38 FOR OFFICIAL USE ONLY

Personal Data - Privacy Act of 1974 (5 USC 552a) Current as of 08-Dec-2015 at 10:20:38

Gr/DOR: SSGT/01-Apr-2011 Name: **ALPHA ONE** SSAN: (

Proj Gr: DAFSC: 3S051 Duty Title: NCOIC, GRP CAREER DEVELOPMENT

PAS: Base: DATA MASKED Command: AFSOC

Marital Status: M Depns: 03 SEX/RACE/ETH-GR: M / WHITE / NONE

\*\*\*\*\*MILITARY JOIN SPOUSE CONSIDERATION\*\*\*\*\*

Spouse SSAN: Spouse Status: NOT APPLICABLE Spouse Intent: NOT APPLICABLE

\*\*\*\*\*RESTRICTIONS\*\*\*\*\*

ASG AVAIL CD/DT: 47 / 1708 /// WEIGHT CONT: UIF:

ASG LIMIT CD/DT: ///

\*\*\*\*\*PROJECTED ASSIGNMENTS\*\*\*\*\*

AAR	PAS	RNLTD	AAN	ASD	BASE
1)	PV0VFM30				DATA MASKED
2)					

\*\*\*\*\*SERVICE DATES\*\*\*\*\*

DAS: 10-Aug-2013	DOS: 08-Aug-2017	HYT: 09/2021	CAFSC: 3S051
DEROS:	ADSCD: 11/11-Aug-2015	TAFMSD: 05-Sep-2006	PAFSC: 3S071
ODSD: 04-Jan-2010	EAD: 05-Sep-2006	PAY DATE: 05-Sep-2006	2AFSC:
STRD(##): 2006/09(.)	WEAPON SYSTEM BACKGROUND ID:		3AFSC:

\*\*\*\*\*AFSC INFORMATION\*\*\*\*\*

Nominee Record of Performance

Online Promotion Board Commander Admin SEA Hello, [REDACTED]

## Board - EFDP (E5) DEMO

### Pending Nominees

Rank	Name	Unit	
SSgt	Bravo Two	[REDACTED]	<a href="#">Evaluate</a>
SSgt	Charlie Three	[REDACTED]	<a href="#">Evaluate</a>
SSgt	Delta Four	[REDACTED]	<a href="#">Evaluate</a>
SSgt	Echo Five	[REDACTED]	<a href="#">Evaluate</a>
SSgt	Fox Six	[REDACTED]	<a href="#">Evaluate</a>
SSgt	Golf Seven	[REDACTED]	<a href="#">Evaluate</a>

