MILPER Message Number
20-061

Proponent
AHRC-OPL-L

Title
Fiscal Year (FY) 2020 United States Army Reserve Officer (USAR) Senior Service College (SSC) Selection Board

...Issued:[2/25/2020 8:56:14 AM]...

A. AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures), 14 March 2016.

B. AR 350-1 (Army Training and Leader Development), 10 December 2017.

C. AR 350-100 (Officer Active Duty Service Obligations), 26 September 2017.

D. AR 600-8-104 (Army Military Human Resources Records Management), 7 April 2014.

E. AR 600-9 (The Army Body Composition Program), 16 July 2019.

F. AR 623-3 (Evaluation Reporting System), 14 June 2019.

G. AR 640-30 (Official Army Photographs), 6 December 2019.

1. This MILPER message expires upon publication of FY21 guidance or 365 days from issuance, whichever is earlier.

2. This message announces eligibility, application instructions, administrative instructions and points of contact for the FY20 USAR Officer SSC Selection Board which convenes on 1 June 2020.

3. This is an "Opt-Out" board, all eligible officers will be boarded unless they choose to "Opt-Out prior to the convene date of the board.

4. The FY20 USAR Officer SSC Selection Board will select eligible officers for SSC attendance beginning in July 2021 for both Resident SSC and the Army War College

Distance Education Program (AWCDEP) for Academic Year (AY) 2021-2023.

a. Resident SSC includes the following opportunities: Army War College, Naval War College, Air War College, Dwight D. Eisenhower School for National Security & Resource Strategy, National War College, College of International Security Affairs, College of Information and Cyberspace, Joint Advanced Warfighting School and the Inter-American Defense College. Resident Army War College Fellowships include a wide variety of institutions with difference academic research disciplines. The Fellowships are: Carnegie Melon University, Georgetown University-Walsh School, Harvard University (Kennedy School), Massachusetts Institute of Technology (MIT), Tufts University-Fletcher School and the University of Pittsburgh. All resident SSC schools, except Fellowships, award a Master's Degree and JPMEII credit upon completion.

b. All eligible officers boarded for the FY20 USAR Officer SSC Selection Board will automatically be considered for AWCDEP.

c. The individual officer is responsible for ensuring the accuracy of their military record. Failure to follow guidance and suspense dates will result in failure to be considered/selected.

d. There are no waivers to eligibility criteria or restrictions outlined in this MILPER message.

5. Critical Dates.

a. 1 April – 30 April 2020. Soldier Selection Preference Page and OPT OUT site open and close dates.

b. 26 February 2020. Required "thru date" for code 09, Complete the Record OERs.

c. 1 April – 25 May 2020. "MY BOARD FILE" open and close dates.

d. NLT 26 May 2020. Evaluation reports are due to HRC.

e. NLT 22 May 2020. Letters to the President of the Board are due.

f. NLT 22 May 2020. AMHRR submissions must be received.

g. NLT 25 May 2020. Photo submissions must be received.

h. NLT 1 May 2020. (JAG ONLY) Proof of Good Standing Letter received by Office of The Judge Advocate General (OTJAG).

i. 1 June 2020. Board convene date.

j. O/A 1 December 2020. USAR SSC Principal Selection List release date.

k. O/A 20 January 2021. USAR SSC Slating Panel convene date.

6. General Eligibility Criteria.

a. Be in the rank of Lieutenant Colonel (LTC) and must have a minimum of one year time in grade (TIG) on the board convene date or hold the rank of Colonel (COL).

b. Currently on the Reserve Active Status List (RASL) in one of the following programs:

(1) Troop Program Unit (TPU).

(2) Individual Mobilization Augmentee (IMA).

(3) Individual Ready Reserve (IRR).

(4) Active Guard Reserve (AGR).

(5) Dual Status Military Technician (DSMT).

c. Must be Military Education Level (MEL) 4 qualified through completion of the Intermediate Level Education – Common Core (ILE-CC) Course and Advanced Operations Course (AOC). Functional Area and Special Branch officers must have completed ILE-CC and appropriate credentialing course.

(1) The credentialing course for basic branch officers is the Advanced Operations Course.

(2) The credentialing course for JAG officers is the Judge Advocate Officer Graduate Course or the Judge Advocate Officer Advance Course.

