

**MILPER Message Number****20-009****Proponent****AHRC-PDV-PO****Title**

**Fiscal Year 2020 (FY20), Reserve Component (RC), Army Reserve Active Guard Reserve (AR AGR), Army Reserve Non-Active Guard Reserve (AR NON-AGR) and Army Reserve National Guard of the United States (ARNGUS), Captain (CPT), Army Promotion List (APL), Competitive Categories, Promotion Selection Boards (PSB) Zones of Consideration**

**...Issued:[1/10/2020 2:09:12 PM]...**

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- A. AR 135-155 (Promotion of Commissioned Officers and Warrant Officers other than General Officers), 13 Jul 04.
  - B. AR 600-8-104 (Army Military Human Resource Records Management), 7 Apr 14.
  - C. AR 623-3 (Evaluation Reporting System), 14 Jun 19.
  - D. AR 640-30 (Photographs for Military Human Resources Records), 29 Mar 17.
  - E. HQDA Policy Notice 600-4 (Policies and Procedures for Reserve Components Officer Selection Boards), 9 Apr 19.
  - F. AR 350-1 (Army Training and Leader Development), 10 Dec 17.
  - G. MILPER Message 17-193 Transcripts Requirements for Updating Army Personnel Records, 19 Jun 17
1. This MILPER message will expire no later than (NLT) 10 Jan 21.

## 2. Policy:

a. Mandatory Department of the Army (DA) promotion selection boards will convene on or about 27 Apr 20, to consider eligible First Lieutenants (1LT) on the Reserve Active Status List (RASL) for promotion to CPT. The board will recess on or about 8 May 20.

b. The zones of consideration for this board consist of all RASL 1LTs whose date of rank (DOR) falls within the following dates:

## AR AGR and Non-AGR

Above the Zone: 31 Aug 16 and earlier  
Promotion Zone: 1 Sep 16 thru 31 Aug 17

## ARNGUS:

Above the Zone: 31 Aug 15 and earlier  
Promotion Zone: 1 Sep 15 thru 31 Aug 16

c. Commanding General, U.S. Army Human Resources Command (HRC) will submit names of eligible officers to the selection board. Selections will be made using the methods described in reference E.

d. Pursuant to Title 10 USC 14105, the name and date of rank of the senior and junior officers in the promotion zone must be identified. As of the date of this announcement, the senior and junior officers in each competitive category are as follows:

(AR AGR)		
Senior Officer:	1LT McCahill Nicholas Arron	DOR: 20160912
Junior Officer:	1LT Haszto Matthew P	DOR: 20170809
(AR Non-AGR)		
Senior Officer:	1LT Morgan William Walker	DOR: 20160901
Junior Officer:	1LT Chavira Marissa Joana	DOR: 20170830
(ARNGUS)		
Senior Officer:	1LT Martin, Johnathon T.	DOR: 20150904
Junior Officer:	1LT Hagen, Jon Q.	DOR: 20160827

e. Pursuant to Title 10 USC 15301, officers with an approved separation within 90 days from the convene date of the boards are not eligible for consideration by these selection boards. Officers affected by this statute must have an approved separation date on or before 26 Jul 20.

f. For eligibility and procedural consideration matters, contact the DA Promotions Branch (AHRC-PDV-PO) at DSN 983-9012, commercial (502) 613-9012, or [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil).

### 3. Evaluation Reports.

a. Senior raters should provide a current and accurate evaluation for officers considered by the selection board. HRC will carefully screen evaluations for format inconsistencies or impermissible content. To that end, the suspense's listed below are established to ensure sufficient processing time prior to the board convene date. Senior raters retain the authority to submit regular reports up to 90 days from the thru date of the report, as specified in AR 623-3, para 3-9a(9)(f). Senior raters may consider submitting an optional OER based upon intervening suspense's as appropriate in order to ensure it is seen by the board. Optional reports are at the discretion of the rating chain.

b. In order to be considered by the board, all mandatory or optional Officer Evaluation Reports (OER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 20 Apr 20. Senior Raters must make certain evaluation reports for eligible officers are expeditiously processed and submitted to HRC by the suspense date.

c. All OERs must be prepared and submitted to HRC via the Evaluation Entry System (EES) website at <https://evaluations.hrc.army.mil>. If unable to access and submit evaluations within EES, a hard copy DA Form 67-10 series OERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407. If unable to access EES, a DA Form 67-10 series OER can be downloaded from the Army Publishing Directorate's webpage at <http://www.apd.army.mil>.

