

## POINTS OF CONTACT

**AIR DEFENSE** - [usarmy.usarc.arcg.mbx.cmo-ad@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-ad@army.mil)  
**ADJUTANT GEN.** - [usarmy.usarc.arcg.mbx.cmo-ag@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-ag@army.mil)  
**ARMOR** - [usarmy.usarc.arcg.mbx.cmo-ar@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-ar@army.mil)  
**AVIATION** - [usarmy.usarc.arcg.mbx.cmo-av@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-av@army.mil)  
**CIVIL AFFAIRS** - [usarmy.usarc.arcg.mbx.cmo-ca@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-ca@army.mil)  
**CHEMICAL** - [usarmy.usarc.arcg.mbx.cmo-cm@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-cm@army.mil)  
**CYBER** - [usarmy.usarc.arcg.mbx.cmo-cy@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-cy@army.mil)  
**ENGINEER** - [usarmy.usarc.arcg.mbx.cmo-en@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-en@army.mil)  
**FIELD ARTILLERY** - [usarmy.usarc.arcg.mbx.cmo-fa@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-fa@army.mil)  
**FINANCE** - [usarmy.usarc.arcg.mbx.cmo-fi@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-fi@army.mil)  
**INFANTRY** - [usarmy.usarc.arcg.mbx.cmo-in@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-in@army.mil)  
**LOGISTICS** - [usarmy.usarc.arcg.mbx.cmo-lg@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-lg@army.mil)  
(This includes Transportation, Ordinance & Quarter Master)  
**MILITARY INTEL** - [usarmy.usarc.arcg.mbx.cmo-mi@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-mi@army.mil)  
**MILITARY POLICE** - [usarmy.usarc.arcg.mbx.cmo-mp@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-mp@army.mil)  
**PSY OPERATIONS** - [usarmy.usarc.arcg.mbx.cmo-po@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-po@army.mil)  
**SIGNAL** - [usarmy.usarc.arcg.mbx.cmo-sc@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-sc@army.mil)  
**SPECIAL FORCES** - [usarmy.usarc.arcg.mbx.cmo-sf@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-sf@army.mil)  
**WARRANT OFF.** - [usarmy.usarc.arcg.mbx.cmo-wo@army.mil](mailto:usarmy.usarc.arcg.mbx.cmo-wo@army.mil)

### WHAT A CMO CAN DO?

- **Career Development Briefs** - To the population and/or your unit(s) regarding career progression, board statistics, broadening opportunities and more.
  - **Unit Points of Contact** - CMOs can provide potential contacts at units of interest for transfers.
  - **Position Advisement/Announcements** - Advise on potential career path choices or announce vacancies.
  - **Branch Reclassifications** - Update AOC/Branch information following completion of unit PAG Action.
  - **OER Profile Strength Review** - Assess strength of evaluations and provide general feedback.
  - **Records Review/Updates** - Updates to records for Service Members without immediate HR support.
  - **Board File Review** - Review files of Service Members going before a promotion board for accuracy.
- Visit our website: [www.usar.army.mil/ARCG/ARCG-CMO](http://www.usar.army.mil/ARCG/ARCG-CMO)

Find us on Social Media



@ARCGOfficial  
[www.usar.army.mil/ARCG](http://www.usar.army.mil/ARCG)



**ARCG**

- CAREER MANAGEMENT OFFICER -

**TPU OFFICER  
GUIDE**

## CAREER MANAGEMENT



### PLAN & KNOW YOUR CAREER PATHS

- Career Management starts with the [DA Pam 600-3 Smartbook](#). Officers are expected to service 18-24 months of Key Developmental (KD) assignments beginning at Captain. Most "Talent Development Models" are located at the end of the DA PAM 600-3.
- As a supplement, [DA Pam 611-21](#) provides information for Branches, Functional Areas, & Skill Identifiers.