### Evaluated Nominees

Nominee	Unit	Score
<a href="#">SSgt Alpha One</a>	[REDACTED]	8.5

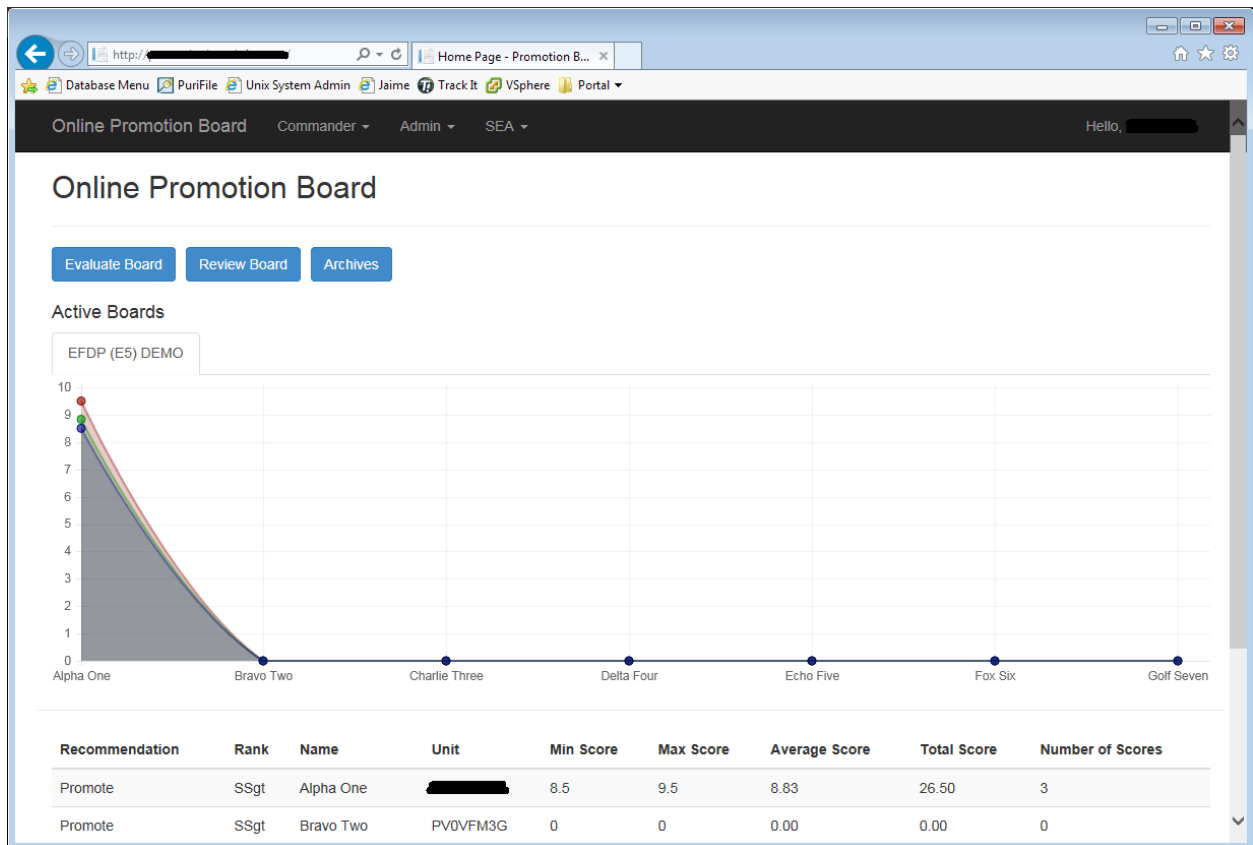
Once a nominee has been scored, they will show up in an Evaluated Nominees section on the board view for the commander. You can click on the nominee's name to access their records.

# Splits

The screenshot shows the 'Online Promotion Board' interface. The 'Evaluator Progress' section displays a progress bar for 'EFDP (E5) DEMO' with five segments, each marked with a red 'X' and a commander's name. The 'Active Boards' table shows one board, 'EFDP (E5) DEMO', with 7 nominees and 5 commanders, and a red 'X' in the 'Complete?' column. The 'Board Splits' table lists three instances of a split for the same board, showing the rank, name, unit, board name, board date, commander, and score, with a 'Rescore' button for each.

Rank	Name	Unit	Board Name	Board Date	Commander	Score	Rescore
SSgt	Alpha One	[REDACTED]	EFDP (E5) DEMO	17 December 2015	Lt Col [REDACTED]	8.5	Rescore
SSgt	Alpha One	[REDACTED]	EFDP (E5) DEMO	17 December 2015	Col [REDACTED]	9.5	Rescore
SSgt	Alpha One	[REDACTED]	EFDP (E5) DEMO	17 December 2015	Lt Col [REDACTED]	8	Rescore

