



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF ARMY RESERVE  
2400 ARMY PENTAGON  
WASHINGTON DC 20310-2400

DAAR-HR (140-10c)

10 January 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve Policy # 25-01: United States Army Reserve Colonel and Lieutenant Colonel Command Board Program

1. References. See Enclosure 1.
2. This memorandum supersedes references 1 and 2, and remains in effect until superseded, rescinded, or withdrawn. This policy prescribes the procedures and authorities for the execution of the United States Army Reserve (USAR) Colonel (COL) and Lieutenant Colonel (LTC) Command Board (CMD BRD) Program.
3. In accordance with Army Regulation (AR) 140-10 (Assignments, Attachments, Details, and Transfers), Headquarters, Department of the Army (HQDA) Secretariat convenes a centralized USAR COL and LTC CMD BRD annually, on my behalf, to recommend eligible officers and place them on an Order of Merit List(s) (OML) for subsequent COL or LTC command assignments. Execution of a fair and equitable process to select the leaders of our Soldiers is imperative to the future success of the United States Army Reserve. Your support in the execution of the process prescribed within this policy is essential to ensure the selection of our commanders is above reproach and able to withstand challenges, allegations, and perceptions of wrongdoing.
4. Command is a key developmental assignment. Commanders at every echelon should encourage officers to compete for command and to seek challenging assignments. It is our obligation to educate and mentor quality officers to compete for command and to do so collectively for the right reasons. Leading Soldiers is an honor and privilege, and we must hold officers selected to command our Soldiers to the highest standards. Just as important, we owe it to our Soldiers to provide them with the highest caliber of leaders.
5. The matrix at enclosure 2 provides approval authority for actions as specified. Unless stated otherwise in this policy, the United States Army Reserve Command (USARC) Deputy Commanding General (DCG) is the disapproval authority for all actions. Additionally, the DCG is the approval/disapproval authority for all requests for waiver or exception to this policy that do not require an exception to regulations, HQDA policies, and Department of Defense (DoD) Instructions.
6. Enclosure 3 is a USAR Command Board Process Map. This document provides a visual overview of the CMD BRD process.

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7. Enclosures 4 to 8 provide additional guidance and procedures for the execution of the process.

8. The point of contact for this memorandum is Mr. Pfiffner Valery, USARC G-1, Officer Management Branch, at (910) 570-8834 or [usarmy.usarc.usarc-hq.mbx.ar-glcmdboards@army.mil](mailto:usarmy.usarc.usarc-hq.mbx.ar-glcmdboards@army.mil).

8 Encls

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## **References**

1. OCAR, DAAR-HR memorandum (Chief of Army Reserve Policy # 21-02: United States Army Reserve (USAR) Colonel (COL) and Lieutenant Colonel (LTC) Command (CMD) Board Program), 29 Jun 21.
2. OCAR, DAAR-HR memorandum (Chief of Army Reserve Policy # 21-02A: Amendment - United States Army Reserve (USAR) Colonel (COL) and Lieutenant Colonel (LTC) Command (GMO) Board Program), 4 Nov 22.
3. Army Regulation (AR) 140-10 (Army Reserve Assignments, Attachments, Details, and Transfers).
4. AR 600-20 (Army Command Policy).
5. AR 40-501 (Standards of Medical Fitness).
6. AR 135-18 (The Active Guard Reserve Program).
7. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component).
8. Office of the Deputy Chief of Staff, G-1, DAPE-MPO-S memorandum (Personnel Suitability Screening), 4 Feb 08.
9. OCAR, DAAR-HR memorandum (Army Reserve (AR) Active Guard Reserve (AGR) Command Team Assignment Program (CTAP) Leadership (LDR) Program), 10 Aug 17.
10. OCAR, DAAR-ZA memorandum (Army Reserve Military Technician Program Policy Guidance), 7 May 19