### HOW ARE ACTIONS COMPLETED?

- The [USAR Personnel Actions Guide \(PAG\)](#) provides regulations, policies, checklists, & forms for categories such as Conditional Release, MRD Extension, Promotion, Reassignment, Resignation, Reclassification, & Retirement. [Select "Officer/Warrant Officer" \(Appendix A\)](#). (Most actions are completed at the unit level by your S-1 or HR representative).

### INTERESTED IN ACTIVE DUTY?

- For active duty opportunities, check eligibility & apply for [Active Guard Reserve \(AGR\)](#) or [Call to Active Duty \(CAD\)](#). For Active Duty Tours, visit [Tour of Duty \(TOD\)](#).

### LOOKING FOR A NEW HOME?

- TPU Vacancies can be found via HRC's ["My Portal"](#) → [Tools](#) → [Position Map](#). Contact the CMO Team for possible POCs.

### BE IN THE KNOW!

- Please "Join" [S1NET](#) for more info. You will be subscribed to emails from "Jerry Dillard" about events, MILPERS, and opportunities within the Army!
- CMO Newsletter: This newsletter is sent out monthly to all TPU Service Members by your branch CMO. Contains latest TPU Officer information such as promotion boards, important updates, our roles/responsibilities and more!
- **NOTE: Hyperlinks in gray are active**

## BOARDS & PROMOTIONS



- Boards, whether for promotion or education, are released via MILPER while Promotions are governed by AR 600-8-29 & supplemented for RC by AR 135-155. Time in Grade (TIG) IAW Table 2-1:

To Rank	Education	TIG
1LT	BOLC	18 Months
CPT	Bachelors/BOLC	2 Years*
MAJ	CCC	4 Years*
LTC	ILE-CC	4 Years*
COL	AOC/FA	3 Years*

\*Refer to MILPER Zones of Consideration

- To ensure promotion to 1LT happens on time at 18 months TIG, 2LTs need to ensure the following are in iPERMS:
  - Appointment Letter
  - DA Form 71 (Oath)
  - DA Form 1059 (BOLC)
- Promotion to CPT, MAJ, LTC, & COL should refer to the [Board Schedule](#) and MILPER as published by DA Secretariat.
- For [Position Vacancy Boards \(PVBs\)](#), HRC publishes a Letter of Instruction which can be found on MilSuite.

### WHAT A CMO CAN NOT DO?

- Promotion Guarantees - CMOs can not rate, rank or estimate probability for promotion selection.
- Reasons for Non-Selection (Promotion/Boards) - CMOs are not sworn members of the board, we do not receive insight into the reason for non-selection.
- Flag Removal or Involvement process.
- PME Enrollment - This is initiated by the unit.
- Generation of Promotion Orders - Unit [PAG Action](#).
- Mandatory Removal Date (MRD) & Retirement Points Corrections/Updates - [PAG \(MRD\)](#) or [HRC](#).

## PRIMARY MILITARY EDUCATION



### ATRRS

- All PME training courses can be found in [ATRRS](#) course catalog by Course #:

Course	Course # in ATRRS
BOLC	Dependent on Branch
CCC	Dependent on Branch
ILE-CC	701-1-250-ILE-CC (DL)
AOC	1-250-C3B (DL)
Note: Resident ILE & SSC are boarded	

### PME ENROLLMENT

- BOLC is managed by the USAR Initial Military Training (IMT) Team & class requests must be completed via [PAG action](#) with your unit HR/S-1.
- CCC, ILE-CC, & AOC are all ATRRS applications submitted through unit & command channels to HRC for approval.

### ADDITIONAL OPPORTUNITIES

- Additional training opportunities include [APDE](#) & [BOP](#) via HRC.
- Check [USARC G1 Incentives Branch](#) to see if you qualify for any Selected Reserve Incentives Program bonus.
- For additional information, questions, or requests, please contact your Branch CMO.

### OWN YOUR CAREER!

- Stay engaged by meeting with your leadership, raters and mentor(s) to help set yourself up for career progression!
- At a minimum, plan out your next 1-2 assignments and know the requirements for your current and next rank.
- Stay competitive and ahead of peers by completing PME sooner than later. Many Active Duty and Broadening Opportunity Programs seek "PME complete" individuals.