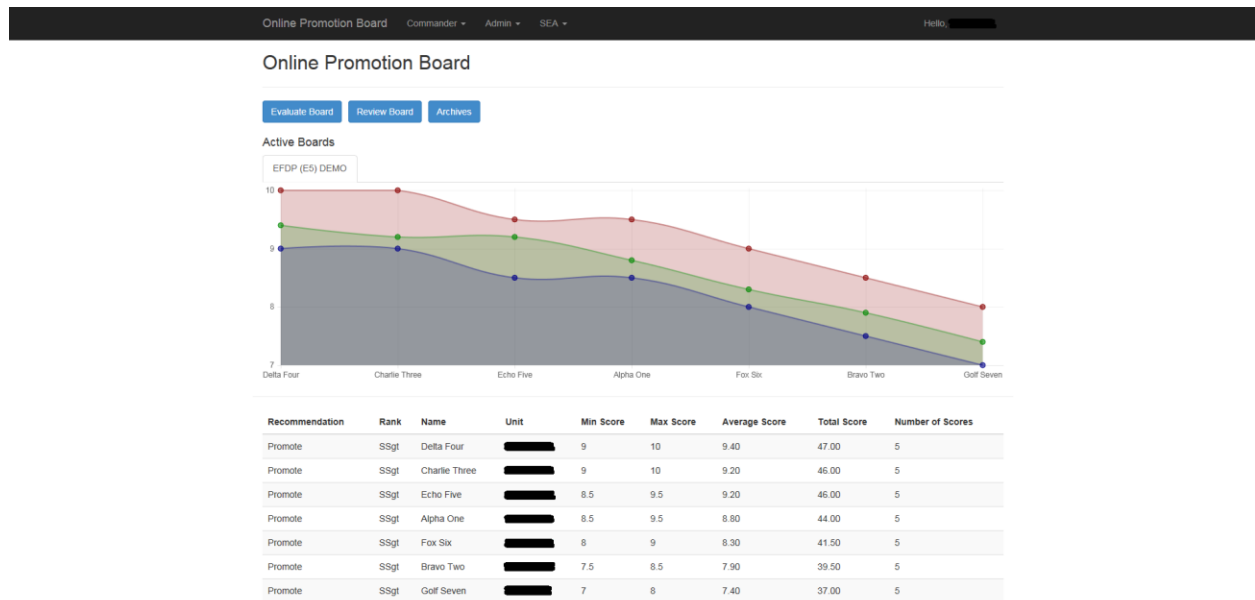
In the event of a split, the A1 administrator can alert the commanders that there is a split, the nominee that the split occurred on, and the commanders involved in the split. At that point, the commanders can discuss their case for the nominee, and when a decision is reached on the commander(s) that will adjust their scores, the A1 administrator can click Rescore for the relevant commanders so that they can input the newly agreed upon scores.



When the split has been resolved, you can see that the min / max score is now within the 1 point threshold.



# Assigning Promotion Recommendations



Once the board is complete, the scores can be reviewed and promotion recommendations can be administered by the A1 Administrator.

Online Promotion Board   Commander ▾   Admin ▾   SEA ▾   Hello, [REDACTED]

## Evaluator Progress

EFDP (E5) DEMO

Col [REDACTED] ✓   Lt Col [REDACTED] ✓   Lt Col [REDACTED] ✓   Lt Col [REDACTED] ✓   Lt Col [REDACTED] ✓

## Active Boards

Board	Board Date	Nominees	Commanders	Complete?
EFDP (E5) DEMO	17 December 2015	7	5	✓

No Splits Found

From the Admin Dashboard page, the A1 Administrator can click on the board name under Active Boards to bring up the scoring page.

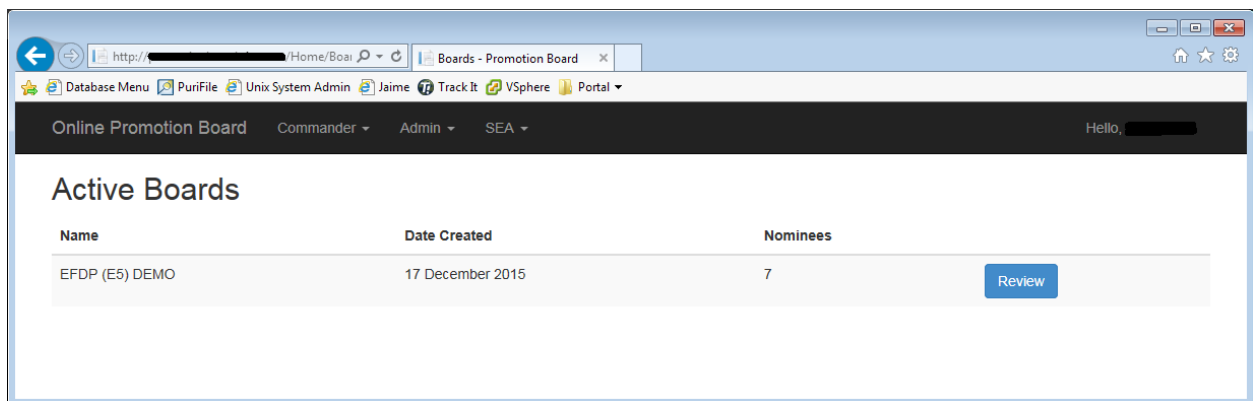
Online Promotion Board   Commander ▾   Admin ▾   SEA ▾   Hello, [REDACTED]

