

**MILPER Message Number****19-379****Proponent****AHRC-ROR-RCM****Title****Calendar Year (CY) 2021 United States Army Reserve (USAR)  
Lieutenant Colonel (LTC) Troop Program Unit (TPU) Command  
Board Announcement****...Issued:[11/20/2019 8:52:30 AM]...**

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- A. AR 135-155 (Army National Guard and U.S. Army Reserve Promotion of Commissioned Officers and Warrant Officers other than General Officers), 13 Jul 04.
  - B. AR 135-175 (Army National Guard and Army Reserve Separation of Officers), 29 Nov 17.
  - C. AR 140-10 (Army Reserve Assignments, Attachments, Details and Transfers), 25 Apr 18.
  - D. AR 600-8-24 (Officer Transfers and Discharges), 12 Apr 06.
  - E. AR 600-8-29 (Officer Promotions), 25 Feb 05.
  - F. AR 600-8-104 (Army Military Human Resources Records Management), 7 Apr 14.
  - G. AR 600-20 (Army Command Policy), 6 Nov 14.
  - H. AR 608-75 (Exceptional Family Member Program), 27 Jan 17.
  - I. AR 623-3 (Evaluation Reporting System), 14 Jun 19.
  - J. AR 640-30 (Photographs for Military Human Resource Records), 29 Mar 17.
  - K. DA PAM 600-3 (Officer Professional Development and Career Management), 3

Apr 19.

L. DA PAM 600-4 (Army Medical Department Officer Development and Career Management), 6 Sep 18.

M. Department of Defense Instruction (DODI) 1215.13 (Ready Reserve Member Participation Policy), 5 May 15.

N. Memorandum, HQDA G-1, DAPE-MPO-S, 4 Feb 08, subject: Personnel Suitability Screening Policy.

O. Memorandum, OCAR, DAAR-HR, 16 Oct 18, subject: US Army Reserve (USAR) Colonel (COL) and Lieutenant Colonel (LTC) Command Board Cycle.

P. Memorandum, USARC, AFRC-DCG, 16 Mar 18, subject: US Army Reserve (USAR) Inactive Duty Training Travel Reimbursement Program Policy (IDT-TRP).

Q. Memorandum, OCAR-DAAR-HR, 25 Sep 17, subject: Army Reserve Lodging-in-Kind (LIK) Policy

R. Memorandum, OCAR, DAAR-HR, 19 Mar 18, subject: Policy for Declination, Deferment, Curtailment, and Extension of Colonel (COL) and Lieutenant Colonel (LTC) Command Assignment.

S. MILPER Message Number 18-347, AHRC-PDVO-PO, subject: Announcement of the Fiscal Year 2019 (FY19), Reserve Component (RC), Lieutenant Colonel (LTC), Selective Continuation (SELCON) Board.

1. This MILPER message will expire NLT 2 Jan 21.

2. An HQDA selection board will convene on or about 8 Jul 20 to consider eligible USAR LTCs, promotable Majors (MAJs), and MAJs in the or above the zone for mandatory promotion FY20 for assignment to CY21 USAR LTC TPU command positions other than Army Acquisition Corps (AAC) and Judge Advocate General (JA) command positions.

3. The Chief of Army Reserve (CAR) directed USAR TPU command boards as “opt out” for TPU officers and “opt-in” for all other officers who meet the criteria established in this MILPER message. TPU officers will be automatically considered unless they opt-out by following the application instructions in paragraph 8b. All other eligible officers must apply in order to be considered. Certification of My Board File (MBF) does not constitute opting out or opting in. Officers must follow the application procedures in this MILPER message.

a. TPU officers who meet the criteria identified in paragraph 6 who do not decline (opt-out) consideration via the application process will be considered by the board.

b. All other eligible officers who do not complete the application process will not be considered by the board.

c. Further, eligible opt-out TPU officers who do not elect preferences and officers who opt-in who do not elect preferences in the Command Preference Designator (CPD) if recommended by the board will be slated based on their position on the OML, reasonable commuting distance and needs of the Army.