(3) The credentialing course for Chaplains is the Operational Religious Support Leader Course or the legacy Brigade Functional course for Chaplains.

(4) AMEDD officers are only required to have completed ILE-CC to be MEL qualified for SSC.

d. Have not enrolled, attended, received credit, disenrolled, graduated or declined selection to any SSC opportunity.

e. Have not submitted a retirement application that has been received by HRC, Transition Branch (AHRC-OPL-P) three days prior to the board convene date, or not pending separation action.

f. Have a Baccalaureate Degree from an accredited college or university in their AMHRR. This will be validated by a college transcript awarding Baccalaureate Degree with degree type and date awarded printed on the transcript.

7. AGR eligibility criteria, service obligations, and restrictions.

a. Must have a Mandatory Removal Date (MRD) of 1 August 2024 or later for resident SSC and a MRD of 1 August 2025 or later for the AWCDEP.

b. AGR officers incur a 2 year Active Duty Service Obligation (ADSO) upon completion or disenrollment from resident SSC.

8. Non-AGR eligibility criteria, service obligations, and restrictions.

a. Must have a MRD of 1 August 2024 or later for a resident SSC opportunity and a MRD of 1 August 2024 or later for the AWCDEP.

b. Non-AGR officers incur a 2-year Service Obligation (SO) upon completion of or disenrollment from resident SSC and a one-year SO upon completion or disenrollment from AWCDEP.

c. Non-AGR officers applying for a resident opportunity cannot have more than 16 years of Active Federal Service (AFS) as of 30 April 2019.

9. Special branches eligibility criteria and restrictions.

a. AGR JAG officers in the rank of LTC, who previously were non-selected for the rank of COL, are not eligible. AGR JAG officers may request eligibility by submitting a request to the Chief, Personnel, Plans and Training Office (PP&TO), OTJAG. JAG officers interested in applying via this exception should contact LTC Julie Worthington, julie.a.worthington.mil@mail.mil, NLT 15 April 2020.

b. JAG officers must provide proof of good standing from their state Bar Licensing Authority. This is validated by a letter dated within 12 months of the convening of the Selection Board from a state licensing authority as proof of good standing. This letter must be received by the PP&TO, OTJAG, NLT (1 May 2020) 30 calendar days prior to the board convene date. Email letter to: usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil, ATTN: LTC Julie Worthington. This letter will not appear in an officer's MBF, but will be kept at the OTJAG, PP&TO.

10. Additional Administrative Instructions:

a. Officers who are selected and transfer out of the USAR component will be removed from the SSC list.

b. Dual Status Military Technicians (DSMT) who do not meet the MRD requirement may apply as long as their MRD allows them to complete the course. If selected by the FY20 SSC Officer Selection Board, DSMTs will be retained in the Selected Reserve to complete the required SO, provided such an extension would not require retention beyond the last day of the month in which the officer reaches age 60. If selected, DSMTs would attend in a military status.

c. Deferred principals from prior SSC Selection Boards will be revalidated. If there is no material change in the officer's duty performance or status, the board will revalidate the officer to attend the same SSC venue in Academic Year (AY) 2021.

11. Preference/Opt-Out Instructions.

a. Opt-Out selections will be submitted using the appropriate method below. The Opt-Out period ends on 30 April 2020.

(1) AGR, TPU, IMA, and IRR Officers with a valid Common Access Card (CAC) will submit their application and preferences electronically on the "Soldier Selection Preference" page located at: https://www.hrc.army.mil/content/Tools%20and%20Applications%20Directory.

(2) IRR officers without a valid CAC will complete the SSC selection/Opt-Out process on the HRC website at https://www.hrc.army.mil/content/Tools%20and%20Applications%20Directory. Officers will use their DS Logon to access the site.

(3) IRR Officers having difficulty accessing the CPD/Opt Out web site should send an email to usarmy.knox.hrc.mbx.opmd-pde-ssc@mail.mil using the Subject "OPT-OUT." Be sure to include your full name, phone number and state that you "do not wish to be considered by the FY 20 USAR SSC Board."

b. Army Military Human Resource Record (AMHRR) and "My Board File" (MBF):

(1) Officers are required to review their AMHRR and their MBF on-line prior to the board convene date.

