

**Milper Message Number
16-004**

**Proponent
AHRC-OPL**

**Title
FY16 ARMY SPECIAL BRANCHES SENIOR SERVICE COLLEGE SELECTION
BOARD ZONE MESSAGE**

...Issued: [06 Jan 16]...

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- A. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, 19 AUG 14.
 - B. AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS, 8 AUG 07, (RAR 001, 10 AUG 09).
 - C. AR 600-8-104, ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT, 7 APR 14.
 - D. AR 600-9, THE ARMY BODY COMPOSITION PROGRAM, 28 JUN 13.
 - E. AR 623-3, EVALUATION REPORTING SYSTEM, 4 NOV 15.
 - F. AR 640-30, PHOTOGRAPHS FOR MILITARY HUMAN RESOURCES RECORDS, 18 SEP 08.
 - G. ARMY DIR 2015-11, UNMASKING OF ARMY OFFICER EVALUATION REPORTS, 30 JAN 15.
 - H. DA MEMO 600-2, POLICIES AND PROCEDURES FOR ACTIVE-DUTY LIST OFFICER SELECTION BOARDS, 25 SEP 06.
 - I. PAM 600-3, COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT, 3 DEC 14.
 - J. JAGC PUB 1-1, PERSONNEL POLICIES, 1 JAN 14, INCLUDING UPDATES OF 17 MAR 14.
1. THIS MILPER MESSAGE EXPIRES NLT 31 DEC 16.
 2. THIS MESSAGE ANNOUNCES ZONES OF ELIGIBILITY, METHODOLOGY, AND ADMINISTRATIVE INSTRUCTIONS FOR USE BY THE FISCAL YEAR (FY) 16 ARMY SPECIAL BRANCHES SENIOR SERVICE COLLEGE (SSC) SELECTION BOARD.
 3. THE FY16 ARMY SPECIAL BRANCHES SSC SELECTION BOARD SELECTS ELIGIBLE ARMY MEDICAL DEPARTMENT (AMEDD), JUDGE ADVOCATE GENERAL'S CORPS (JAGC), AND CHAPLAIN OFFICERS TO ATTEND ACADEMIC YEAR (AY) 2017-2018 RESIDENT SSC, UNITED STATES ARMY WAR COLLEGE (USAWC) FELLOWSHIPS FOR SSC CREDIT, AND AY 2017-2019 ARMY WAR COLLEGE DISTANCE EDUCATION PROGRAM (AWCDEP).

A. THE FY16 ARMY SPECIAL BRANCHES SSC SELECTION BOARD CONVENES ON 11 APR 16.

B. OFFICERS INCUR A TWO YEAR ACTIVE DUTY SERVICE OBLIGATION (ADSO) UPON COMPLETION OR TERMINATION OF SSC. THIS INCLUDES THE AWCDEP.

4. OFFICERS WHO MEET THE FOLLOWING CRITERIA ARE ELIGIBLE FOR CONSIDERATION FOR SELECTION TO ATTEND A RESIDENT SSC, SSC FELLOWSHIP, OR THE AWCDEP:

A. ALL AMEDD OFFICERS MUST BE IN THE RANK OF LIEUTENANT COLONEL OR COLONEL AS OF THE BOARD CONVENE DATE AND HAVE A MANDATORY RETIREMENT/REMOVAL DATE (MRD) NO EARLIER THAN 30 SEP 20. AMEDD OFFICERS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF ACTIVE FEDERAL COMMISSIONED SERVICE (AFCS) AS OF 30 SEP 17, UNLESS GRANTED A SPECIFIC EXCEPTION AS OUTLINED IN SUBPARAGRAPH (I).

(1) ARMY NURSE CORPS (AN), MEDICAL SERVICE CORPS (MS), AND MEDICAL SPECIALIST CORPS (SP) OFFICERS MUST HAVE COMPLETED A MINIMUM OF 16 YEARS (192 MONTHS) AFCS AS OF 30 SEP 17.

(2) DENTAL CORPS (DC), MEDICAL CORPS (MC), AND VETERINARY CORPS (VC) OFFICERS MUST HAVE COMPLETED 12 YEARS (144 MONTHS) AFCS AS OF 30 SEP 17.

B. CHAPLAINS MUST BE IN THE RANK OF LIEUTENANT COLONEL WITH A DATE OF RANK TO LTC FROM 1 JUL 15 AND EARLIER OR IN THE RANK OF COLONEL AS OF THE BOARD CONVENE DATE. ELIGIBLE CHAPLAINS MUST HAVE A MRD NO EARLIER THAN 30 SEP 20. CHAPLAINS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF AFCS AS OF 30 SEP 17, UNLESS GRANTED A SPECIFIC EXCEPTION AS OUTLINED IN SUBPARAGRAPH (I).