#### 4. Command Tenure:

a. TPU commands are a minimum of 24 months and a maximum of 36 months as designated by USAR Geographic and Functional Commands (GFC). Officers must be cognizant of the command tenure when making their selections in CPD to ensure they meet eligibility criteria.

b. Acting command time in the current command position counts toward command tenure.

c. The CAR directed assumption of command window is 1 Apr 21 to 30 Sep 21. Officers may assume command after 30 Sep 21 but no later than 31 Dec 21 for unforecasted vacancies. Assumption of command after 30 Sep 21 will result in an extended tenure in order to comply with the assumption of command window.

#### 5. Key dates for the CY21 USAR LTC AGR/TPU command board:

<b>Application Period (CPD) Dates</b>	<b>OER thru Dates (Code 09)</b>	<b>My Board File Dates</b>	<b>AMHRR Date for Documents Submission</b>	<b>DA Photo Date Submission</b>	<b>OER Received by Date</b>	<b>Board Dates</b>
6 Dec 19 - 22 Apr 20	2 Apr 20	10 May - 1 Jul 20	22 Jun 20	2 Jul 20	1 Jul 20	8 Jul - 3 Aug 20

#### 6. Eligibility.

a. All TPU LTCs, MAJs (promotable), and MAJs considered in the primary and above the zone of consideration for promotion by the FY20 LTC Army Promotion List (APL) or the FY20 LTC Army Medical Department (AMEDD) promotion selection boards (PSBs) who meet the eligibility criteria listed under this paragraph will be considered. TPU officers covered under this paragraph who do not want to be considered for command must decline consideration by following the application instruction in paragraph 8.

b. MAJS. MAJs recommended for promotion who were in the FY20 below the zone of consideration for promotion will receive CPD access after the FY20 promotion board results are released. MAJs selected for command but not selected for promotion by the FY20 LTC promotion selection boards will be administratively removed from the CY21 LTC CMD BRD Order of Merit List.

c. Individual Ready Reserve (IRR), Individual Mobilization Augmentation (IMA), Army National Guard (ARNG) and Active Component (AC) LTCs, MAJs (promotable) and MAJS in the primary or above the zone for promotion by the FY20 APL and AMEDD promotion selection boards who meet the eligibility criteria under this paragraph are eligible to apply.

(1) AGR must REFRAD from the AGR program in order to assume command by the projected assumption of command date. AGR LTCs must not have received a declination with prejudice from a prior command slate.

(2) ARNG and AC officers must transfer into the USAR NLT 1 May 20 in order to be considered for this board.

d. Mandatory Removal Date (MRD). Officers must be able to fulfill the command tenure prior to MRD.

(1) All Non-AGR LTCs and promotable MAJs regardless of date of rank are eligible for consideration as long as the officer is able to fulfill the command tenure (IAW paragraph 5 of this message). Non AGR LTCs with an MRD between 1 Jun 20 and 31 May 21 are eligible to apply contingent upon retention for selective continuation (SELCON) beyond MRD by the FY20 COL APL promotion selection board (IAW MILPER Message 18-347).

(2) AMEDD officers other than AOC 67 and 70 series with an MRD between 13 Sep 21 and 30 Sep 23 may apply to this board; however they must simultaneously submit an MRD extension request, under Title 10 USC, Section 14703 requesting sufficient time to fulfill the command tenure. This request will include the following statements (paragraph (a) through (d):

(a) The MRD extension is to compete for AMEDD command opportunities only.

(b) The MRD extension request will be processed through Army Reserve G-1 after the results of the CY21 USAR LTC command board results are released.

(c) The MRD extension requests for officers slated for command positions will receive expedited processing to HRC. All others will be processed under normal processing timelines.

(d) The MRD extension requests must be approved prior to assumption of command. If not approved, officers will be removed from the slate.

(3) Officers currently in command must have completed 12 months of command tenure by the convene date of the board in order to be eligible to apply. Officers must

be able to complete a minimum of 24 month tenure in the current command position before assuming the next command position. Officers previously slated are eligible to apply, however they will not be slated to a command of the same grade, unless there are no other eligible officers.