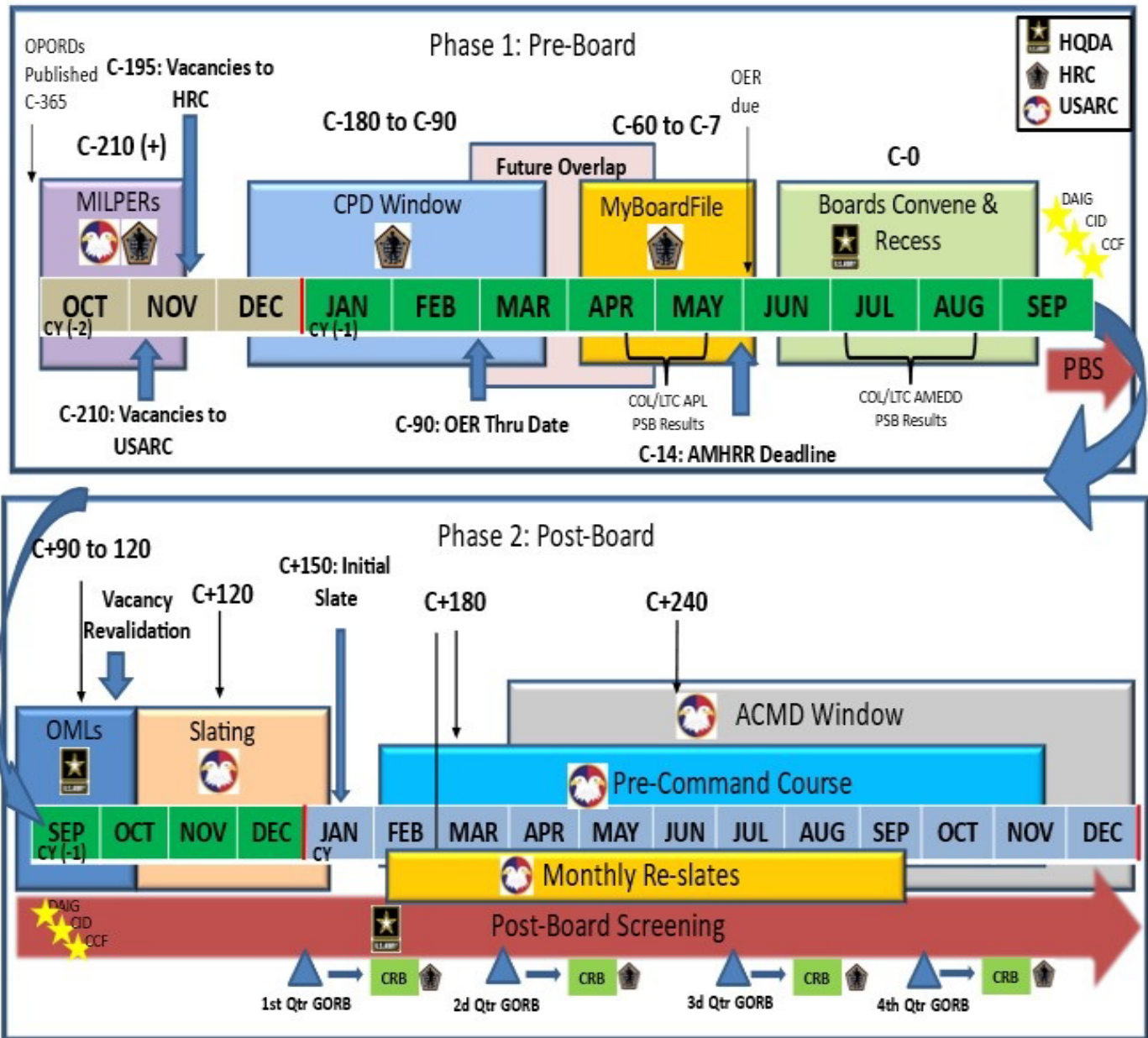
### Approval Authority Matrix

<b>Action</b>	<b>Approval Authority</b>	<b>Disapproval Authority</b>
<b>DECLINATION</b>	USARC G-1	USARC DCG
<b>DEFERMENT UP TO 90 DAYS</b>	MSC CDR	MSC CDR
<b>DEFERMENT OVER 90 DAYS</b>	USARC G-1	USARC DCG
<b>CURTAILMENT UP TO 90 DAYS</b>	MSC CDR	MSC CDR
<b>CURTAILMENT OVER 90 DAYS</b>	USARC G-1	USARC DCG
<b>TENURE EXTENSION UP TO 90 DAYS</b>	MSC CDR	MSC CDR
<b>TENURE EXTENSION OVER 90 DAYS</b>	USARC G-1	USARC DCG
<b>TENURE EXTENSION REQUESTED AFTER POSITION IS ANNOUNCED FOR FILL IN COMMAND PREFERENCE DESIGNATOR (See applicable MILPER message for dates)</b>	USARC DCG	USARC DCG
<b>SLATING (Assignment selection)</b>	USARC G-1	CAR
<b>CHANGE TO SLATING/REALIGNMENT</b>	USARC G-1	USARC DCG
<b>INVOLUNTARY REALIGNMENT</b>	USARC DCG	USARC DCG
<b>ADMINISTRATIVE REMOVAL</b>	USARC G-1	USARC G-1
<b>INVOLUNTARY REMOVAL</b>	CAR	CAR

The Major Subordinate Command (MSC) Commander, or a designated representative will, endorse all requests requiring approval by the USARC G-1 or DCG.

Active Guard Reserve (AGR) and Troop Program Unit (TPU) COL actions are coordinated with the Office of the Chief of Army Reserve Senior Leader Development Office; LTC AGR actions are coordinated with U.S. Army Human Resources Command.

## USAR Command Board Process Map



C = Board Convene Date, all G and C+ days are approximations based on historical scheduling

## USAR Command Board Process Map - Key

Acronym	Meaning
ACMD	Assumption of Command
AMEDD	Army Medical Department
AMHRR	Army Military Human Resource Record
APL	Army Promotion List
CCF	Central Clearance Facility
CIC	Criminal Investigation Command
CPD	Command Preference Designator
CRB	Command Review Board
CY	Calendar Year, most current (CY (-1) is prior year & CY (-2) is 2 years prior)
DAIG	Department of the Army Inspector General
GORB	General Officer Review Board
HQDA	Headquarters Department of the Army
HRC	Army Human Resources Command
MILPER	Military Personnel Message
OER	Officer Evaluation Report
OML	Order of Merit List
OPORD	Operations Order
PBS	Post Board Screening
PSB	Promotion Selection Board
Qtr	Quarter
USARC	United States Army Reserve Command

## **General Guidance**

1. AR 140-10 and this policy prescribe the guidance for the execution of the United States Army Reserve Command Board Program to include roles and responsibilities for agencies both external and internal to the Office of the Chief of Army Reserve.

2. HQDA Secretariat convenes centralized USAR COL and LTC Command Boards annually on behalf of the CAR.

a. The USAR COL Command Board is a combined board that considers both AGR and Non-AGR COLs for command positions in their respective category (AGR officers for AGR command positions and Non-AGR officers for TPU command positions).

b. The USAR LTC Command Board is a combined board that considers both AGR and Non-AGR LTCs for command positions in their respective category (AGR officers for AGR command positions and Non-AGR officers for TPU command positions).

3. The Boards are Opt-in or Opt-out or a combination of both as determined by the CAR and announced in the annual Military Personnel (MILPER) messages. Opt-out means that the board will automatically consider all officers who meet established eligibility criteria, as outlined in the MILPER. For Opt-out, officers who do not wish to compete for command assignments must withdraw themselves from consideration, as instructed by the MILPER. Opt-in means that officers who meet eligibility criteria and who desire to compete for command must complete the application for consideration as instructed in the MILPER. Governing (MILPER) Messages will provide specific instructions for officers on how to submit command consideration elections.

4. Board membership is managed in accordance with 10 USC 573, 612, 14102, AR 600-8-29, AR 135-155, DCS, G-1 policy and the approved Membership Matrices for the fiscal year (FY) in which the board is being conducted.

5. The following paragraphs provide specific guidance for the selection of a commander for those commands that have additional or unique requirements.

a. Selection for Army Medical Department (AMEDD) command positions. Only AMEDD officer (with AMEDD as primary branch) may apply for AMEDD command positions. AMEDD officers may only apply for positions requiring their specific branch/ area of concentration (AOC) and ASI or AMEDD immaterial (05A) positions.

b. Selection for Soldier Readiness Unit (SRU) (formerly Warrior Transition Battalion) command positions. While this policy includes USAR SRU command positions, there is an extended process to determine a suitable selectee. Only officers who indicate during the application process that they are willing to serve on a 2-year active-duty tour are eligible for consideration. Officers must be fully deployable under the conditions required in Tour of Duty (TOD). TPU officers selected for SRU are exempt from transferring to the IRR to accept the TOD.

6. The following paragraphs provide specific guidance for the selection of commanders for specific command positions not managed completely by this policy.

