



## **Administrative Separation, Reenlistment, & CPO Incompetency Reduction Boards**

### **Case File Upload Directions**

The submission of ASB, Reenlistment, and CPO Incompetency Reduction Board case files are routed, viewed, and endorsed electronically through the entire process. **Hard copies are to be kept at the unit level and are not to be mailed. Media files (audio or video recording) must be submitted as a summary or transcript, in order to be entered into the member's PDR.**

**\*\*\*PSC-PSD CANNOT accept audio or video recordings.**

You have been granted access to the Portal site in order to upload the case file. If others need access for this routing process such as your chain of command and/or your servicing legal office, please let me know so I can add them to the appropriate folder.

**Please do not create any new folders within the Portal as the folder will not have the proper security levels in place. If there is a folder missing, please contact me as you may not have access to view the folder.**

When your documents are ready to be uploaded, please follow the below guidance:

To access the site, please use this link:

[Administrative Separation, Reenlistment, & CPO Reduction Boards - Home \(sharepoint-mil.us\)](#)

Locate "**Case Files**" (listed on the far left side) and click on it.

Locate the appropriate **type of board** (as shown in the Title above) and click on the link.

Locate the appropriate District / Area / DOL / SFLC or other major command folder and click on it.

Click on the folder with the **member's last name** (i.e. SMITH).

Click **+Add document**, then upload your document(s) as described in detail below:

**\*\*\*YOU MUST ENTER A COMMENT OR FILE WILL NOT BE "CHECKED IN" TO THE FOLDER\*\*\***

**\*\*If uploading multiple files at once, you will need to "check in" each file and insert a comment otherwise files will not be checked in/ or visible to others\*\***

A. Upload name each document as the following:

1. Board Report Memo with enclosures



2. Label each applicable enclosure
3. Summarized Hearing Record Memo (enclosure 1 of the Board Report memo)
4. Listing of Exhibits will be included in this memo – listed numerically.
5. Administrative Board Supplemental Pages (if applicable)
6. Minority Report (if applicable)
7. Right to Review Administrative Board Report w/o enclosure (enclosure 4)
8. Copies of the exhibits in the same order as listed in the Summarized Hearing Record (see #2 above). Upload each exhibit **separately**; do NOT combine all exhibits in one upload. Label each exhibit with its number followed by the name as it appears in the summarized hearing record. For example, "**Exhibit 10 Convening Order**".

\* Use the Summarized Hearing Record as your checklist for Exhibits.

**\*Note: Each EXHIBIT page must be clearly labeled – or the file will be returned. For example, Exhibit 2 page 1 of 5 and continue the sequence until all pages are labeled.**

- Follow the Summarized Hearing for a listing of each exhibit from the Recorder and from the Respondent. **Ensure each exhibit is included, properly labeled/identified,** and are in order as shown on the Summarized Hearing memo paragraph 8.
- Ensure the Summarized Hearing Record reflects the actual list of exhibits provided in the case file.
- Ensure the memos that were completed for convening the board are included as exhibits. If the memos were not included as an exhibit, please contact PSD-FS for instructions on how to get them included in the case file. **At no time are documents to be added or deleted from the case file after the Board has met ~ without following the appropriate process.**

B. Upload the following saving each file with the name listed below:

**\*\*\*YOU MUST ENTER A COMMENT OR FILE WILL NOT BE "CHECKED IN" TO THE FOLDER\*\*\***

**\*\*If uploading multiple files at once, you will need to "check in" each file and insert a comment otherwise files will not be checked in/ or visible to others\*\***



- Witness Testimony Summary Memo – 1 per witness (**required** if witness testify)
  - List as a single file **if not** included as an exhibit in the Summarized Hearing Record
- Respondent's Review of Board Report w/ enclosures (if applicable)
- Legal Sufficiency Memo and Checklist
  - Memo provided by the unit servicing legal office
- Convening Authority Endorsement
- Additional Chain of Command Endorsement(s) (i.e. Sector, if required)
- First Flag Officer Endorsement

If you want to view the document (once someone has uploaded it), then you will see a document listed in this folder. Click on the document to pull it up.

To upload an endorsement, please use the above steps to upload each endorsement.

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### **Electronic Signature(s):**

Templates contain electronic signatures. When electronic signatures are merged with other pages the electronic signature will disappear from the page. Pages which contain signatures must have the signatures appearing on the page. To help keep the electronic signature:

- print the electronically signed page as follow"  
Microsoft Print to PDF > Print > save document as a PDF file to your desktop. After is saved, print and upload to the portal.

Pages that contain signatures (either hard or electronic) and do not have a signature appearing on that page will not be accepted and will be returned to the unit POC to correct and re-upload so that the signature(s) appear on the page(s).

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### **To delete a document follow these steps:**

- Click on the box located to the left of the name of the document; a check will appear in the box.
- Library Tools will appear at the top of the screen
  - Click on **Documents** tab
  - Click on **Delete Document**

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**To keep the process moving, please remember to notify the next person in the routing process once you are completed with your portion.**

Once the entire case has been electronically routed and all the above documents have been uploaded to the Portal, please let me know so I can download all the documents and start the adjudication process on my end.

If, at any point, you have questions about the process please contact me.

Thank you,

CWO4 Zarella C. Butler  
PSC-PSD-FS