(4) Officers must not have declined a USAR command with prejudice within the past year.

e. Additional eligibility requirements:

(1) Officers must be able to meet Army physical fitness requirements and body composition standards prior to assuming command.

(2) Officers must be physically qualified to command troops in a field combat environment and be physically able to mobilize and deploy with the assigned unit.

(3) Officers must not have been involuntarily removed from a previous command selection list by the convening authority or by a Command Review Board.

(4) AMEDD officers who meet the eligibility criteria listed in this message are eligible to apply for AMEDD branch/AOC/FA specific or AMEDD branch immaterial (05A) only.

(5) Medical Service (MS) Corps officers may only apply for MS command positions for which they qualify or AMEDD branch immaterial (05A) command vacancies.

(6) USAR Judge Advocate General (JAG) officers who meet the eligibility criteria listed in this message must first obtain written approval from the Office of the Judge Advocate General (OTJAG) in order to apply to this board. Approved JAG officers are eligible to compete for branch immaterial (01A) positions only.

(7) USAR officers who hold Military Technician (MT) positions are eligible for consideration. If an MT is subsequently selected for and accepts a LTC command position outside of his or her conditions of employment, the MT could face termination from the MT program.

(8) Military Intelligence (MI) officers must possess a current Top Secret (TS) clearance with favorable Special Background Investigation (SBI) with access to Sensitive Compartmented Information (SCI) prior to assuming command of an MI unit.

(9) AAC officers who meet eligibility criteria in this message may apply to this board for non-AAC command positions.

(10) Mobilized officers serving on Title 10 Section 12302 or 12304 orders are eligible to apply; however, only involuntarily mobilized officers who are slated for a command as a result of this board and who defer will be treated as deferred principals.

(a) Mobilized officers must assume command within 90 days of their release from active duty date. Mobilized officers may not be reassigned or assume command until after REFRAD.

(b) If a slated involuntarily mobilized officer's REFRAD date falls outside the CY, the officer will be removed from the slate and treated as a deferred principal. The officer may reapply for the next command board for which they are eligible in order to be re-validated and slated in the following CY command slate.

(11) Officers serving on a voluntary active duty tour (e.g. ADOS) are eligible to apply; however, if selected, officers must terminate their tour or decline command prior to the projected assumption of command date since an officer cannot serve as a TPU unit commander while on voluntary active duty orders (i.e. ADOS) with another unit. In this instance, declinations are considered on a case by case basis but will normally be considered with prejudice. Deferrals are not authorized.

(12) Any officer slated in a command assignment as a result of the CY20 USAR LTC command board after the CY21 application period ends will be removed from the CY21 considered list due to the fact they will already be slated in a command position.

(13) Unslated officers who applied for the CY21 USAR LTC command board and are interested/eligible for this board should apply during the application period established in this message.

## 7. Education requirements.

a. The completion of civilian education requirements is presumed for all officers considered by the CY21 USAR LTC command board.

b. Military Education (MILED) requirement must be completed NLT the day prior to the board convene date. Evidence that officers have completed the required military education is the DA Form 1059, AER, or a Constructive Credit memorandum, and must be in the MBF. Officers can meet the MILED requirement in one of five ways.

(1) Fifty percent completion of the legacy Command and General Staff Officer Course.

(2) Currently enrolled, or completed, the resident (10 month) Intermediate Level Education (ILE) course at the US Army Command and General Staff College or sister service equivalent as defined in AR 350-1.

(3) Currently enrolled or completion of the 14 week resident ILE Common Course (ILE-CC) course.

(4) Completion of non-resident ILE-CC.

(5) Approved MILED constructive credit by the DA DCS, G-3/5/7. All sister service non-resident military education completion requires the granting of Constructive Credit by DA DCS G-3/5/7 in order to meet the MILED requirements for this board.

c. AMEDD officers, other than those in the Medical Service Corps with medical

functional area (MFA) 70-series and AOC 67J, are exempt from this requirement.