## **General Guidance (continued)**

a. Selection for Judge Advocate General's Corps command positions. The Judge Advocate General (TJAG) conducts boards and approves assignment of Judge Advocate General Corps (JAGC) officers to JAGC Legal Service Office (LSO) COL and LTC command positions.

b. Selection for Army Acquisition Corps (AAC) command positions. Headquarters Department of the Army (HQDA) Acquisition Corps manages USAR AAC positions and fills command positions via the AAC centralized selection process. MSCs with AAC command positions will coordinate directly with the HRC AAC manager for fill of their positions. Army Reserve AAC officers may also apply for USAR COL and LTC command positions within their Basic Branch or Branch Immaterial positions.

### **7. Post-Board Screening (PBS):**

a. All officers recommended by the USAR COL and LTC CMD boards will undergo a complete HQDA PBS prior to slating and assuming command. The PBS consists of three stages. The first stage is an initial records-check by the DA Inspector General, Criminal Investigation Division, and the Central Clearance Facility to identify potential derogatory information. If no derogatory information exists, the PBS concludes and clears the officer. If the PBS identifies potential derogatory information, HQDA refers the officer to a General Officer Review Board (GORB) (HQDA holds the files in abeyance pending the records review determination and potential forwarding to the GORB).

b. The GORB determines if the derogatory information warrants referral to a Command Review Board (CRB). If the GORB determines that the derogatory information does not warrant a CRB, the GORB clears the officer, which closes the PBS. If the GORB determines that the derogatory information is serious enough to question the officer's suitability to command, the GORB refers the officer to a CRB.

c. HRC flags Army Reserve officers referred to a CRB and notifies the officer, their current MSC and the USARC G-1 of the officer's status. HRC provides identified officers a copy of the alleged derogatory information and officers have 14 days to submit a rebuttal. The officer's rebuttal, along with his/her performance file and officer record brief goes before the CRB. The CRB determines if the information is enough to warrant the officer's removal from the selection list and forwards the results to the CAR for final resolution. Upon final resolution of the CRB action, HRC will notify the officer of the CAR's decision and remove the flag.

(1) The CAR will direct removal of officers found unsuitable for command. This removes the officer's name from the OML, and they are ineligible to apply for future LTC or COL command opportunities.

(2) Officers cleared by the CRB will remain on the applicable OMLs for consideration for command positions that meet their preferences until the current CY's list expires and may apply for future command boards if otherwise eligible.

### **8. Command Tenure.**



## **General Guidance (continued)**

a. The standard command tenure is 24 months with the exception of AGR overseas command positions and Joint Duty Assignment List (JDAL) positions. The basis for AGR overseas command tenure is 36 months or the officer's date eligible for return from overseas (DEROS). Joint Duty Assignment List (JDAL) command position tenure is 36 months. Total command tenure should not exceed 36 months, including extensions. Approval of tenure extension requests received for vacant positions advertised on the next year's command board is at the discretion of the DCG, USARC. Refer to Enclosure 7 for tenure extension request.

b. Once selected for command, the officer must serve a minimum of 12 months in command before they can apply for another command position, except when the unit is inactivating, relocating, or reorganizing. The officer must complete 24 months in their current command before they can assume command of another unit.

c. For acting commanders subsequently slated for the position in which they are serving in as acting, the tenure period begins on the date the officer assumed acting command. However, the command tenure will end during the Assumption of Command (ACMD) window (Apr-Dec). For example, if officer takes acting command in the month of February, which is outside the established Assumption of Command (ACMD) Window, the tenure end date would be 26 (not 24) months later, or Apr, since the ACMD window is Apr through Dec (see enclosure 5).

d. MSCs, 7th Mission Support Command, and 9th Mission Support Command will maintain a command tenure roster and a copy of all assumptions of command. The command tenure roster must include all their command positions, the commanders name, the assumption of command date, the projected change of command date, and the date of selection.

### **9. Acting Commanders.**

a. Appointment of acting commanders will be IAW AR 140-10, AR 600-20, and this policy.

b. An acting commander must be on permanent assignment to the unit, cannot be on a temporary tour of active duty away from the unit of assignment, and will serve only during the interim period pending selection and assignment of a board-selected officer. Following the announcement of a board selection, MSC Commands will coordinate a change of command as appropriate.

c. This policy does not authorize the retention of an acting commander, not otherwise slated, in lieu of a board-selected officer.

### **10. Eligibility Criteria.**

a. Ready Reserve officers (TPU, AGR, Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR) and Army National Guard (ARNG)) and transitioning Active Component (AC) officers who meet the eligibility criteria listed below may apply for command assignment consideration. Additionally:

## **General Guidance (continued)**

(1) AGR officers may apply for TPU vacancies, but in order to take command they must REFRAD (release from active duty) from the AGR program with sufficient time to assume command by the position's ACMD date.

(2) Non-AGR officers.

(a) Non-AGR officers involuntarily mobilized under Title 10, Section 12302 or 12304 are eligible to apply. Slated officers must assume command within 90 days of their REFRAD or the incumbent's tenure end month, whichever is later. Assignment authorities will not reassign mobilized officers and officers will not assume command until after REFRAD.

(b) Non-AGR officers currently on, or planning on accepting, a voluntary tour of active duty, are eligible to apply. Within 30 days of the initial slating or monthly slating announcement, selected officers on voluntary tour active duty must notify, in writing, the command that owns the position as to whether they will accept the position and REFRAD or decline command. Officers may not request deferment for a voluntary tour of active duty. The USARC G-1 will administratively remove any officer from the command selection list who fails to accept or decline within 30 days of the published ACMD date. Removed officers are subject to consideration as declined with prejudice.

(3) ARNG and AC Officers. May apply for TPU command vacancies but they must transfer to the USAR prior to the convening date of the board.

(4) Military Technicians. Officers who hold a civilian military technician (MT) position are eligible for consideration. As an exception to the Army Reserve Military Technician Program Policy and Guidance, a MT serving as an Army Reserve TPU officer may accept command without regard to geographic location and/or command provided they remain a member of the Selected Reserve (SELRES). For example, a MT assigned to a unit under the 7th Mission Support Command may accept command assignment to a USARC TPU element or 9th Mission Support Command TPU element. After completion of command assignment, the MT employee must seek and obtain assignment back to the military command in which they support as a civilian.

(5) Judge Advocate General Corps (JAGC) officers. Must first obtain written approval from The Judge Advocate General of the Army (TJAG) before applying for command positions outside of their branch.

b. Rank and date of rank:

(1) COL command positions.

(a) Have the rank of COL or LTC promotable (P).

