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Senior Leader Management Office



Comprehensive Summary Sheet Instructions



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SLMO Restricted Site

Copy and paste this link into your browser

<https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Site%20Pages/GOBench.aspx>

OCNGB > OCNGB Staff > NGB-SL > NGB-SL Restricted... > GOBench

The GO Bench application form is currently offline.

If there are any questions or concerns please contact MAJ Matthew M. Barack (703-601-2617 or matthew.m.barack.mil@mail.mil).

GO Bench Documents

Find a file

✓ **Name** **Modified** **Modified By**

There are no documents in this view.

Welcome to the GO Bench Information Page

1st Time Users:

If this is your first time coming to this page, and need to create a GO Bench record. Click the "Add new item" link below. After adding the new record click the edit item link, and finish inserting the GO Bench information.

Returning Users:

If you have already created a GO Bench record, and would like to edit your information click on the edit item link of the record you would like to edit.

Users receiving errors:

** If you are receiving an error attempting to upload a photo, please email the photo to michael.p.herron.civ@mail.mil.

If you are receiving an error when adding or editing a GO bench record stating "There has been a critical error while processing the form. Click Start Over..." try the following to fix the error.

To add a site to the Compatibility View list:

- 1.Open the desktop, and then tap or click the Internet Explorer icon on the taskbar.
- 2.Tap or click the Tools button, and then tap or click Compatibility View settings.
- 3.Under Add this website, enter the URL of the site you want to add to the list, and then tap or click Add.

If you continue to have problems please contact Michael Herron at michael.p.herron.civ@mail.mil.

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1st Time Users:

If this is your first time coming to this page, and need to create a JOM Bench record. Click the "Add new item" icon.

GO Bench Information

Edit	ID	Last Name	FirstName
There are no items to show in this view of the "GO Bench" list. To add a new item, click "New".			
+ Add new item			

Returning Users:

If you have already created a JOM Bench record, and would like to edit your information click on the edit item icon of your record next to your name.

	Doe	John	Lieutenant General
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FIRST TIME USERS ONLY

Use the drop down arrows on the right to choose your:

Federal Rank

State Affiliation - the state you are assigned to

Component

Professional Category Option - N/A if you are not a professional (JAG, MC, CH)

Type in the following:

Last Name

First Name

Current Position

When finished Click "Save"

Add New Bench Record

Federal Rank: 

Last Name: 

First Name: 

State Affiliation: 

Component: 

Current Position: 

Professional Category Option: 

 Drop down

 Type in

Click save when finished

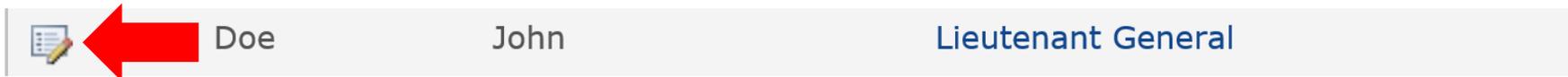


First time users and returning users

First time users - after clicking "Ok" return to the link provided to find your record and make edits to your Comprehensive Summary Sheet.

<https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Site%20Pages/GOBench.aspx>

1. Find your name under GO Bench Information and click on **"Edit"**



2. **Attach Photo** - click on **"Click here to attach a file"** to add your official military photo.

*Note: Attach high-res .jpg official photo only. **No PII data.** All other file types will be ignored or removed.*

3. **GKO Account** - click the address book icon on the right to find your email address. You will do the same if you need an allowed user to edit your record on your behalf.

4. Once your email address is added and your photo has been uploaded click **"Save"**



Sample

GO Bench Application Form

[Save](#) [GO Bench Home](#)

Federal Rank:	Brigadier General		POC Name:	
First Name:	Jane		POC Email:	
Last Name:	Doe		POC Phone:	
State Affiliation:	Alabama			
Component:	ANG			
Attach Photo:	<input type="button" value="Click here to attach a file"/>	Click here to add photo		
<small>Note: Attach high-res .jpg official photo only. No PII data. All other file types will be ignored or removed.</small>				
GKO Account:	<input type="text"/>	<input type="button" value="Find"/>	Click here to find email address	
Allowed User:	<input type="text"/>	<input type="button" value="Find"/>		

[Save](#) **Click save when finished**

Comprehensive Summary Sheet Information

Status: **Not Completed**

[EDIT COMPREHENSIVE SUMMARY SHEET](#)

Note: In order for the comprehensive summary sheet (CSS) to be marked completed please follow these steps:

1. Click the "Edit Comprehensive Summary Sheet" button above.
2. Check the "I certify..." checkbox located at the bottom of the CSS form.
3. Click the "Certify & Submit Comprehensive Summary Sheet" button.
4. Finished!

Edit Comprehensive Summary Sheet



Comprehensive Summary Sheet Information

1. To update your Comprehensive Summary Sheet Information click **"EDIT COMPREHENSIVE SUMMARY SHEET"**

Comprehensive Summary Sheet Information

Status: **Not Completed**

[EDIT COMPREHENSIVE SUMMARY SHEET](#)

Note: In order for the comprehensive summary sheet (CSS) to be marked completed please follow these steps:

1. Click the "Edit Comprehensive Summary Sheet" button above.
2. Check the "I certify..." checkbox located at the bottom of the CSS form.
3. Click the "Certify & Submit Comprehensive Summary Sheet" button.
4. Finished!