## EFDP (E5) DEMO

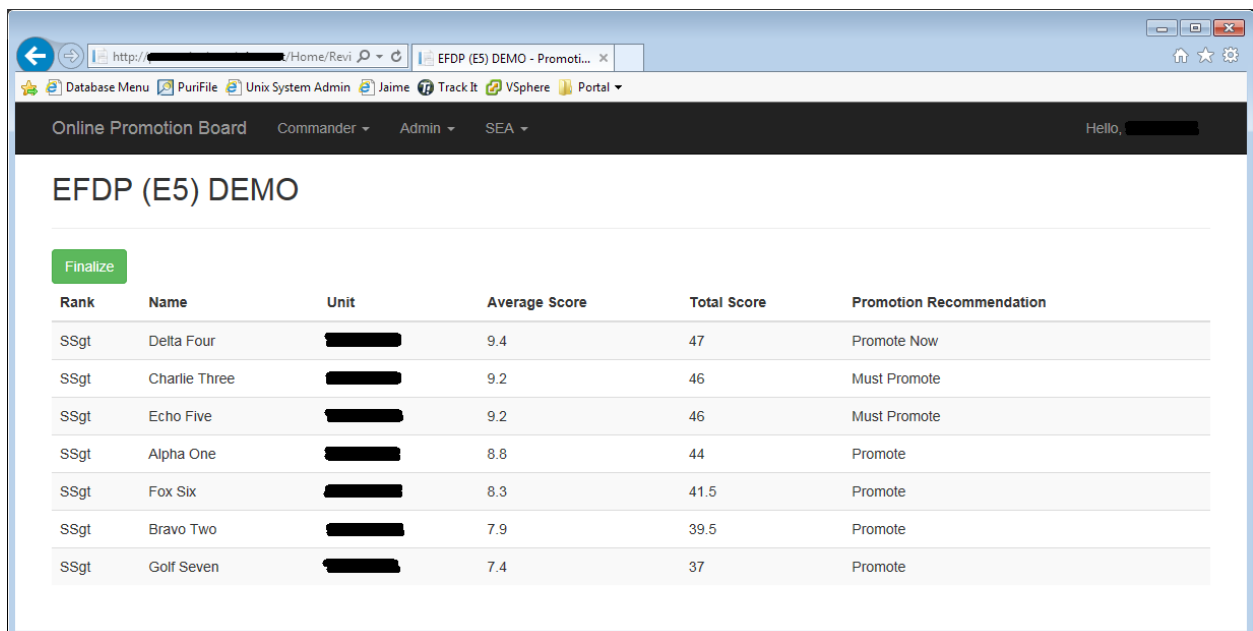
Promotion Recommendation	Rank	Name	Unit	Max Score	Average Score	Min Score	Total Score	
Promote Now ▾	SSgt	Delta Four	[REDACTED]	10	9.40	9	47	<a href="#">Update Result</a>
Must Promote ▾	SSgt	Charlie Three	[REDACTED]	10	9.20	9	46	<a href="#">Update Result</a>
Must Promote ▾	SSgt	Echo Five	[REDACTED]	9.5	9.20	8.5	46	<a href="#">Update Result</a>
Promote ▾	SSgt	Alpha One	[REDACTED]	9.5	8.80	8.5	44	<a href="#">Update Result</a>
Promote ▾	SSgt	Fox Six	[REDACTED]	9	8.30	8	41.5	<a href="#">Update Result</a>
Promote ▾	SSgt	Bravo Two	[REDACTED]	8.5	7.90	7.5	39.5	<a href="#">Update Result</a>
Promote ▾	SSgt	Golf Seven	[REDACTED]	8	7.40	7	37	<a href="#">Update Result</a>

The scoring page shows nominees in order of merit per the evaluation results. Select a promotion recommendation from the drop down, then click Update Result.