C. JAGC OFFICERS MUST BE IN THE RANK OF LIEUTENANT COLONEL OR COLONEL. JAGC OFFICERS, IN THE RANK OF LIEUTENANT COLONEL, MUST HAVE A DATE OF RANK NO LATER THAN 1 JUL 14. JAGC OFFICERS, IN THE RANK OF COLONEL, MUST HAVE A DATE OF RANK NO EARLIER THAN 17 FEB 10. JAGC OFFICERS, IN THE RANK OF LIEUTENANT COLONEL THAT HAVE PREVIOUSLY BEEN NONSELECTED FOR THE RANK OF COLONEL, ARE NOT ELIGIBLE, UNLESS CURRENTLY PROMOTABLE. ELIGIBLE JAGC OFFICERS MUST HAVE A MRD NO EARLIER THAN 30 SEP 20.

D. JAGC OFFICERS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF AFCS AS OF 30 SEP 17, UNLESS GRANTED A SPECIFIC EXCEPTION AS OUTLINED IN SUBPARAGRAPH (I). ELIGIBILITY FOR JAGC OFFICERS WHO HAVE PARTICIPATED IN THE FUNDED LEGAL EDUCATION PROGRAM (FLEP) CAN BE EXTENDED FOR AN ADDITIONAL 24 MONTHS BEYOND THE LIMIT OF 276 MONTHS OF AFCS. ADDITIONALLY, JAGC OFFICERS MUST HAVE COMPLETED THE JUDGE ADVOCATE OFFICER GRADUATE COURSE. THIS COURSE MUST REFLECT ON THEIR ORB WITH AN MCRDCC (MILITARY EDUCATION) CODE OF ABD (JUDGE ADVOCATE OFFICER GRADUATE COURSE).

E. HAVE CREDIT FOR COMPLETING INTERMEDIATE LEVEL EDUCATION/COMMAND AND STAFF COLLEGE (MEL 4).

F. HAVE NOT ATTENDED, RECEIVED CREDIT, OR DECLINED ATTENDANCE TO A RESIDENT SSC, USAWC SSC FELLOWSHIP, OR ENROLLED, DISENROLLED, OR GRADUATED FROM THE AWCDEP.

G. RESERVE COMPONENT OFFICERS, EXCEPT FOR THOSE IN THE JAGC, ON THE ACTIVE DUTY LIST, WHO ARE OTHERWISE ELIGIBLE, REMAIN ELIGIBLE FOR SSC CONSIDERATION IF THEY DO NOT REACH THEIR MRD FROM ACTIVE DUTY PRIOR TO 30 SEP 20.

H. HAVE NOT SUBMITTED A RETIREMENT APPLICATION THAT HAS BEEN RECEIVED BY U.S. ARMY HUMAN RESOURCES COMMAND (HRC), TRANSITION BRANCH (AHRC-OPL-R), OFFICE OF THE CHIEF OF CHAPLAINS (OCCH) HUMAN RESOURCES OFFICE (DACH-PEZ-C), OR THE JAGC PERSONNEL, PLANS & TRAINING OFFICE (PP&TO) BY COB 6 APR 16 DATE NOR PENDING SEPARATION ACTION.

I. OFFICERS EXCEEDING THEIR AFCS ELIGIBILITY CRITERIA MAY REQUEST ADDITIONAL ELIGIBILITY BY SUBMITTING, IN WRITING, A REQUEST WITH ADEQUATE JUSTIFICATION TO THEIR CAREER MANAGERS. JAGC OFFICERS SHOULD CONTACT THE PP&TO POC, MR. NELSON PONCE NLT 11 MAR 16. CHAPLAINS SHOULD SUBMIT THEIR REQUEST TO THE OFFICE OF THE CHIEF OF CHAPLAINS POC, CH (LTC) LANE CREAMER NLT 11 MAR 16. AMEDD OFFICERS SHOULD SUBMIT THEIR REQUEST FOR ADDITIONAL ELIGIBILITY TO THE DIVISION SUPPORT BRANCH, HEALTH SERVICES DIVISION POC, MR. KAWON REED NLT 14 MAR 16. THE REQUEST DOES NOT REQUIRE COMMAND ENDORSEMENTS. AN EXAMPLE OF ADEQUATE JUSTIFICATION MAY INCLUDE THE FACT THAT PREVIOUS SSC BOARDS DID NOT CONSIDER AN OFFICER'S ENTIRE LIEUTENANT COLONEL COMMAND FILE. REQUESTS OF THIS NATURE MUST BE RECEIVED BY LEADER DEVELOPMENT DIVISION, HRC NLT 21 MAR 16. THE CG, HRC IS THE APPROVAL AUTHORITY.