(1) Sending DA Form 67-10 series OERs by email is only authorized for deployed units or deployed rating officials and should only be used for deployed units who created .pdf evaluations outside of EES. A standard operating procedure covering the process for scanning and emailing OERs from deployed units is available upon request.

(2) All non-deployed units or rating officials with ink-signed or older version forms not useable in EES must mail printed OERs to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

#### d. Complete-the-Record Report (Code 09).

(1) A code 09, Complete-the-Record OER, is optional for officers who meet the criteria in accordance with (IAW) AR 623-3, paragraph 3-57.

(2) The required "thru date" for Complete-the-Record OERs (code 09) is 21 Jan 20. All Complete-the-Record OERs for this board must be prepared and submitted on the appropriate DA Form 67-10 as described in paragraph 3b above.

(3) Refer to AR 623-3, paragraph 3-57, to determine eligibility for submitting a Complete-the-Record report. All of the criteria detailed in the regulation must be met in order to submit this type of OER.

(4) All other reports (mandatory or optional), excluding Complete-the-Record reports (code 09), will have a “thru date” that reflects the end date of the event that justified the report.

e. Reports received by HRC Evaluations Branch by 20 Apr 20, will be placed in the officer’s Army Military Human Resource Record (AMHRR) and their board file prior to board voting, assuming the evaluation is relatively free of errors. This suspense date is for receipt of evaluations by HRC Evaluations Branch, not for submission to AMHRR. If an evaluation is seen as working in the Evaluation Reporting System (ERS) with a received by date of 20 Apr 20 or earlier, and the evaluation is free of errors, it will be completed in time for the selection board.

f. Officers with missing OERs in their AMHRR should first check the EES application. This will identify any evaluations not completed (either on hold or rejected) due to errors. Officers with questions about OER policy or procedural matters can contact the HRC Evaluations Branch at (502) 613-9019, DSN 983-9019, or [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil).

g. AERs

(1) AERs prepared on NOV 2015 dated forms having “THRU DATES” of 31 August 2019 and earlier must be mailed hard copy to CDR. USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept#470, Fort Knox, KY 40122-5407. Emailing of AERs is not authorized and will not be accepted. DA Form 1059 series AERs, dated NOV 2015 will no longer be utilized for AERs with a THRU date of 1 September 2019 or after. DA Form 1059 series AERs dated NOV 2015 received having a THRU date of 1 September 2019 or later are invalid and will not be processed.

(2) AERs prepared on MAR 2019 dated forms are prepared by using EES or on a fillable pdf-f version forms. Only the military school or institute of training that issued the AER is authorized to upload and submit the completed AER in EES. DA Form 1059 series AER dated MAR 2019 pdf-f forms are the only authorized AERs for upload in EES when using the AER upload tool. There are no exceptions or alternate means for submission of these AERs. E-mail or hard copy submission of a DA Form 1059 or DA Form 1059-2 AER will be considered invalid and will not be processed by HRC.

(a) Effective 1 November 2019, field users have the ability to initiate process, and submit completed AERs in EES.

(b) Effective 1 December 2019, AERs will be initiated, processed, and submitted using EES: these forms will no longer be accepted through the AER File Upload.

(c) Course creation in EES requires ATRRS R2 (Read/Write) permissions to serve as

the Course Manager. Field users will not be able to generate DA Form 1059 series AERs without ATRRS R2 permissions.

(1) Once a course is created in EES the Course Manager must assign the Commandant and a minimum of one delegate to complete the AER.

(2) Course Managers and Commandants are authorized to assign additional delegates to assist with processing reports.

h. Career managers, board support personnel, and Interactive Personnel Electronic Records Management System (iPERMS) support personnel are not authorized to place evaluations directly into the AMHRR. OERs that are not processed by the HRC Evaluations Branch will not be seen by the board.

#### 4. Education Requirements.

a. AR 135-155, table 2-2, lists the military education (MILED) requirements for promotion selection. The MILED requirement is full completion of Officer Basic Course (OBC) or Basic Officer Leader Course (BOLC).

b. The MILED requirements must be completed NLT the day before the boards convene. Evidence of completion must be in the officer's MBF. Evidence of completion is the DA Form 1059, filed in the Performance section of MBF.

c. Department of the Army (DA) G-3/5/7 is the approval authority for granting constructive credit for MILED. All sister service MILED completion requires the granting of constructive credit to meet the requirements for this board.

d. The requirement for civilian education (CIVED) is a baccalaureate degree from an accredited college or university. Officers not educationally qualified will not be selected for promotion.