(b) LTCs who are in the primary zone or above the zone of consideration by a promotion board that is in the same calendar year as the command board are eligible. The USARC G-1 will remove all LTCs not selected for promotion from the command selection list. The annual promotion selection board MILPER message announces the zone of consideration.

## **General Guidance (continued)**

### (2) LTC command positions.

(a) Have the rank of LTC or MAJ(P). LTC(P) is not eligible for consideration.

(b) MAJs who are in the primary zone or above the zone of consideration by a promotion board that is in the same calendar year as the command board are eligible. The USARC G-1 will remove all MAJs not selected for promotion from the command selection list. The annual promotion selection board MILPER message announces the zone of consideration.

c. Mandatory removal date (MRD). Applicants must be able to serve at least 24 months in command, prior to their MRD. The annual MILPER message announcing the command board will establish specific MRD criteria for that CY board. Completion of command tenure is not a basis for the retention of an officer beyond MRD.

d. Officers must be qualified in the basic branch of the position for which they are applying prior to the board convening. Qualified is defined as having completed the appropriate branch/AOC or Functional Area producing course and any other requirements listed in DA Pamphlet (Pam) 611-21. All AMEDD officers must also meet the requirements of AR 140-10 and current policy.

### e. Education requirements.

(1) Civilian education. Must have a bachelor or baccalaureate degree and must have proof of the degree in the officer's Army Military Human Resource Record (AMHRR).

### (2) Military education.

(a) COL command (basic branch and AMEDD Medical Service Corps 70 Series/67J). Must have completed one hundred percent (100%) of their Intermediate Level Education (ILE) or an equivalent course.

(b) LTC command (basic branch and AMEDD Medical Service Corps 70 Series/67J). Must have completed at least 50% percent of their ILE or an equivalent course.

(c) AMEDD officers (other than Medical Service Corps 70 Series/67J), are exempt from the military education requirements listed above.

### f. Additional requirements.

(1) Must meet Army physical fitness requirements at the time of assumption of command IAW AR 350-1.

(2) Must meet body composition standards of AR 600-9 at the time of assumption of command.

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

### **General Guidance (continued)**

(4) Must not have previously declined command selection with prejudice.

(5) Not previously involuntarily removed from a command selection list.

(6) Currently serving commanders may elect consideration for subsequent command. However, they must have completed 12 months of their current tenure before the convene date of the board and must complete 24 months in the current command prior to reassignment.

(7) Officers may apply for consecutive commands, within the same grade. However, see enclosure 6 for guidance on slating officers in command at the current grade or previously held command at the current grade.

#### **11. Announcements and Application Period:**

a. Announcement of the board. The HRC will announce the conduct of the board annually, via Military Personnel (MILPER) message. The announcement will include the eligibility requirements, and application instructions.

b. Application Period. The application period is open for approximately 45 days after the publishing of the MILPER Message. The USARC G-1, in conjunction with HRC, advertises positions in HRC's Command Preference Designator (CPD) module. Both AGR and Non-AGR officers apply for command and indicate their unit and mileage (Non-AGR only) preferences within CPD.

#### **12. Pre-Command Course (PCC).**

a. PCC Phase 1 attendance is required for battalion or brigade level command prior to, or within 4 months of assuming command. TPU officers have the option of attending additional phases that are specific to the branch and/or unit of assignment. IAW AR 350-1 (paragraph 3-41b), AGR officers must attend all position and or branch specific phases of the PCC.

b. Officers selected for BDE level command who attended the PCC as BN commanders must attend the BDE PCC course.

c. The officer's current command of assignment is responsible for scheduling and funding the pay and travel costs of this training. If an officer transfers to his/her new assignment prior to attending the PCC, and the unit falls under a different major command, the officer will keep the scheduled class seat, but the new command is responsible for funding the pay and travel costs.

d. Officers who do not complete PCC Phase 1 within 4 months of assuming command are subject to removal from command.

#### **13. Assumption of Command.**

a. All assumptions of BDE and BN command must occur between 1 Apr and 31 Dec of each year and will be conducted IAW AR 600-20.

### **General Guidance (continued)**

b. Slated officers must assume command within the month listed in the slating memoranda or as otherwise approved by competent authority.

c. Officers must sign assumption of command memoranda within 30 days of assuming command. DCS, G1 of MSC, 7th Mission Support Command, or 9th Mission Support Command will maintain a copy at their level for management purposes.

d. MSCs, to include 7th and 9th Mission Support Commands, DCS G-1s will forward copies of assumption of command memoranda to the USARC G-1, (AFRC-PRP) (usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@mail.mil) within 30 days of officer's signature.

14. Promotion. AR 135-155 and AR 140-10 govern officers considered and selected by a mandatory promotion selection board while in a command position. These officers may:

a. Request curtailment for the purpose of promotion (release from command to accept a position at the higher rank). Officers will not promote to a higher rank and remain or return in a command position of lower rank.

b. Request a delay in promotion to complete the command tenure. The approval authority is the Area Commander. Area Commanders as defined by Army regulations are Commanders of the following, U.S. Army Europe (7th Mission Support Command), U.S. Army Pacific (9th Mission Support Command and 311th Theater Signal Command), U.S. Army South, U.S. Army Special Operations Command, U.S. Army Reserve Command (USARC TPU's), and Eighth U.S. Army.

c. Request to decline the promotion. The approval authority for promotion declination requests is the DA DCS, G-1.

15. This process only applies to LTC and COL positions documented as Commander, Commandant or designated AGR Installation Management Command Deputy Commander in the Army's force files.

## **USAR COL and LTC Command Board Cycle**

1. The USAR's COL and LTC CMD BRD Program operates under a 2-year Command Board Cycle that contains two distinct phases: the Pre-Board Phase and Post-Board Phase.

a. The Pre-Board Phase is 11 months long and runs from 1 Oct through the recess of the last board, on or about 30 Aug of each CY. The Pre-Board Phase includes three distinct tasks: position validation, officer application, and conduct of the board.

b. The Post-Board Phase is 13 months and begins immediately after the Pre-Board phase, on or about 1 Sep. The Post-Board phase includes officer Post-Board Screening, initial slating, and secondary slating tasks. This Phase also includes a PCC attendance window and a fixed Assumption of Command (ACMD) Window that runs from Apr - Dec. Officers will only assume command between Apr and Dec, unless an unforecasted vacancy forces an ACMD outside of this window. The Post-Board Phase and the Command Board Cycle end on 30 Sep of the second year with the expiration of the Order of Merit List (OML).