5. IN ACCORDANCE WITH JAGC PUB 1-1, PARAGRAPH 11-2, ALL JAGC OFFICERS WHO ARE BEING CONSIDERED BY THIS BOARD FOR THE FIRST TIME MUST PROVIDE PROOF OF GOOD STANDING FROM THEIR LICENSING AUTHORITIES PRIOR TO THE BOARD. THIS REQUIREMENT ENSURES THAT ALL JUDGE ADVOCATES CONSIDERED FOR SCHOOLING ARE LICENSED ATTORNEYS IN GOOD STANDING AND IN COMPLIANCE WITH THE JUDGE ADVOCATE GENERAL'S GUIDANCE. THE REQUIRED PROOF OF GOOD STANDING MUST BE DATED NO EARLIER THAN (NET) 90 CALENDAR DAYS PRIOR TO THE BOARD, AND RECEIVED BY THE PP&TO, OFFICE OF THE JUDGE ADVOCATE GENERAL, NO LATER THAN (NLT) 30 CALENDAR DAYS PRIOR TO THE BOARD. EMAIL DIGITAL COPIES TO MR. NELSON PONCE AT NELSON.J.PONCE.CIV@MAIL.MIL.

6. HRC FORWARDS ALL DOCUMENTS THAT ARE AUTHORIZED AND ACCEPTED FOR FILING IN THE ARMY MILITARY HUMAN RESOURCE RECORDS (AMHRR) TO THE SELECTION BOARD IN ACCORDANCE WITH (IAW) WRITTEN GUIDANCE STIPULATED IN THE MEMORANDUM OF INSTRUCTION (MOI) TO THE BOARD. IN GENERAL, THE FOLLOWING RULES APPLY WITH REGARD TO EVALUATION REPORTS AND OTHER AMHRR DOCUMENTS UNLESS SO MODIFIED IN THE MOI.

A. 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 4 APR 16. 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.

B. 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 THE 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 AVENUE, DEPT #470, FORT KNOX KY 40122-5407. ACCESS TO THE EES IS AVAILABLE AT THE FOLLOWING LINK: <HTTPS://EVALUATIONS.HRC.ARMY.MIL>. IF UNABLE TO ACCESS THE EES, DA FORM 67-10 SERIES OERS CAN BE OBTAINED FROM THE ARMY PUBLISHING DIRECTORATES WEBPAGE AT THE FOLLOWING LINK: <HTTP://WWW.APD.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 NONDEPLOYED UNITS OR RATING OFFICIALS WITH INK-SIGNED OR OLDER VERSION FORMS NOT USEABLE IN EES MUST MAIL PRINTED OERS TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVENUE, DEPT #470, FORT KNOX, KY 40122-5407.

C. 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 3-56.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 12 MAR 16. 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 AS FOUND ON THE ARMY PUBLISHING DIRECTORATE'S WEBPAGE.

(3) REFER TO AR 623-3, PARAGRAPH 3-56 TO DETERMINE ELIGIBILITY FOR SUBMITTING A COMPLETE-THE-RECORD OER; 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 THAT IS THE REASON FOR THE REPORT. A PROMOTION OER (CODE 11) IS NOT AUTHORIZED FOR THIS BOARD.

D. REPORTS WHICH ARE RECEIVED BY HRC EVALUATIONS BRANCH FOR PROCESSING ON 4 APR 16 WILL BE PLACED IN THE OFFICER'S ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) AND THEIR BOARD FILE PRIOR TO BOARD VOTING, ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUATIONS BY HRC EVALUATIONS BRANCH, NOT FOR SUBMISSION TO AMHRR. IF AN EVALUATION IS SEEN AS WORKING IN THE EVALUATION REPORTING SYSTEM (ERS) WITH A RECEIVED BY DATE OF 4 APR 16 OR EARLIER AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD.

E. 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.

F. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED OR FOR MASKING EVALUATION REPORTS, SUBMIT REQUEST TO: USARMY.KNOX.HRC.MBX.TAGD-EVAL-APPEALS@MAIL.MIL.