#### 8. Application Instructions and Information:

a. The application period for this board is 6 Dec 19 through 22 Apr 20. This is a mandatory application driven opt-out board meaning TPU officers will be considered if they do not decline regardless if they complete their application.

b. Officers will apply via the CAC enabled CPD tool. Officers without a CAC require a Department of Defense Self-Service Logon called DS Logon to access CPD. Officers should pay close attention to paragraph 8.f of this MILPER as they will use the CPD to identify specific units and/or mileage. With the expansion of Lodging-in-Kind (LIK) and increase in Inactive Duty Training – Travel Reimbursement Program (IDT-TRP) to \$500 per month, officers should consider identifying units and/or identify an expanded mileage range to improve their chances of being selected for a command position. Any officer selected by the Command Selection Board who does not identify any units and/or mileage will be considered for any command vacancies within reasonable commuting distance of their home of record and the needs of the Army Reserve. Instructions to access CPD follow:

(1) Officers must access the HRC website: <https://www.hrc.army.mil>. Click on “Self Service Tools” (left side of page), click on “Personal Preference Pages for Centralized Selection Process” under Assignments tab (of the Tools and Application Directory page). Click on “Officer” under the Command Preference Designation (CPD) title of the HRC Soldier Selection Preference Page. Follow all instructions and complete all screens.

(2) If the eligible officer receives the message “You are not eligible for any current processes” after following the instructions in paragraph 8.(b).(1) above, the officer must contact the HRC USAR Command Program Manager (refer to the last paragraph in this message for contact information). The officer is responsible for complying with the timelines and actions in the following paragraphs while CPD access is rectified.

(3) Applications are considered complete only after the officer receives a system generated email indicating completion or a written/email from the HRC USAR Command Program Manager indicating completion.

c. Officers unable to access CPD must follow the system compatibility instructions located at the bottom of the Command Management Division CSL Actions page under the Command Selection References: <https://www.hrc.army.mil/content/CSL%20Actions>.

(1) If after following the compatibility instructions the officer is unable to access CPD, the officer may request a manual command application from the HRC USAR Command Program Manager (refer to the last paragraph in this message for contact information).

(2) Manual command applications are considered submitted only when the officer

receives an acknowledge receipt email from the HRC USAR Command Program Manager.

d. All officers must certify on the first CPD screen that they acknowledge the requirement to attend the US Army Brigade/Battalion Pre-Command Course at Fort Leavenworth prior to assuming command. This requirement must be fulfilled prior to assuming command or within the first six (6) months of command tenure if a hardship occurs.

e. Officers applying for TPU commands must certify on the first CPD screen that they acknowledge that Ready Force Unit command positions may have a command tenure beyond 24 months and these units are priority of fill if they fall within the officer's geographical and/or travel mileage preferences.

f. Officers declining command consideration must certify all statements on the first CPD screen. Officers can make their declination selection on the second CPD screen.

g. Command Vacancies:

(1) Command vacancies are either 24 or 36 months. Officers should carefully review the vacancies when indicating their preferences to ensure they are able to complete a full tenure. An officer whose MRD is before a vacancy's tenure end date will not be slated in that vacancy.

(2) Every effort is made to validate the command vacancies for CPD accuracy. Commands scheduled to become vacant are subject to change based upon unforeseen actions or force structure changes.

(3) Unforecasted vacancies are vacant command positions which become available after the open CPD date indicated in paragraph 8.a. above. Unforecasted vacancies may have a tenure of 24 or more months.

(4) Command vacancies are divided in sub-categories which represent a branch or AOC to include Functional Area (FA), branch immaterial or AMEDD branch immaterial.

(a) The officer must select the subcategories in CPD for which the officer would like to compete.

(b) Officers must contact the HRC USAR Command Program Manager if a subcategory (branch) is missing or if there are questions on the subcategories listed (refer to the last paragraph in this message for contact information). Subcategory eligibility is based on the officer's record and regulation.

(5) Each subcategory contains a list of projected command vacancies (units) for CY21.