2. The USAR COL and LTC Command Boards convene annually by Department of the Army Secretariat under the convening authority of the Chief of Army Reserve (CAR) to recommend eligible officers and place them on an Order of Merit List(s) (OML) for COL or LTC Command assignments. Only the convening board can place an officer on an OML. Officers not seen by the board will not be placed on an OML. The CAR approves the OMLs. The slating officials use the OMLs to fill all projected vacancies or any other vacancies that occur during the calendar year (CY). The OMLs expire at the end of the last monthly slating, 30 Sep each CY. Exceptions to extend the OMLs beyond 30 Sep require approval by the USARC Deputy Commanding General (DCG).

3. Assumption of Command (ACMD) Window:

a. Runs from 1 Apr through 31 Dec, of the current calendar year. The tenure of all officers on the initial slating of a command board will begin and end during the ACMD Window. Exceptions require approval by the USARC DCG.

b. Aligns the USAR's COL and LTC Command Board Program with the DA personnel suitability screening requirements and allocates sufficient time for HQDA G-1 to complete the post board screening process.

c. Allows slated officers an opportunity to schedule (a minimum of 90 days), and if possible, attend the Pre-Command Course prior to assumption of command.

d. Allows for a reset period to prepare for the next Calendar Year (CY) Command Board Cycle. The reset window is 1 Oct through 31 Dec. During this window, the USARC G-1 will conduct the initial slate for current CY's board and prepare for the next Command Board Cycle.

4. Slating announcements will clearly identify the position fill date (month and year) and the tenure period in months. Following the initial slating, the USARC G-1 conducts monthly slating from Jan thru Sep, to fill unforecasted vacancies and to re-slate declined or deferred positions. Officers must assume command during the month indicated on the slating announcement as otherwise approved by the competent authority.

### **USAR COL and LTC Command Board Cycle (continued)**

5. Subsequent slating will occur Jan thru Sep each year to fill unforecasted vacancies. Unforecasted vacancies are positions that are newly established or that become vacant due to the early departure of the centralized board selected commander. MSC Commanders, or a designated representative, must submit their unforecasted vacancies in writing via email to USARC G-1 no later than the 15th of each month for slating on the following month's slate.
6. Removal of command positions from slating. MSC Commanders may formally request to remove a position from slating. The request will contain a justification. The USARC DCG is the approval authority.

## **USAR COL and LTC Command Board Slating Guidance**

1. Officers selected to fill USAR COL and LTC command positions must be on a current valid Order of Merit List (OML) produced by Department of the Army (DA) centralized USAR COL and LTC Command Boards.

a. The USAR COL and LTC Command Boards will produce an Order of Merit List (OML) for each AGR and TPU command sub-category (branch and/or branch immaterial). Officers may be on more than one OML.

b. The HQDA/HRC will provide OMLs, preference data, and mileage or geographical area data (travel distance applies to Non-AGR officers only) as it was entered into the Command Preference Designator (CPD) to the USARC G-1 slating officials.

2. The approval authority for COL and LTC Command Board slates is in accordance with the Approval Authority Matrix.

3. Requests for changes to the slating or realignment must be fully justified and in the best interest of the USAR. Submit requests in writing, along with the appropriate staffing of all affected officers and commands, to the USARC G-1 for approval within 45 days of the release of the slating.

4. In conjunction with the release of the initial slate, the USARC DCS G-1 will publish the alphabetical listing of officers recommended by the Command Boards who remain eligible for command assignment on subsequent slates for the given Calendar Year.

5. USARC G-1 will preposition the initial command board slates to include the Recommended List. The U.S. Army Human Resources Command (HRC) will announce the release via MILPER and post to the HRC website on the established release date. The USARC G-1 will preposition and release subsequent monthly slates.

6. Slating officials will slate strictly based on Order of Merit Lists (OMLs) and the following guidance:

a. Only slate AGR officers for AGR positions unless, they have opted in for TPU command consideration. However, AGR officers slated to a TPU position must REFRAD prior to assuming command.

b. Slate non-AGR officers against TPU positions.

c. Slate based on the officer's position on the OML, the officer's preference list, travel distance (mileage or geographical area) selection, and reasonable commuting distance. Other factors (time on station (TOS), enrollment in the exceptional family member program (EFMP), selection for service school, senior leader personal preference, etc.) are not determining factors.

7. Slating Process:



## **USAR COL and LTC Command Board Slating Guidance (continued)**

a. Slating officials begin slating with the sub-category having the least number of officers on the OML and finishing with the sub-category that has the largest number of officers on the OML.

b. Slate the top ranked officer on the OML in each command sub-category who meets the criteria for the position, their units of preference, and their designated travel distance (travel distance applies to Non-AGR officers only). Slate Deferred Principals based on the subcategory OML rank order of the board for which they deferred.

c. Slate AGR officers for un-forecasted AGR vacancies based on their position on the OML in the specific command sub-category for which they fully qualify, preferences, and needs of the Army. AGR officers cannot opt out for specific units.

d. Slate officers for un-forecasted TPU vacancies based on their position on the OML in the specific command sub-category for which they fully qualify, preferences, elected travel distance or reasonable commuting distance, and needs of the Army. TPU officers cannot opt out for specific units.

e. Slate non-AGR officers, in both the opt-out and opt-in populations, with no unit preferences, geographical or mileage election within the designated command sub-category based on the needs of the Army and reasonable commuting distance.

8. The needs of the USAR take precedence over officers' preference; however, do not slate Non-AGR officers outside their elected travel distance or reasonable commuting distance. As an example, officials may slate an officer to a position that is outside their elected travel distance if it is within the established reasonable commuting for the designated area.

9. Slating officers in command at the current grade or previously held command at the current grade.

a. Non-AMEDD officers and AMEDD LTCs. Do not slate officers already in command at the current grade or who have previously held command at the current grade, as the result of a previous command selection board, to a subsequent command at the same grade unless there are no other eligible officers who have not previously held command at that grade available.

b. AMEDD COLs. Based on the OML, AMEDD COLs who previously held command at the grade of COL may be slated to a second COL command provided the first COL command held was not a designated senior level AMEDD COL command. The USARC Surgeon Office will provide the USARC G-1 the list of senior level AMEDD commands. Based on the OML, AMEDD officer should preferably Command at a lower echelon O5/O6 Command prior to being slated for a higher echelon designated senior level O6 AMEDD command. Officer with previous command at the senior echelon O6 level AMEDD command may not Command at that level again unless there are no other viable candidates. The USARC Surgeon office, in coordination with AMEDD 2-star GOs, will provide the USARC G-1 the list of senior level AMEDD COL Commands.