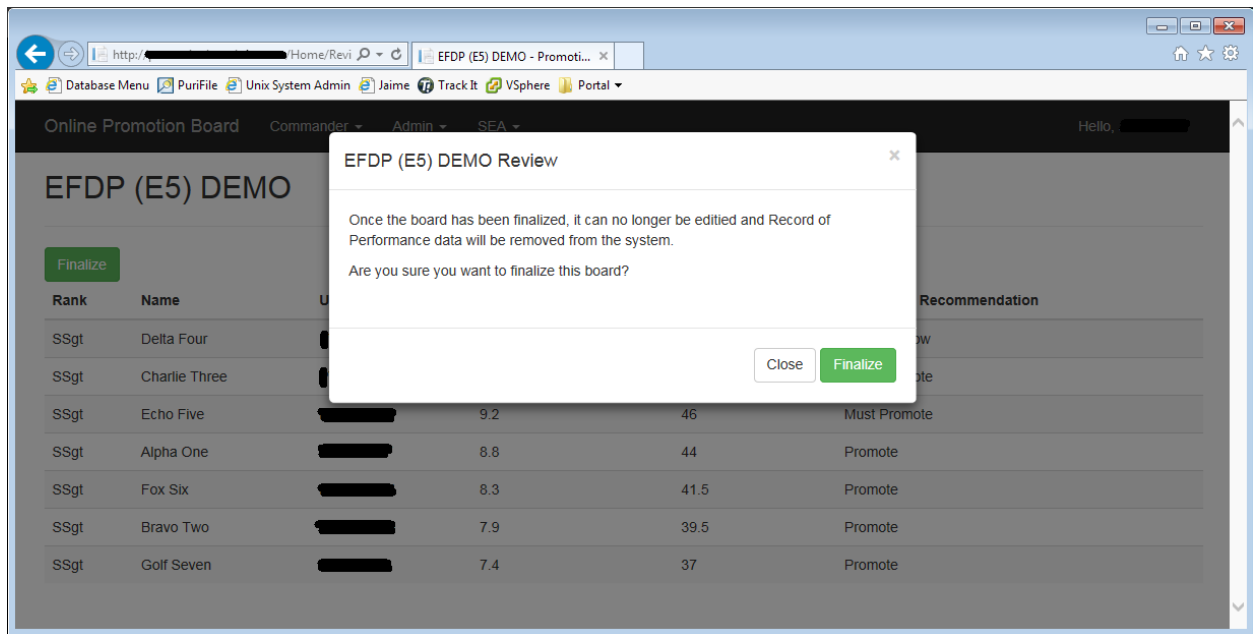
## Finalizing the Board



The Senior Rater can review a board by clicking either Review Board on the home page, or Review Board from the Commander dropdown. Click Review for the board intended to be reviewed.

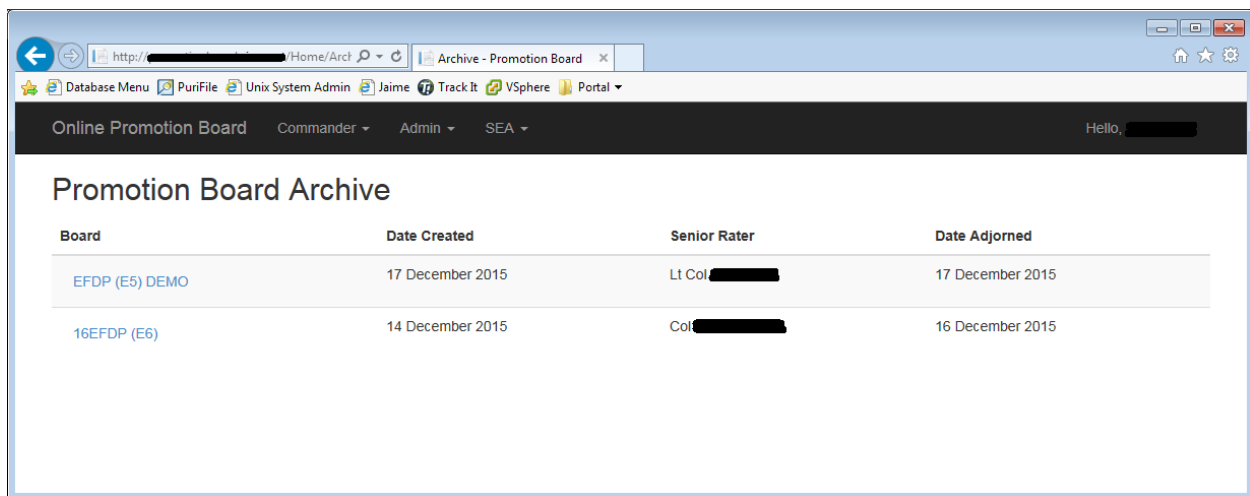


This provides an overview, with promotion recommendations, of the board. When satisfied, click Finalize.