(2) The MBF will be viewable on-line on 1 April - 25 May 2020 on the HRC website. To access the MBF, go to https://www.hrc.army.mil/content/Tools%20and%20Applications%20Directory. Click on "My Board File for Reserve Soldiers" icon.

(3) It is recommended officers review their AMHRR before the MBF becomes available. Officers can review their AMHRR at https://iperms.hrc.army.mil/rms/. Officers must correct the items in their AMHRR and the Department of the Army (DA) Photograph Management Information System (DAPMIS) via their S-1, Career Manager or Assignment Officer, as applicable.

c. Officers may view their AMHRR online at: https://iperms.hrc.army.mil/.

(1) For additional information on updating board documents in IPERMS refer to: https://www.hrc.army.mil/content/10927 or on Facebook at https://www.facebook.com/iPERMS.

(2) Documents sent to the iPERMS board support e-mail address for filing into iPERMS 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.

(3) All AMHRR update submissions must be received NLT 22 May 2020 to allow for sufficient processing time. Ensure S-1/UA/MPD/DHR/MHR 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.

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

(5) Do not submit OERs or AERs (DA Form 1059) to IPERMS; they must go to the Evaluations Branch for processing. Follow the procedures in paragraph 10e of this message for all evaluation-related documents and issues.

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

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

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

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

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

(7) 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](#). Correctly filed authorized documents will not be removed.

(8) Transcripts submitted to iPERMS must be in compliance with AR 600-8-104, Required Document List.

(9) For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](#).

(10) 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, press 2, commercial (502) 613-9990, press 2 or e-mail at: [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](#). Do not send AMHRR documents to this e-mail address; follow procedures outlined in this paragraph. Documents emailed for filing into iPERMS will not be accepted; contact your HR professional.

d. DAPMIS/Official Photographs.

(1) 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 needed, go to http://vios.army.mil to find your nearest DAPMIS Photographic Facility location. 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 25 May 2020 to allow for the required processing time. Hardcopy photographs are no longer accepted.

(2) 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 (5) years will be purged from DAPMIS IAW AR 640-30.

(3) 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.

(4) Female officers who are pregnant are exempt from this requirement until six months

after the end of the pregnancy.

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

(6) For official photographs, find the nearest Army DAPMIS photographic facility location use the following link: https://vios.army.mil. If unable to locate an Army photographic facility, please call the DAPMIS team line at 502-613-9990, press 4.

e. Officer Evaluation Reports (OER).

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.

(1) 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 26 May 2020. 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.

(2) OERs will 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: http://www.apd.army.mil.

(a) 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. A standard operating procedure covering the process for scanning and emailing OERs from deployed units is available upon request.

(b) 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.

(3) Code 09, Complete-the-Record Report.

(a) A code 09, Complete-the-Record OER, is "optional" for officers who meet the criteria pursuant to AR 623-3, paragraph 3-57.

(b) The required "thru date" for Complete-the-Record Reports (code 09) is 26 February 2020. 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.

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

(d) All other reports (mandatory or optional), excluding Complete-the-Record reports (code 09), will have "thru dates" that reflect the date of the event that is the reason for the report.

(4) Evaluation Reports that are received by HRC Evaluations Branch for processing on or prior to 26 May 2020 will be placed in the officer's AMHRR and their board file prior to board voting, assuming the evaluation is 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 26 May 2020 or earlier, and the evaluation is free of errors, it will be completed in time for the selection board.

(5) 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 for resolution at either commercial (502) 613-9019, DSN 983-9019, or via email usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.

f. Academic Evaluation Reports(AER).

(1) AERs prepared on NOV 2015 dated forms having "THRU DATES" of 31 August 19 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 having THRU dates of 1 Sep 19 or after. DA Form 1059 series AERs dated NOV 2015 received having a THRU date of 1 Sep 19 or later are invalid reports and will not be processed.

(2) AERs prepared on MAR 2019 dated forms are prepared by using the Evaluation Entry System (EES) or on a fillable .pdf-f version form. Only the military school or institute of training that issued the AER is authorized to submit completed AERs in EES.

(a) Effective 1 December 2019, DA Form 1059 or DA Form 1059-2 AERs dated MAR 2019 will be initiated, processed, and submitted using EES. There are no exceptions or

alternate means for submission of these AERs. E-mail and hard copy submissions of a DA Form 1059 or DA Form 1059-2 AER will be considered invalid and will not be processed by HRC.