## **USAR COL and LTC Command Board Slating Guidance (continued)**

10. Do not slate officers undergoing a Post-Board Screening (PBS), officers under Suspension of Favorable Personnel Action (Flag), or officers without a valid security clearance at the time of slating. The officer will remain on the OML until the PBS process is complete, the flag resolved, or the security clearance granted.

a. Consider officers for slating if the PBS or Flag closes favorably and the officer is otherwise eligible. A PBS that closes unfavorably renders the officer ineligible for future LTC and COL command.

b. If the PBS or Flag remains open through the initial and subsequent monthly slates, the officer is ineligible for slating.

11. Give special consideration to match qualified officers with the position qualifications (i.e., ASIs, language requirement, aircraft qualifications for aviation units, 2-year ADOS-tour) identified on official documentation (i.e., MTOE, UMR, etc.). If the qualification is not on an official document, then it is not a requirement for assignment.

a. When an officer on the OML does not meet special qualifications, to include ASIs, proceed as follows in sequence:

(1) Determine if an officer(s) on the OML of another sub-category possess the needed qualifications, if so, slate the qualified officer. If more than one officer is qualified and available, slate the officer that is higher on the OML. If qualified officers exist on multiple sub-category OMLs, slate from the largest OML.

(2) Coordinate with the MSC owning the position to revalidate special qualifications and substitutability (AOC mismatch). The MSC Commander must agree to any modification of special qualifications or recommended mismatches. If the MSC Commander does not agree, do not slate the position and publish as unfilled. If the MSC Commander concurs with the mismatch, slate as appropriate and announce with the slate. There is no minimum time required for an MSC Commander to request an AOC mismatch. Request must be endorsed by the MSC Commander or designated representative (email is sufficient) and sent via email to USAR G-1 Command Board point of contact listed in para 7 of this memorandum.

(a) To ensure the integrity of the OMLs, do not coordinate with the MSC prior to the release of the initial slate and public release of the alternate lists. Publish positions in which special qualifications cannot be met during the initial slating as unfilled.

(b) If a slated mismatched officer chooses to decline the command based upon an approved mismatch, the declination is without prejudice. Return the officer to the top of the OML, and upon re-slate, select the next available officer.

b. Only slate officers who have indicated, at the time of application, their willingness to accept a 2-year ADOS tour for Soldier Readiness Unit (SRU) (formerly Warrior Transition Unit (WTU)) commands. Officers must also meet the Soldier Qualifications for Volunteer Duty as prescribed in the Army Mobilization and Deployment Reference without waiver.

## **USAR COL and LTC Command Board Slating Guidance (continued)**

Selected officers must coordinate with the appropriate Regional Health Coordination-Program office to complete the Tour of Duty packet prior to assuming command.

12. If a specific command sub-category OML is exhausted, and positions remain unfilled, the slating official will review all OMLs for an officer who possesses the qualifications needed. Slating official will contact these officers prior to slating and determine their willingness to accept the position. Not accepting this offer is without prejudice.

13. Return to the top of the OML in the same command sub-category officers who lose their originally slated position due to unforeseen circumstances through no fault of their own.

14. AGR officers will not conduct a Permanent Change of Station (PCS) twice within the same fiscal year (FY).

a. AGR officers will coordinate with the gaining command and their respective HRC Assignments Officer to determine an appropriate assumption of command date to avoid any possible PCS issues.

b. Exceptions to policy for an additional PCS within the same FY must be in accordance with AR 140-30, Active Duty Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program.

**Processing Procedures Declination, Deferment, Curtailment, Extension, and  
Realignments of COL and LTC CMD Assignments**

**A. General Guidance**

1. Removal from consideration. Officers may request removal of their name from command consideration without prejudice under the following conditions. Removal under these circumstances does not constitute a formal declination.

a. Prior to the convene date of the board, officers will opt-out or elect to not compete in accordance with the MILPER Message announcing the board.

b. After the convene date of the board but prior to command slating, officers will submit their request for removal from consideration via email to the USARC G-1: [usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil](mailto:usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil). This action permanently removes the requesting officer from all OMLs for that CY.

c. Officers that request removal to forgo the Command Review Board (CRB) process are with prejudice. These officers are ineligible for future LTC and/or COL command assignment consideration.

2. Officers slated for command by the COL or LTC Command Boards will assume command within the month of the position projected fill date as published on the slating memorandum or as approved by the MSC Commander. These officers must either accept, decline, or defer command in writing. Officers have the option to use a memorandum format or a DA Form 4187. Failure to accept, decline, or defer command in time amounts to a declination with prejudice.

a. AGR officers have 14 days from the date of the official release of the selection memorandum to accept, decline, or defer command. They must coordinate with assignment managers and the gaining command for their assignment report date or for submission of their declination or deferment as applicable.

b. Officers slated to fill TPU positions have 30 days from the date of the official release of the selection memorandum to accept, decline, or defer command. They must coordinate with their servicing personnel section and the gaining command on their reassignment to the position for which slated or for submission of their declination or deferment as applicable.

3. Officers slated for command will not assume command prior to assignment to the slated position.

a. An officer cannot serve as a unit commander while on assignment or attachment with another unit.

b. An officer cannot serve as a TPU unit commander while on active-duty orders with another unit, voluntary or involuntary.

c. An officer on voluntary active-duty orders (12301d) or active duty for operational support (ADOS) or contingency active duty for operational support (COADOS) when selected for command must be Released From Active Duty (REFRAD) in order to assume command on the

**Processing Procedures Declination, Deferment, Curtailment, Extension, and  
Realignments of COL and LTC CMD Assignments (continued)**

given date. If the officer does not REFRAD, he or she must decline command. Failure to submit a declination of command amounts to a declination with prejudice.

d. Officers slated for command who are in the process of activating under a voluntary order must either decline command or decline the active-duty tour. Officers slated for command who subsequently accept an active-duty tour with another unit must decline command. An officer who accepts an active-duty tour with another unit after having assumed command must request curtailment of the command. Failure to submit a voluntary curtailment request renders an officer as having abandoned command and may subject the officer to a relief for cause. These officers are not eligible to return to the command position after REFRAD and are not eligible for future consideration for command assignment at the same grade level. The MSC Commander or senior rater of the now-vacated position will immediately report the position for fill from the standing Order of Merit List (OML) and, as appropriate, may appoint an acting commander until an identified board-selected officer assumes command.

e. The following applies to officers mobilized under Title 10, US Code 12302:

(1) Officers currently on mobilization or scheduled for mobilization may defer or decline command. Declination and deferment will be in accordance with this policy.