G. HARD COPY AERS WILL BE MAILED TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVENUE, DEPT #470, FORT KNOX, KY 40122-5407. DO NOT SEND THESE DOCUMENTS TO IPERMS.

H. CAREER MANAGERS, BOARD SUPPORT PERSONNEL, AND INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS) SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE ANY EVALUATIONS DIRECTLY IN 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 WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATIONS BRANCH WILL NOT BE SEEN BY THIS BOARD.

7. HRC WILL ACCEPT SIGNED LETTERS TO THE PRESIDENT OF THE BOARD ONLY FROM OFFICERS ELIGIBLE FOR SELECTION. INDIVIDUAL LETTERS SHOULD INCLUDE THE OFFICER'S FULL NAME AND LAST FOUR OF THEIR SSN AND ADDRESS ONLY THOSE MATTERS DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S RECORD. ADDRESS LETTERS TO: PRESIDENT, FY16 ARMY SPECIAL BRANCHES SSC SELECTION BOARD, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVENUE, DEPT #471, FORT KNOX, KY 40122-5407. SIGNED LETTERS MAY BE SCANNED AND EMAILED TO: USARMY.KNOX.HRC.MBX.TAGD-BOARD-AC-OFFICER@MAIL.MIL. LETTERS MUST ARRIVE AT THE DA SECRETARIAT'S OFFICE PRIOR TO THE CONVENE DATE IN ORDER TO BE CONSIDERED BY THE BOARD. DO NOT SEND THIS DOCUMENT TO IPERMS.

8. COMMUNICATIONS FROM OTHER PARTIES ON BEHALF OF OFFICERS BEING CONSIDERED WILL NOT BE PROVIDED TO THE SELECTION BOARD UNLESS FORWARDED AS AN ENCLOSURE TO A LETTER TO THE BOARD FROM THE OFFICER BEING CONSIDERED. COMMUNICATIONS CONTAINING CRITICISM OR REFLECTING NEGATIVELY UPON THE CHARACTER, CONDUCT, OR MOTIVES OF ANY OFFICER IN THE ZONE WILL NOT BE PROVIDED TO THE SELECTION BOARD.

9. ALL LETTERS CONSIDERED BY THE BOARD (INCLUDING ENCLOSURES) ARE PRIVILEGED CORRESPONDENCE; HRC WILL NOT FILE THESE LETTERS IN THE OFFICER'S AMHRR.

10. MPD/PSB/PD/BCT WILL NOT BE SENT A LIST OF NAMES OR ORBS OF ELIGIBLE OFFICERS. EACH PERSONNEL ORGANIZATION MUST SCREEN THEIR POPULATION AND NOTIFY EACH OFFICER CONCERNED.

11. THIS BOARD UTILIZES THE 'MY BOARD FILE' APPLICATION. 'MY BOARD FILE' IS A SECURE, WEB-BASED APPLICATION WITH AKO SIGN ON AND AUTHENTICATION TO ALLOW OFFICERS IN THE ZONES OF CONSIDERATION ONE LOCATION TO REVIEW AND CERTIFY THEIR ENTIRE BOARD FILE. 'MY BOARD FILE' IS COMPRISED OF FILES FROM THE PERFORMANCE FOLDER OF THE ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR), DA PHOTO (DAPMIS), AND OFFICER RECORD BRIEF (TOPMIS). THEREFORE, IF THERE IS AN ERROR OR MISSING DOCUMENT IN 'MY BOARD FILE', YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR AMHRR, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE 'MY BOARD FILE' TO BE UPDATED. SEE INSTRUCTIONS IN PARAGRAPH 12 TO CORRECT/UPDATE YOUR AMHRR.

A. ONLY THOSE OFFICERS ELIGIBLE FOR THIS BOARD ARE AUTHORIZED ACCESS TO 'MY

BOARD FILE'.

B. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH 'MY BOARD FILE'. TO ACCESS 'MY BOARD FILE', ELIGIBLE OFFICERS SHOULD GO TO THE HRC WEB-SITE AT <HTTPS://WWW.HRC.ARMY.MIL>, CLICK ON 'SELF-SERVICE', AND THEN CLICK ON THE 'MY BOARD FILE' ICON.

C. ONCE IN 'MY BOARD FILE', OFFICERS MUST SELECT ONE OF THE FOLLOWING THREE OPTIONS WHEN VIEWING 'MY BOARD FILE':

(1) "I HAVE NOT VIEWED THE DOCUMENTS."

(2) "I CERTIFY THAT THE INFORMATION IN 'MY BOARD FILE' IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE."