e. USAR officers commissioned through the Army Officer Candidate School (OCS) are eligible to request CIVED waivers. The requirement to obtain CIVED waiver is located on the HRC Web-site at: <https://www.hrc.army.mil/content/Updated%20Baccalaureate%20Degree%20Education%20Requirements%20for%20Officers%20Commissioned%20Through%20Army%20Officer%20Candidate%20School>. Officers must submit CIVED waiver request to [usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil) NLT 21 Mar 20.

f. ARNGUS officers must submit requests for CIVED waivers through the state/territory G1, to ARNGUS, Personnel Policy Division, Officer Policy Branch for processing NLT 6 Mar 20. The Officer Policy Branch, will forward requests to the Chief, DA Promotions Branch for final disposition. Waiver requests not received through NGB will be returned without action. Packets must include the officer's request, command endorsement memorandum, and a copy of OCS certificate. ARNGUS officers requesting a CIVED waiver must have packet submitted IAW PPOM #12-023 through the state G1 to ARNG-HRH via eTracker NLT 6 Mar 20.

g. Entries on the DA Form 4037 and Officer Record Brief (ORB) are for information purposes only and cannot be used to verify MILED or CIVED requirements.

h. Officers with questions concerning MILED or board file education qualification statuses, please contact your career manager at

<https://www.hrc.army.mil/content/Army%20Reserve%20Officer%20Directory>.

i. Officers eligible to request MILED waivers must submit their request for consideration to DA Promotions for inclusion in their FY20 RC CPT APL board file, NLT 27 Mar 20. If approved, authorized MILED waivers are only valid for the current board year considered.

#### 5. My Board File (MBF).

a. MBF Opens: 28 Feb 20 and MBF Closes: 20 Apr 20.

b. It is an individual officer's responsibility to review, update, and validate their MBF. Career Managers and human resources personnel will not review board files for errors or missing documents as that is a Soldier's responsibility. Officers must provide missing documents or make a reasonable attempt to retrieve those missing documents. Failure to comply with this requirement may demonstrate a "lack of due diligence" on the officer's part and may not be used as the basis for requesting a Special Selection Board (SSB).

c. Only documents in the officer's AMHRR Performance folder are authorized for use in the MBF. The official photo, and non-AMHRR documents such as the DA Form 4037, ORB, and if applicable, a Letter to the President of the Board are also added to the MBF. To access MBF go to <https://www.hrc.army.mil>, and click on My Records, then select Reserve/Retiree/Veteran Record, and then select Board File. In order to add a missing document or to correct an error in MBF, the AMHRR must first be corrected. See paragraph 6 for instructions on updating the AMHRR. Officers are encouraged to validate their MBF early. Validating the board file will not prevent further updates; it will, however, trigger automated e-mails when there is a change to the MBF.

d. AR TPU, IMA, and IRR officers. NLT 16 Apr 20, email non-AMHRR documents in .pdf format to [usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil). Do not submit these documents through iPERMS.

e. ARNGUS officers. Disregard any personal information on the HRC website. Addresses, rank, etc. may not be updated on the HRC website. To access the MBF go to the HRC homepage <http://www.hrc.army.mil> and click on the Self-Service link in the right hand column and then click on the My Board File for Reserve Soldiers link. The MBF will only be available for the dates listed in paragraph 5a above. Validating your board file will not prevent further updates, it will however, trigger automatic e-mails any time there is a change made to your MBF. It is in your best interest to validate your MBF early.

(1) In order to update the MBF, ARNG officers must first update their AMHRR by submitting missing documents through their S-1 or State/Territory Officer Personnel Management (OPM) Branch. Follow the instructions in paragraph 5c above to view and validate the MBF.

(2) ARNG officers' ORBs will be automatically imported into MBF on or about 28 Feb 20 and then again on 16 Apr 20. See paragraph 7 for specific ORB instructions. Officers must submit non-AMHRR documents such as Letters to the Board President, through their State/Territory OPM. Letters to the Board President must be submitted to [ng.ncr.ang.mbx.ang-hrp-r-da@mail.mil](mailto:ng.ncr.ang.mbx.ang-hrp-r-da@mail.mil) NLT 17 Apr 20.

f. Board preparation tools are available at the following HRC website: <https://www.hrc.army.mil/tagd/selection%20boards>. Officers are strongly encouraged to review these tools for their own professional development and to ensure that they fully understand the selection board process.

g. Officers with questions concerning their board file should contact the DA Secretariat's Office at [usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil), commercial (502) 613-6446, or DSN 983-6446.