(2) Officers in command of mobilized units who reach the end of their tenure but not their Mandatory Removal Date (MRD) will remain in their current position until 90 days after REFRAD. If this date falls outside the assumption of command window (1 Apr – 31 Dec; see Encl 5-1, paragraph 3a), the MSC Commander may agree to extend the outgoing commander or appoint an acting commander until the new board-selected officer can assume command within that window. The total tenure will not exceed 36 months or surpass the officer's MRD.

(3) Officers slated to fill positions in mobilized units will assume command 90 days after the unit's REFRAD. If this date falls outside the assumption of command window but is still within the current Calendar Year (CY), the slated officer will assume command with an extended tenure to align with the assumption of command window. If this date falls outside of the assumption window and the CY, the slated officer must either defer or decline the command (without prejudice).

(4) Officers slated for command who are currently mobilized, deployed on Temporary Change of Station orders, or alerted for mobilization with another unit, will assume command of the unit for which slated within the month listed on the slating memoranda or 90 days from their REFRAD provided that date falls in the current CY. Officers must submit a deferment request to delay the assumption of command if that date is later than the date in the slating announcement. MSC Commanders may extend the current commander up to 90 days or appoint an acting commander for those affected units until the board-selected officer assumes command.

(5) Officers involuntarily mobilized or deployed on a TCS order with another unit after having assumed command must leave the position preferably through a voluntary curtailment request. These officers will submit their curtailment in accordance with this policy. Officers who obtain an approved curtailment will not return to the unit upon REFRAD but are eligible for further consideration for command. Failure to submit a voluntary curtailment request renders an

**Processing Procedures Declination, Deferment, Curtailment, Extension, and  
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officer as having abandoned command and may subject the officer to a relief for cause. Officers who leave without an approved curtailment are not eligible to return to the command position upon REFRAD and are not eligible for command assignment consideration. The MSC Commander or senior rater of the position will immediately report the position for fill from the standing OML, and as appropriate may appoint an acting commander until an identified board-selected officer assumes command.

4. Commanders will serve their tenure as indicated on the memorandum announcing their selection. They may voluntarily request in writing to curtail or extend their command with justification. MSCs will process the request in accordance with (IAW) the Approval Authority Matrix.

5. Submit all requests in writing to the approval authority using a memorandum format or a DA Form 4187. Submit all requests to the USARC G-1 Command Board mailbox: [usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil](mailto:usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil). AGR officers will copy furnish the USARC G-1 Active Military Management Branch (AMMB) mailbox: [usarmy.usarc.usarc-hq.mbx.ammb@army.mil](mailto:usarmy.usarc.usarc-hq.mbx.ammb@army.mil). The USARC G-1 will coordinate with the Office of Chief of Army Reserve Senior Leader Development Office (SLDO) for actions pertaining to AGR COLs and promotable LTCs.

**B. Declination**

1. Command Declinations. Officers slated for command may request to decline the position using a memorandum or a DA Form 4187. The MSC Commander or designated representative will endorse the request and make a recommendation to approve the declination with prejudice or without prejudice. The MSC Commander or senior rater of the position will immediately report the position for fill to the USARC G-1 and may appoint an interim commander until an identified board-selected officer assumes command.

2. Declinations approved with prejudice render the officer ineligible for future COL and LTC command assignment consideration. The USARC G-1 will remove officers approved with prejudice from all OMLs for the current CY and annotate the officer's Officer Record Brief (ORB) and/or Soldier Talent Profile (STP). The USARC G-1 will also file the declination with prejudice in the officer's restricted folder in iPERM.

3. Declinations approved without prejudice will allow an officer to remain on the OML; however, the officer will move to the bottom of the OML for consideration on a future slating within that CY.

**C. Deferment**

1. The approval authority will consider requests for deferment on a case-by-case basis. If an approved deferral moves the officer's assumption of command date into the next CY, the USARC G-1 will re-slate the position. The MSC Commander may appoint an acting commander until a board selected officer assumes command. MSCs will provide a copy of all

**Processing Procedures Declination, Deferment, Curtailment, Extension, and  
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deferments (up to 90 days) approved at the MSC level to the USARC G-1 Command Boards Team.

2. Officers will provide a justification when submitting a deferment request based on military requirements such as mobilization, deployment on TCS orders, attendance to resident Senior Service College (SSC) or equivalent Fellowship, or admission to a Soldier Readiness Unit. Officers on ADOS/COADOS tours do not qualify for deferment. They must either decline command or decline the active-duty tour. If the approval authority receives a request for a non-qualifying reason, such as ADOS/COADOS tours, it will process the request as a declination and approve with or without prejudice.

a. Officers approved for deferments (SSC or equivalent Fellowship, mobilization/deployment, etc.) are Deferred Principals. The Command Board places deferred principles at the top of the next CY OML for the same subcategory.

b. For placement on the next CY OML, the next CY USAR Command Board must validate the officer. Deferred officers must be eligible and must opt in for command as indicated in the appropriate MILPER Messages. Officers, whom the board does not revalidate as indicated, are not on an OML and are ineligible for slating, regardless of the previously approved deferment.

3. AGR Command Deferments. AGR officers selected for AGR command and selected for resident SSC or equivalent Fellowship will either accept command and defer SSC or decline command to attend SSC. Declination in this case will be without prejudice. AGR who wish to defer AGR commands for other reasons will submit their requests in coordination with their HRC Assignment Officer through the gaining MSC to the approval authority.

4. TPU Command Deferments. Officers selected for TPU command who wish to defer command will submit their requests in coordination with their immediate commander through the gaining MSC to the approval authority.

5. Officers will submit their requests in writing using a memorandum format or a DA Form 4187. The gaining MSC Command will process the request IAW the Approval Authority Matrix.

**D. Curtailment (early release of command)**

1. Once a board-selected officer assumes command, the expectation is that the officer will remain in position for their entire tenure period. Officers may voluntarily request to curtail their command if circumstances exist that impact the good order and discipline of the command or the welfare of the officer. Officers may also request command curtailment for promotion or due to reassignment based on promotion, documented personal hardships, or attendance at SSC (or equivalent Fellowship). The approval authority will consider each request on a case-by-case basis.

2. Higher-level commanders will not coerce officers to complete or curtail their command tenure. When a higher-level commander loses confidence in a subordinate commander, they will

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initiate a relief for cause IAW AR 600-20 (Army Command Policy) to remove the officer from command.