(a) The unit information includes city, state, assumption of command month and year,



number of months of tenure, and reasonable commuting distance. Officers have the opportunity to select and rank order the available units in each subcategory in which they are eligible and in which they elected to compete.

(b) Officers desiring to compete for unforecasted vacancies must elect to do so. Officers who do not elect to accept unforecasted vacancies are limited to their unit preferences and will be considered for hard to fill announced and unforecasted vacancies within reasonable commuting distance as outlined in AR 140-10 and DODI 1215.13 and the needs of the Army Reserve.

(c) Officers competing for TPU commands who elect "yes" for unforecasted vacancies must include a preference for mileage/location under each subcategory. If the officer competing for TPU commands fails to include a mileage/location preference, the officer's CPD preference will default to "no" for unforecasted vacancies. However, IAW AR 140-10 and DODI 1215.13, the officer will be considered for hard to fill announced and unforecasted vacancies within reasonable commuting distance of their official home of record and the needs of the Army Reserve.

(d) Selecting "yes" for unforecasted vacancies allows an officer to be considered for any TPU command vacancies within their mileage/location preference for which they qualify.

(e) Officers who do not rank order any available units but indicate mileage/location preference will be considered for any/all units within that selection. There is no method to exclude consideration for units within a mileage selection. Officers who do not rank order any available units and fail to indicate mileage/location preference will be considered for vacancies within reasonable commuting distance of their official home of record, IAW AR 140-10 and DODI 1215.13 and the needs of the Army Reserve.

(f) Mileage radius preference indicates an officer's willingness to travel to a command position regardless of unit preference. Mileage radius preference is a single entry and may be a numerical mileage (i.e. 500 miles or any) or location (i.e. CONUS only, Puerto Rico, Europe, Pacific etc.). Officers are considered for any vacancy within the selected radius or location. Officers must be aware that elected mileage radius may include out of state or OCONUS locations depending on the radius and officer's home of record.

(6) Medical Service (MS) Corps officers may only apply for MS command positions or AMEDD branch immaterial (O5A) command positions for which they qualify.

(7) AAC officers who meet eligibility criteria in this message may apply to this board for non-AAC positions.

(8) Eligible USAR JA officers with approval from OTJAG to apply to this command board must provide the approval document to the HRC USAR Command Program Manager (refer to the last paragraph in this message for contact information) in order to gain CPD access.

g. My Board File:

(1) MBF opens 10 May 20 through 1 Jul 20. The MBF application is comprised of the official photo as recorded in Department of the Army Photograph Management Information System (DAPMIS), Automated/Officer Record Brief (ORB) and documents from the Performance Section of their Army Military Human Resources Record (AMHRR).

(2) Officers must review their AMHRR on-line before the MBF becomes available. Officers can review their AMHRR at <https://iperms.hrc.army.mil> or <https://www.hrcapps.army.mil/portal>. In order for MBF to be updated, officers must first correct those items in your AMHRR and DAPMIS, as applicable via their S-1 or Career Manager, as applicable.

(3) Access MBF at the HRC website <https://www.hrc.army.mil>, click on "Self Service Tolls" (left side of page), and click on the "My Board File for Reserve Soldiers" under Promotions tab (of the Tools and Applications Directory page). Follow the instructions on the page to review the MBF.

(4) Officers must provide missing documents that they have in their possession, or make a reasonable attempt to retrieve those missing documents. Documents that are in the Performance portion of the AMHRR will be pulled into the MBF.

9. Updating the AMHRR:

a. All officers serviced by an S-1/Army Reserve Administrator/Military Personnel Division/Military Human Resources (ARA/MPD/MIL HR) office, normally TPU and AGR, will process their AMHRR documents through that office. IRR or IMA officers will process their AMHRR documents through their Career/Branch Manager. AGR officers who are not serviced by an S-1 office, which are part of some "above the line units," may process their documents through their Career Manager.

b. S-1/ARA/MPD/MIL HR offices and Career/Branch Managers will use the web upload feature in Interactive Personnel Electronic Records Management System (IPERMS) to submit authorized AMHRR document updates, IAW AR 600-8-104. Use the following link to access the authorized documents list: <https://www.hrc.army.mil/asset/14900>. All documents must include the officer's full name and complete 9-digit Social Security Number.