## 6. Updating the AMHRR.

a. Officers may view their AMHRR online at <https://iperms.hrc.army.mil>.

b. TPU and AGR officers. Submit AMHRR documents through the Unit Administrator, S-1, Reserve Personnel Action Center (RPAC), or Human Resources (HR) section. AGR officers assigned outside of the Army and who have no iPERMS operator support may submit their documents through their HRC career manager.

c. IRR and IMA officers. Submit AMHRR documents through an HRC career manager. Officers may contact the Officer IRR/IMA Management Team by calling (502) 613-6300, DSN 983-6300, or by email at [usarmy.knox.hrc.mbx.opmd-aro@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-aro@mail.mil).

d. ARNGUS officers. Submit AMHRR required documents through the S-1 or State/Territory Officer Personnel Management (OPM) NLT 16 Apr 20. As a last resort, officers may contact the ARNG G-1 at [ng.ncr.ang.mbx.ang-hrp-r-da@mail.mil](mailto:ng.ncr.ang.mbx.ang-hrp-r-da@mail.mil) if they have an issue that their State/Territory OPM Branch is unable to resolve.

e. Documents sent to the iPERMS board support e-mail address (para 6l) for filing into PERMS will not be accepted; contact your HR professional. S-1/Unit Administrator (UA)/Military Personnel Division (MPD)/Director of Human Resources (DHR)/Military Human Resource (MHR) Offices and Career/Branch Managers are authorized to submit required AMHRR documents into iPERMS using the web upload feature. Click <https://www.hrc.army.mil/asset/14900> to access the AMHRR required document list. All documents must include your full name and complete 10 digit Department of Defense Identification number (DODID). If the DODID is not available,

documents must include complete 9-digit Social Security Number.

f. All AMHRR update submissions must be received NLT 17 Apr 20 to allow for sufficient processing time. Ensure S-1/UA/MPD/DHR/MIL HR Offices and Career/Branch Managers type the word "board" in the container field of the batch for priority processing. Write down the batch number for future reference. All updates to the Performance folder of the AMHRR will populate to the board file, but there is typically a delay involved.

g. The Board Support Team does not have access to systems that update the board file or ORB.

h. Do not submit OERs or AERs (DA Form 1059) to iPerms via web upload or email. Follow the procedures in paragraph 3 of this message for all evaluation related documents and issues.

i. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:

(1) Documents that are used only for enlisted personnel actions are masked. If a document can be used for a Soldier in any rank, it will not be masked.

(2) All awards, decorations, and Certificates of Achievement will be included in the board file.

(3) All OERs, to include referred evaluations, will be placed in the board file.

(4) If applicable, documents in the Disciplinary folder of the AMHRR will be part of the MBF.

(5) All enlisted DA Form 1059s need to be masked.

j. Transcripts submitted to IPERMS must be in compliance with AR 600-8-104, Required Document List.

k. For resolution of duplicate, inverted, misfiled, masking documents, or request for corrections, submit [Board Correction Form](#) to [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil). Correctly filed authorized documents will not be removed.

l. For correction(s) to existing documents filled into your AMHRR/iPERMS record contact the Army Soldier Records Branch, Board Support Team, at DSN 983-9990, press2, commercial (502) 613-9990, press 2 or e-mail at [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil). Do not send AMHRR documents to this e-mail address; follow procedures in this paragraph. Documents e-mail for filing into iPERMS will not be accepted; contact your HR professional. For additional information refer to: <https://www.hrc.army.mil/content/10927> or on Facebook at <https://www.facebook.com/iPERMS>.



## 7. Automated/Officer Record Brief (ORB).

a. As an exception to paragraph 3-3a(3) in AR 135-155, effective 1 Jan 18, the DA Form 2-1, PQR, is not authorized for inclusion in an officer's My Board File (MBF). In its place, the MBF of RC officers and warrant officers will contain an automated DA Form 4037, ORB. Both the Army Reserve and Army National Guard now have the necessary systems in place to fully automate the transmission of ORB data to the DA Secretariat. IRR and IMA officers may continue to email a manually prepared ORB to the DA Secretariat for inclusion into their MBF.

b. Officers are responsible for maintaining their ORB updated with the most current information.

### c. AR AGR and TPU Officers.

(1) The RCMS ORB module generates an authorized version of DA Form 4037, ORB, which selection boards use to assess an officer's record.

(2) On or about 28 Feb 20, HRC will import the ORB into each officer's MBF, and then again on 16 Apr 20. The second import will allow officers to view the final version of the ORB that board members will view. After the ORB is imported a second time, no additional changes will be made.