3. Officers who wish to curtail their command tenure will submit their request in writing using a memorandum format or a DA Form 4187 as soon as feasible given particular circumstances. Officers will provide a justification for their curtailment. They will coordinate with their immediate commander and submit their request through their MSC to the approval authority. If approved, the MSC Commander or a designated representative will report the position to the USARC G-1 for fill from the standing OML. The MSC Commander or the senior rater of the position will appoint an acting commander until the identified board-selected officer assumes command.

**E. Tenure Extension**

1. Officers in command may voluntarily request extension of their command tenure based on specific mission operation. Higher-level commanders will not coerce an officer to extend their command tenure. Tenure extensions will not exceed 12 months and will not cause the total command tenure to exceed 36 months. Commanders will submit their requests through the chain of command to the approval authority. Commanders must ensure extension request completion and approval is no later than the date the position announces for fill in the Command Preference Designator (CPD) (as announced in the applicable MILPER message) by the next command board. Approval of extension requests submitted after CPD advertises the position is at the discretion of the USARC DCG.

2. If the command position is an AGR Leader (LDR) position (see enclosure 1, reference 12), the extension request memorandum must address the extension of both the incumbent and the LDR position. The request must include a valid and vacant AGR position of the same grade or higher as the requested LDR position, known as a bill-payer.

3. Officers will submit their tenure extension requests in writing using a memorandum format or a DA Form 4187 to the approval authority through the chain of command. The MSC will process the request IAW the Approval Authority Matrix.

4. Submit extension request prior to the end of the first year of command tenure. The USARC G-1 will process exceptions on a case-by-case basis.

**F. Realignments (switching two slated officers between commands)**

1. MSCs may request realignment when it is in the best interest of the Army Reserve, based on mission requirements or good order and discipline. The purpose of realignment is to change command assignment between two slated officers, or to move an officer from his/her slated position to another validated command vacancy.

2. MSCs should request realignment prior to the officers assuming command. Once one or both officers have assumed command, realignment cannot occur prior to the officer(s) completion of 12 months tenure in their slated position.



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3. Request must be in writing and endorsed by the MSC Commander (to include Commanders, 7th or 9th Mission Support Command), or MSC Commanders if realignment request crosses commands. Request must include written concurrence of the affected officer(s). The USARC G-1 will coordinate with the Office of the Chief of Army Reserve Senior Leader Development Office for COL realignment request.

4. Involuntary Realignment. In the event a command desires to realign an officer and the officer does not concur, the request must include a statement from the officer. Involuntary requests require notification of the affected officer IAW AR 140-10 since this may constitute an involuntary reassignment, if approved. Further, the command must indicate they have exhausted all other options such as finding another officer that is willing to realign or requesting removal of the officer from slate (to become a priority fill on future slates) prior to submitting the request. Options will vary based on the situation. The DCG is the approval authority for involuntary realignments. The USARC G-1 is the approval authority for all other realignments.

5. Submit request to the USARC G-1 Command Board Team box at [usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil](mailto:usarmy.usarc.usarc-hq.mbx.ar-g1cmdboards@army.mil).

## **Removal from USAR Command Board Selection**

1. The approval authorities indicated on the Approval Matrix may remove officers on a USAR COL and LTC command board and or subsequent slating either administratively or involuntarily prior to assumption of command. A relief for cause, IAW AR 600-20 Army Command Policy, is required to remove an officer having already assumed command.

### **2. Administrative Removal.**

a. The USARC G-1, on behalf of the convening authority, will remove from the OML(s) officers found administratively ineligible for command after the announcement of the board results due to a personnel data error or change in duty status. Upon discovery of a voiding factor(s), regardless of having been slated or not, USARC G-1 may conduct an administrative removal at any point provided it is completed prior to assumption of command. USARC G-1 will send notification to the officer and MSC via email and slates the vacated position during the next monthly slate, provided it is a valid vacancy. Administrative removal from both slating and the OML(s) includes, but is not limited to the following:

(1) Mandatory Removal Date (MRD) error that when corrected prevents the officer from completing 24 months in command.

(2) Officer not recommended for promotion to the grade of the position for which considered.

(3) Officer separates, transfers to the Army National Guard, Active Component or another Service, or requests or transfers to the Retired Reserve.

(4) Failure to assume command as directed in the slating announcement without an approved deferment. Renders officer as having declined with prejudice.

b. Officers administratively removed for one of the reasons listed below, will remain on the OML, unless resolution of one of these factors deems otherwise:

(1) Officer pending a Promotion Review Board (PRB) determination. An officer pending PRB at the time of selection for command is unlikely to clear the PRB in time to assume command; he/she can expect initiation of a CRB upon the favorable closing of the PRB. Requests for removal from consideration to avoid undergoing a CRB equates to a declination with prejudice.

(2) Loss of security clearance or lack of clearance required for the position.

(3) A Suspension of Favorable Personnel Action (Flag), for any reason.

(4) The position is an invalid command vacancy.

(5) Officers with disqualifying PULHES and without a complete medical review board.

c. Authority for administrative removal is in accordance with the Approval Authority Matrix.

## **Removal from USAR Command Board Selection**

### **3. Involuntary Removal**

a. MSC Commanders, Commanders, 7th or 9th Mission Support Command, or the USARC DCG may request to involuntarily remove officers from the command selection board based on derogatory information that was not available at the time of the selection. Submit request to remove an officer from a command selection board through command channels, to the USARC G-1 who will forward the request to HRC to initiate a command review board (CRB).

b. The CRB will recommend to the Chief of Army Reserve (CAR) to retain or remove the officer from the command selection board. Final decision rests with the CAR.

c. The CAR may direct the removal of an officer from command selection board results prior to the officer's assumption of command based on the recommendation from the CRB.

d. Procedures. Upon receipt of derogatory information, the officer's current chain of command or the command that owns the slated position will submit a memorandum requesting removal from assignment.

(1) The request will contain, at a minimum:

(a) Statement of the reason for removal.

(b) Substantiating documentation supporting the action.

(c) The name and date of the board and slate that selected the officer, the name of the slated unit, and the date the projected assumption of command date.

(d) A recommendation from the officer's current MSC Commander.

(e) A recommendation from the MSC Commander who owns the position if different from MSC of assignment.

(f) A DA Form 268, Report to Suspend Favorable Personnel Actions (Flag), flagging the officer for adverse action.

(2) Submit removal requests through command channels to USARC G-1 for processing.

(3) USARC G-1 will forward the request for removal packet to the HRC to initiate a CRB.

(4) As required, the MSC Commander who owns the position will assign an acting commander pending the next monthly re-slate of the position.