2. From here you will complete all items that apply by using the drop down arrows and/or typing in the correct information.

NOTE If you are a professional check the box for **"Professional Categories Only"** then choose your profession.

Edit Comprehensive Summary Sheet cont.



Sample

Comprehensive Summary Sheet Save Main Menu

Rank/Name: Brigadier General Jane Doe
Rank First MI Last

State/Territory: Alabama

Joint Qualified: LEVEL II

Requested Status (Select all that apply): M-Day EAD Dual-Hat

Professional Categories Only (JAG, Chaplain, Medical):

Professional Category Option: N/A

Would like to be considered for GOL Opportunities in addition to current specialty:

Current Assignment/Date Assigned: Deputy, Chief of Staff 11/1/2018
Position Title (255 Characters max) Start Date

Most Qualified Colonel AFSC/Army Branch: 11AX Airlift Pilot

Highest level Civilian Education:
Level: Bachelors of Business Administration
Specialty: Business Administration

Highest Level Military Education/Way:
 1: CAPSTONE
 2: Joint Flag Officer Warfighting Course (JFOWC)
 3: Army War College (In-Residence)
 4:
 5:
 Other:

Command Positions Held/How Long/Highest Rank Held in Position:
(Include Time Assigned as ARNG Full-Time CoS)

Rank <small>(Highest rank first)</small>	Position Name	Command Level	Dates <small>(Most recent first)</small>			
			Start Month	Start Year	End Month	End Year
Brigadier General	Position Name Here	Group	January	2018	PRESENT	PRESENT
Colonel	Position Name Here	Squadron	January	2015	January	2018

Deployment (Country)/Position/Duty Length/Rank:

Rank <small>(Highest rank first)</small>	Position Name	Command Level	Dates <small>(Most recent first)</small>			
			Start Month	Start Year	End Month	End Year
Colonel	Position Name Here	Division	May	2013	April	2014

Photo Goes Here

Edit Comprehensive Summary Sheet cont.



Sample Cont.

National Level Mil Positions Held/How Long/Highest Rank Held:

Rank <small>(Highest rank first)</small>	Position Name	Command Level	Dates <small>(Most recent first)</small>			
			Start Month	Start Year	End Month	End Year
Colonel	Position Name Here	SOUTHCOM	November	2010	October	2012

Civilian Positions Held/How long/Year Left:

Position Name	Dates <small>(Most recent first)</small>			
	Start Month	Start Year	End Month	End Year
Position Name Here	August	2007	July	2009

Top 3 Awards Earned/Number of Times:		Civilian Board/Councils Participating In:
Award Name	Number of Times	Name
Meritorious Service Medal	2	Board/Councils name here
Air Force Commendation Medal	4	
SELECT	SELECT	

Why do you want to be on the GO Bench, and where do you see yourself in 5 years?

I want to be on the GO bench because..... In 5 years I see myself.....

Note: 255 Characters max

I certify the data entered on this comprehensive summary sheet is correct.

CERTIFY & SUBMIT COMPREHENSIVE SUMMARY SHEET



1. Once everything is filled out that applies to you it is important that you check the **"I certify the data entered on this comprehensive summary sheet is correct"** box as well as click on the **"CERTIFY & SUBMIT COMPREHENSIVE SUMMARY SHEET"**. Doing so ensures your record is complete

Check box  I certify the data entered on this comprehensive summary sheet is correct.

 **CERTIFY & SUBMIT COMPREHENSIVE SUMMARY SHEET** **Click here**

2. After clicking **"CERTIFY & SUBMIT COMPREHENSIVE SUMMARY SHEET"** you will be returned to the previous page and your status should turn green and say **"Completed"**

GO Bench Application Form Save GO Bench Home

Federal Rank: Lieutenant General
First Name: John
Last Name: Doe
State Affiliation: Florida
Component: ANG
Attach Photo:
Note: Attach high-res .jpg official photos only. No PII data. All other file types will be ignored or removed.
GKO Account:
Allowed User:

POC Name:
POC Email:
POC Phone:

Save

Comprehensive Summary Sheet Information

Status: **Completed**

EDIT COMPREHENSIVE SUMMARY SHEET

Note: In order for the comprehensive summary sheet (CSS) to be marked completed please follow the steps:
1. Click the "Edit Comprehensive Summary Sheet" button above.
2. Check the "I certify..." checkbox located at the bottom of the CSS form.
3. Click the "Certify & Submit Comprehensive Summary Sheet" button.



- You do have the option to go back and make changes if needed. Just make sure you check the "I certify the data entered on this comprehensive summary sheet is correct" box as well as click on the "CERTIFY & SUBMIT COMPREHENSIVE SUMMARY SHEET" to make sure the changes save.
- If you are receiving an error attempting to upload a photo, please email the photo to michael.p.herron.civ@mail.mil.
- If you are receiving an error when adding or editing a JOM bench record stating "There has been a critical error while processing the form. Click Start Over..." try the following to fix the error.
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 3. Under Add this website, enter the URL of the site you want to add to the list, and then tap or click Add.
- If you continue to have problems please contact Michael Herron at michael.p.herron.civ@mail.mil.