(3) Officers can review their ORB by going to the AR's RCMS G-1 Soldier Support website at <https://selfservice.rcms.usar.army.mil> and selecting My Record Brief. In the My Record Brief page, select "View Certified Selection Board Record Brief."

(4) To update or correct their RCMS ORB, officers must contact their Unit Administrator, S-1, RPAC, or HR Section. AGR officers assigned to units outside of the USARC must contact their HRC Career Manager for help in updating their ORB. To allow sufficient time for corrections to be processed, requests must be submitted as soon as possible, but NLT 3 Apr 20.

### d. IMA and IRR Officers.

(1) IMA and IRR officers may include an ORB or PQR with their MBF. Officers must create and submit their own ORB. Section IV (dependents, religion, marital status, and spouse birthplace) of the ORB must remain blank. Instructions for completing the record brief can be found in AR 600-8-104 and a fillable DA Form 4037 is available at <https://www.hrc.army.mil/tagd/reserve%20officer%20board%20information>.

(2) Officers must email their ORB NLT 16 Apr 20 to [usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil).

### e. ARNG Officers.

(1) ARNG officers' ORBs will be automatically imported into MBF on or about 28 Feb 20 and then again on 16 Apr 20. Officers must submit non-AMHRR documents, such as Letters to the Board President, through their State/Territory OPM.

(2) To make corrections to their ORB, officers must contact their S-1 or State/Territory OPM. OPM contact roster located at <https://www.milsuite.mil/book/groups/amg-selection-boards>. The office of the ARNG G-1 is unable to make updates or changes to the ORB. Requests must be submitted NLT 3 Apr 20. No ORBs will be manually uploaded to the MBF.

## 8. Official Photographs.

a. This board will review each officer's Department of the Army Photograph Management Information System (DAPMIS) digital official photograph. In view of the emphasis on official photographs, officers are encouraged to review their official photograph IAW the guidelines in AR 640-30. If you are unable to see your DA Photo in DAPMIS within three duty days after the photo was taken, contact the installation photographic facility for assistance. Photographs must be accepted in DAPMIS NLT 20 Apr 20 to allow for the required processing time. Hardcopy photographs are no longer accepted.

b. The minimum official photograph frequency is every five years. However, an updated photo is required when there is a change in grade, when there is an award of the Army Commendation Medal or above, or when there is a significant change in the Soldier's appearance. Any photograph that is older than five years will be purged from DAPMIS IAW AR 640-30.

c. Officers assigned to an area (including hostile fire areas) where an installation photographic facility is not available or where conditions prevent them from being photographed, are exempt from submitting new photographs IAW the five-year requirement. These officers will be photographed within 90 days of their return to an area where installation photographic facilities are available.

d. Female officers who are pregnant are exempt from this requirement until six months after the end of the pregnancy.

e. The Army Service Uniform (ASU) is the only authorized uniform for wear in DA photographs. Manual submission of photographs is not authorized.

f. To find your nearest Army DAPMIS photographic facility location use the following link: <http://www.vios.army.mil>. If unable to locate an Army photographic facility, please call the DAPMIS team line at (502) 613-9990 (press 4).

## 9. Letters to President of the Board.

a. All officers in the zones of consideration may submit correspondence to the President of the Board if there is information that is deemed important in the consideration of board file. Officers must email their memorandums in .pdf format to [usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil). Pursuant to 10 U.S.C §14106 any Letter to the President of the Board must arrive at least 10 calendar days before the

convene date of the board, or NLT 17 Apr 20. Letters arriving after this date will not be seen by the board.

b. Communications or Memorandum of Recommendation from other parties on behalf of an officer will not be provided to the board. Memorandums that criticize or reflect on the character, conduct, or motives of any officer under consideration for promotion, will not be given to the board. Copies of incomplete OERs or AERs that are not a part of the AMHRR will not be provided to the board. Officers desiring to write to the President of the Board should refer to AR 135-155, paragraph 3-13, for guidance and AR 25-50 for instructions on properly formatting an Army letter. Failure to comply with these instructions will be viewed as a "lack of due diligence" on the officer's part and may not be used as the basis for requesting an SSB.

c. Officers with questions concerning letters to the president of the board should contact the DA Secretariat's Office at (502) 613-6446, DSN 983-6446, or [usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-cptapl@mail.mil).

d. For ARNG officers, all letters to the President of the Board must be submitted through your State/ Territory OPM NLT 17 Apr 20. As a last resort, letters can be submitted to [nq.ncr.ngb-arng.mbx.arng-hrp-r-da@mail.mil](mailto:nq.ncr.ngb-arng.mbx.arng-hrp-r-da@mail.mil) NLT 17 Apr 20.