c. All AMHRR/IPERMS updated submissions must be received NLT 22 Jun 20 to allow for sufficient processing time. Ensure S-1/ARA/MPD/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 the MBF application, but there is typically a delay involved. This is normal; applicants must plan accordingly.

d. Do not submit OERs or AERs to IPERMS. They must go to the Evaluations Branch for processing. Follow the procedures in paragraph 12 of this message for all

evaluation related documents and issues.

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

(1) Enlisted documents are masked which do not cross over from enlisted to officer ranks. Generally, if the document can be earned by both officer and enlisted ranks then the document will not be masked (i.e., Airborne School, Combat Lifesaver Course, etc.).

(2) Awards, decorations, and Certificates of Achievement will not be masked and will be seen by the board.

(3) All OERs will be placed in the Performance folder of the official AMHRR file IAW AR 623-3.

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

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

f. For resolution of duplicate, inverted, misfiled 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.

g. Transcripts submitted to IPERMS must be in compliance with MILPER Message 17-193 effective 19 Jun 17.

h. For resolution of duplicate, inverted or misfiled evaluation reports or DA Form 1059 submit email request to: [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil).

i. For additional information on updating board documents in IPERMS refer to <https://www.hrc.army.mil/tagd/updating%20board%20documents> or on Facebook at <https://www.facebook.com/iPERMS>.

## 10. DA Photos.

a. This board will review the official photograph in digital format stored in Department of the Army Photograph Management Information System (DAPMIS). In view of the emphasis on official photographs, officers are encouraged to review their official photograph IAW the guidelines in AR 640-30. If needed, go to <https://vios.army.mil/>, to find your nearest DAPMIS photographic facility location. Officers unable to view their DA photo in DAPMIS within three duty days after the photo was taken should contact the Installation Photographic Facility for assistance. Photographs must be accepted in DAPMIS NLT 2 Jul 20 to allow for required processing time.

b. The minimum official photograph frequency for officers is every five years. However, a major change in physical and/or uniform appearance, such as a change in

weight gain or loss, awards (Army Commendation Medal or higher), and/or rank, require an official photograph update.

c. Officers assigned to an area (including hostile fire areas) where photographic facilities are not available or where conditions prevent them from being photographed, are temporarily exempt from submitting new photographs IAW the five year requirement. These officers will be photographed within 90 days of return to an area where photographic facilities are available. Additionally, female officers who are due for a required update during pregnancy are exempt until six months after pregnancy. Any photograph that is older than five (5) years will be automatically deleted per AR 640-30.

d. The Army Service Uniform (ASU) is the only authorized uniform to wear IAW AR 640-30. Hardcopy photographs are no longer accepted.

#### 11. 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 suspenses 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 suspenses as appropriate in order to ensure it is seen by the board. Reminder, 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 1 Jul 20. To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible officers are expeditiously processed.

c. OERs must be prepared on the appropriate DA Form 67-10 Series OER form within the Evaluation Entry System (EES) and submitted to HRC via EES. If unable to access and submit evaluations within EES, hard copy DA Form 67-10 Series, OERs can be prepared and mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407. Access to EES is available at the following link: <https://evaluations.hrc.army.mil/>. If unable to access EES, DA Form 67-10 Series, OERs can be obtained from the Army Publishing Directorate's webpage at the following link: <https://armypubs.army.mil/>.

(1) Sending OERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created PDF-F evaluations outside of EES. An SOP covering standards for scanned and emailed OERs from deployed units is available upon request.

(2) All non-deployed units or rating officials with ink-signed or older version forms

must mail the hard copy OER to CDR, USA HRC, 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 IAW AR 623-3, paragraph 3-57.

(2) The required "thru date" for Complete-the-Record Reports (Code 09) is 2 Apr 20. All complete-the-record OERs for this board will be required to be prepared and submitted on the appropriate DA Form 67-10 within EES or found on the Army Publishing Directorate's webpage.