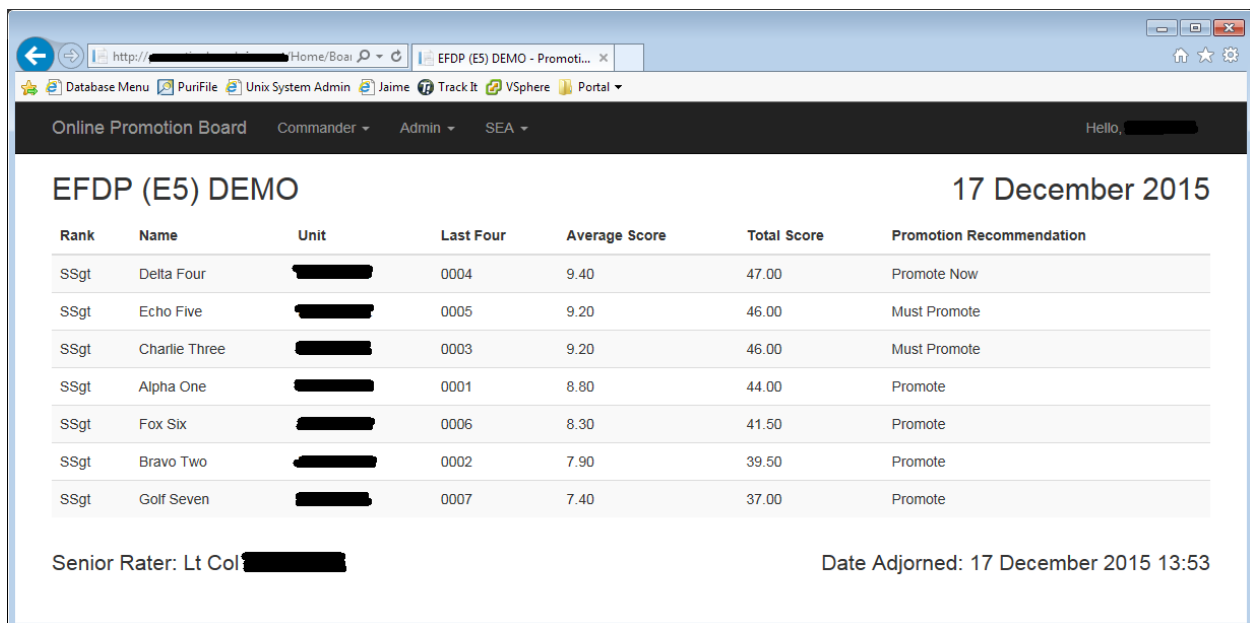
The Senior Rater will be prompted that once finalized, the board can no longer be modified or accessed and will be placed in a complete state. Click Finalize to adjourn the board.

## Archive



Board	Date Created	Senior Rater	Date Adjourned
<a href="#">EFDP (E5) DEMO</a>	17 December 2015	Lt Col [REDACTED]	17 December 2015
<a href="#">16EFDP (E6)</a>	14 December 2015	Col [REDACTED]	16 December 2015

Archived boards can be accessed from the Archive button on the home page. Click on a board to see the archived board results.



Rank	Name	Unit	Last Four	Average Score	Total Score	Promotion Recommendation
SSgt	Delta Four	[REDACTED]	0004	9.40	47.00	Promote Now
SSgt	Echo Five	[REDACTED]	0005	9.20	46.00	Must Promote
SSgt	Charlie Three	[REDACTED]	0003	9.20	46.00	Must Promote
SSgt	Alpha One	[REDACTED]	0001	8.80	44.00	Promote
SSgt	Fox Six	[REDACTED]	0006	8.30	41.50	Promote
SSgt	Bravo Two	[REDACTED]	0002	7.90	39.50	Promote
SSgt	Golf Seven	[REDACTED]	0007	7.40	37.00	Promote

Senior Rater: Lt Col [REDACTED] Date Adjourned: 17 December 2015 13:53

This will provide the board results as well as the signature stamp of the senior rater and the datetime stamp for when the board was adjourned.