(b) DA Form 1059-1 AERs dated MAR 2019 .pdf-f forms are the only reports authorized to use the AER File Upload tool in EES.

g. 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. All evaluations must process through the 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 the board.

h. Officer Record Brief.

(1) Officers are responsible for maintaining their ORB updated with the most current information.

(2) USAR Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), and Drilling Individual Mobilization Augmentee (DIMA) may include a DA Form 4037 (ORB) with their MBF. IRR and IMA officers must create and submit their own ORB. Section IV Personal/Family Data, number dependents, religion, marital status and spouse birthplace/citizenship should not be filled out for the boards. A template for completing the ORB can be found at the following website: https://www.hrc.army.mil/content/reserve%20officer%20board%20information.

(3) AGR and Troop Program Unit (TPU) officers' Selection Board Record Briefs (ORBs) will be imported into their MBF when the My Board File opens. Updated board ORBs will be repopulated to the board files on 21 May 2020. Once the ORBs are repopulated, no additional changes will be made. All USAR AGR and TPU officers must now use RCMS to maintain and correct their ORB. AGR and TPU officers can review their RCMS 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, follow the steps to view, update and validate the record brief. To update or correct the RCMS ORB, officers must contact their Unit Administrator, S-1, RPAC, or HR Section. AGR officers assigned to "above the line units" must contact their HRC Career Manager for help in updating their ORB.

(4) IRR/IMA officers should submit ORB as applicable, in PDF format to usarmy.knox.hrc.mbx.tagd-board-pde@mail.mil no later than 21 May 2020 to ensure the document is added to their MBF. Do not send this document to IPERMS.

i. Letter to the President of the Board.

(1) Officers may submit correspondence to the President of the Board on matters

deemed relevant and important in the consideration of an officer's record. Memorandums should be addressed to President, FY20 US Army Reserve SSC Selection Board, ATTN: AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122.

(2) Only one memorandum will be accepted from an officer. An example memorandum is available at: https://www.hrc.army.mil/tagd/board%20document%20samples.

(3) Send signed memorandum in pdf file format to: usarmy.knox.hrc.mbx.tagd-board-pde@mail.mil NLT 22 May 2020.

(4) Letters to the President of the Board will not be uploaded into iPERMS and will not become a part of the AMHRR. Do not send this document to iPERMS.

(5) Memorandums reviewed by the board will become a Matter of Record for the board and will be retained by the Chief, DA Secretariat Branch.

j. Mandatory Retirement Date (MRD). MRD will be computed IAW Title 10 of the US Code, Section 14507.

(1) MRD Computation Date should reflect the same date in your AMHRR.

(2) Colonels will be removed from the RASL (separated) under Title 10, Section 14507, on the first day of the month after the month in which they complete 30 years of commissioned service.

(3) LTCs will be removed from the RASL (separated) under Title 10, Section 14507, of the first day of the month after the month in which they complete 28 years of commissioned service.

(4) LTCs who reach age 60 before completing 28 years of commissioned service will be removed on the last day of the month in which they become 60 years of age.

(5) Colonels who reach age 60 before completing 30 years of commissioned service will be removed on the last day of the month in which they become 60 years of age.

12. Point of Contact.

a. MILPER message, administrative matters or application questions, contact LTC Tracie McMillian, Leader Development Division, Reserve Schools Branch Chief, DSN: 983-9035, commercial 502-613-9035, email: usarmy.knox.hrc.mbx.opmd-pde-ssc@mail.mil.

b. AGR, IMA, and IRR officers requiring assistance should contact their respective assignment officer on the HRC website: https://www.hrc.army.mil.

c. TPU officers requiring assistance should contact their respective assignment officer on the ARCD website: http://stayarmyreserve.army.mil/cmo/cmo.html.

d. Colonels requiring assistance should contact the Senior Leader Development Officer (SLDO) at 502-613-4604 (AGR) and 502-613-4695 (TPU, IMA, IRR).

e. Chaplains requiring assistance should contact the USAR Chaplain Career Manager at 571-214-1227 or via email at stephen.b.yarber.mil@mail.mil.

f. AMEDD Officers requiring assistance should contact the AMEDD team at 502-613-6525 or via email at usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@mail.mil.