(3) Refer to AR 623-3, paragraph 3-57, to determine eligibility for submitting a Complete-the-Record Report; all criteria must be met to receive this report.

(4) All other reports (mandatory or optional), excluding complete-the-record (Code 09) will have "thru dates" that reflect the date of the event which triggered the report requirement.

e. Reports which are received by HRC Evaluations Branch for processing on 1 Jul 20 are 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 1 Jul 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 from their board file or AMHRR should first check the online application EES. 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 an Evaluations Branch Point of Contact (POC) for resolution at either Commercial (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 IPERMS support personnel are not authorized to place any evaluations directly into the AMHRR. All evaluations must be processed through the HRC Evaluations Branch using normal processing channels into the AMHRR and then into the officer's board file. OERs that are not labeled (and profiled) by the Evaluations Branch will not be seen by this board.

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

a. As an exception to AR 135-155, paragraph 3-3a(3), 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 Reserve Component (RC) officers will contain an automated DA Form 4037, Officer Record Brief (ORB). Both the Army Reserve and Army National Guard now have the necessary systems in place to fully automate the transmission of an ORB data to the DA Secretariat. Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) officers may continue to email a manually prepared ORB to the Chief, DA Secretariat for inclusion into their MBF.

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

c. TPU Officers.

(1) The RCMS ORB module generates an authorized version of DA Form 4037, ORB that selection boards use to assess an officer record. To ensure the board receives an accurate ORB, TPU and AGR officers must be made aware of the following.

(2) On or about 9 May 20, HRC will import the RCMS version of the ORB into each officer's MBF, and then again on 1 Jul 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) TPU and AGR officers can review their automated ORB by going to the US Army Reserve'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 TPU 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 16 Jun 20.

d. IMA and IRR Officers.

(1) IMA and IRR officers must include an ORB 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 (USAR ORB Template) is available at <https://www.hrc.army.mil/tagd/reserve%20officer%20board%20information> under "General Information."

(2) Officers must email their ORB NLT 24 Jun 20 to [usarmy.knox.hrc.mbx.tagd-board-agrcobncmd@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-agrcobncmd@mail.mil).

e. ARNG Officers.

(1) ARNG officer's ORBs will be imported into their MBF on or about 9 May 20 and then again on 1 Jul 20. Officers must review and validate their ORB by going to <https://minuteman.ngb.army.mil/benefits>.

(2) To make corrections to their ORB, officers must contact their S-1 or State/Territory OPM. The office of the ARNG G-1 is unable to make updates or changes to the ORB. Requests must be submitted NLT 16 Jun 20. No ORBs will be manually uploaded to the MBF.

13. Letter to the President of the Board:

a. Officers who apply for consideration, if desired, may submit correspondence to the President of the Board.

b. Officers may write a memorandum to the President of the Board if there is information which would be deemed important in the consideration of their record. For example, if the officer is currently deployed and does not have a recent OER and are unable to update a photo. Officers should email memorandums in PDF format to [usarmy.knox.hrc.mbx.tagd-board-agrcobncmd@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-agrcobncmd@mail.mil) NLT 30 Jun 20. Applicants should not write a memorandum to the President of the Board which summarizes their

military career or that is self-aggrandizing. Memoranda should be short, to the point and relevant.

c. The DA Secretariat will only accept one Memorandum to the President of the Board. Subsequent memoranda will be destroyed without action. Ensure memoranda are accurate and signed. Example memorandum is available on the HRC website: <https://www.hrc.army.mil/tagd/selection%20boards>. Memoranda that are not in compliance with the sample will not be accepted. Do not include enclosures to the memorandum.

d. Memoranda that are considered by a board become a matter of record for the board and will be retained by the Chief, Department of the Army Secretariat. Do not send this document to IPERMS.

e. Communications or letters of recommendation and appreciation from other parties on behalf of officers eligible for consideration will not be provided to the boards, nor will any communication which contains criticism or negatively reflects upon the character, conduct, or motives of an individual.

#### 14. Command Board Results:

a. The Command slate is the approved command assignment selection list established as a result of the OML and the slating process.

b. The CY21 OML remains in effect until 1 Oct 21 or the release of the CY22 board results, whichever is earlier.

c. Command slating is conducted from the CY21 OML and takes officer preferences into consideration.

d. Approved command slates are posted on the HRC website: <https://www.hrc.army.mil/content/Current%20Command%20Selection%20Results%20-%20Reserve%20Component%20Officer> and the USAR G-1 Command Program website: <https://arg1web.usar.army.mil/personnelpolicy/Pages/Personnel%20Policy/Command-Board-Program.aspx> once signed by the approval authority. Slating is published regularly throughout the CY.

e. Removals from slate consideration:

(1) Officers may request removal from board consideration prior to the board convene date without having to submit a declination. The officer must submit a request via email directly to the HRC USAR Command Program Manager (refer to the last paragraph in this message for contact information).

(2) Officers may request removal from slating consideration after the board convenes without having to submit a declination provided the officer has not been slated. The officer must submit a request via email directly to the HRC USAR Command Program Manager (refer to the last paragraph in this message for contact information). This is



a permanent removal from all OMLs for CY21 and cannot be withdrawn once approved.

f. This is a show cause board. Officers who apply for LTC Command Board may be recommended for involuntary separation under AR 135-175 for TPU and AR 600-8-24 for AGR if the officer's record contains information that would warrant this action. Officers recommended for separation under this regulation may be required to show cause for retention.

g. Post Board Suitability Screening. Officers recommended for command (added to the OML) undergo a Post Board Suitability Screening (PBSS). The PBSS is defined as a review of official records to ascertain any adverse and reportable information concerning an officer. The PBSS will include, but is not limited to, information filed at U.S. Army Criminal Investigation Command, the Department of the Army Inspector General, and the restricted portion of the Army Military Human Resource Record. If the screening identifies derogatory information, the officer's records will be reviewed by a General Officer Review Board (GORB) that will assess the seriousness of the information. If the derogatory information is serious enough to question the officer's suitability to command, the GORB will refer the matter to a Command Review Board (CRB).

15. Points of contact for this message are:

a. HRC USAR Command Program Manager, (AHRC-ROR-RCM), MAJ Misty J. West at 502-613-6162, DSN 983-6162, email: [misty.j.west.mil@mail.mil](mailto:misty.j.west.mil@mail.mil).

b. POC for board consideration file/eligibility questions/ application:

(1) TPU officers should contact the applicable career manager, (DAAR-CD): <https://www.usar.army.mil/arcd/cmo/>.

(2) IMA and IRR officers should contact the HRC IRR/IMA Management Team, (AHRC-ROM-IRR): <https://www.hrc.army.mil/opmd/arod%20ima%20and%20irr%20branch>.

(3) AMEDD officers (all AMEDD branches) should contact the AMEDD Officer Reserve Management Branch, (AHRC-OPH-R), at (502) 613-6525, DSN: 983-6525, email: [usarmy.knox.hrc.mbx.opmd-hsd-reserve-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-hsd-reserve-branch@mail.mil).

(4) Judge Advocate General (JA) officers should contact the Office of the Judge Advocate General, Commercial (703) 545-2881.

(5) AGR officers should contact the applicable assignment officer, (AHRC-ROM): <https://www.hrc.army.mil/content/Army%20Reserve%20Officer%20Directory>

c. POC for OER procedural matters, Evaluations Branch - Policy, (AHRC-PDV-EP), DSN 983-9019, Commercial (502) 613-9019, email: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil).

d. POC for AMHRR/IPERMS is the Army Soldier Records Branch, Records Support Team: Commercial (502) 613-9990, press 2, DSN 983-9990, press 2 or e-mail: [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil). Do not send AMHRR update documents to this email; follow the procedures in paragraph 10 above. For additional information refer to the following website: <https://www.hrc.army.mil/tagd/updating%20board%20documents> or on Facebook at <https://www.facebook.com/iPERMS>.