(3) "I HAVE REVIEWED THE INFORMATION IN 'MY BOARD FILE', AND I WILL TAKE ACTION AND SUBMIT THE FOLLOWING CORRECTIONS/CHANGES TO MY FILE."

D. HRC CAREER MANAGERS WILL NOT REVIEW INDIVIDUAL BOARD FILES SINCE THIS IS EACH INDIVIDUAL OFFICER'S RESPONSIBILITY. DETAILED DA SECRETARIAT BOARD PREPARATION TOOLS ARE LOCATED AT THE FOLLOWING LINK:

<HTTPS://WWW.HRC.ARMY.MIL/TAGD/SELECTION%20BOARDS>. IT IS HIGHLY RECOMMENDED THAT EACH SOLDIER IN ONE OF THE RESPECTIVE ZONES OF CONSIDERATION FOR THIS BOARD REVIEW THESE TOOLS FOR THEIR OWN PROFESSIONAL DEVELOPMENT AND TO ENSURE THAT THEY FULLY UNDERSTAND THE ASSOCIATED BOARD PROCESS TO ASSIST THEM IN PREPARATION FOR THIS BOARD.

E. OFFICERS SHOULD DIRECT QUESTIONS CONCERNING CORRECTIONS TO 'MY BOARD FILE' TO THEIR APPROPRIATE CAREER BRANCH MANAGER. CAREER BRANCH HOMEPAGE:

<HTTPS://WWW.HRC.ARMY.MIL/OFFICER/OFFICER%20PERSONNEL%20MANAGEMENT%20DIRECTORATE>. ALL CAREER BRANCH MANAGERS HAVE THE ABILITY, WHILE 'MY BOARD FILE' IS OPEN, TO PULL IN A NEW DA PHOTO AND NEW ORB, AS NEEDED. AS SUCH, THE CAREER BRANCH MANAGER IS THE PRIMARY POINT OF CONTACT IN THE PROCESS. JAGC OFFICERS SHOULD CONTACT MR. NELSON PONCE, PP&TO LEGAL ADMINISTRATIVE SPECIALIST, COM: 703-545-2749 OR EMAIL NELSON.J.PONCE.CIV@MAIL.MIL. CHAP OFFICERS SHOULD CONTACT CH (LTC) LANE CREAMER, CAREER BRANCH MANAGER, COM: 571-256-8759 OR EMAIL LANE.J.CREAMER.MIL@MAIL.MIL.

F. MPD/PSB/PD/BCT AND COMMANDERS SHOULD ENSURE THAT ALL ELIGIBLE OFFICERS ACCESS, THOROUGHLY REVIEW, AND CERTIFY THEIR BOARD FILE.

G. 'MY BOARD FILE' DATES:

'MY BOARD FILE' OPENS: 19 FEB 16

'MY BOARD FILE' CLOSES: 4 APR 16

12. UPDATING THE ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR):

A. YOU CAN REVIEW YOUR AMHRR THROUGH THE HRC WEBSITE AT:

<HTTPS://IPERMS.HRC.ARMY.MIL>.

B. ALL OFFICERS SERVICED BY AN S-1/MPD/UA/MIL HR OFFICE, NORMALLY TPU AND AGR, SHOULD PROCESS THEIR AMHRR DOCUMENTS THROUGH THAT OFFICE. IRR OR IMA OFFICERS SHOULD PROCESS THEIR AMHRR DOCUMENTS THROUGH THEIR ASSIGNMENT OFFICER. 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 ASSIGNMENT OFFICER.

C. S-1/MPD/UA/MIL HR OFFICES AND ASSIGNMENT OFFICERS WILL USE THE WEB UPLOAD FEATURE IN 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/SITE/ASSETS/PDF/IPERMS_REQUIRED_DOCUMENTS.PDF. ALL DOCUMENTS MUST INCLUDE YOUR FULL NAME AND COMPLETE 9 DIGIT SSN.

D. ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 1 APR 16 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ENSURE S1/UA/MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCE 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 YOUR 'MY BOARD FILE' APPLICATION, BUT THERE IS TYPICALLY A DELAY INVOLVED.

E. DO NOT SUBMIT OERS OR AERS (DA FORM 1059) TO IPERMS AS THEY MUST GO TO THE EVALUATIONS BRANCH FOR PROCESSING. FOLLOW THE PROCEDURES IN PARAGRAPH 6 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

F. THE RULES FOR MASKING DOCUMENTS (MOVING DOCUMENTS FROM PERFORMANCE FOLDER TO RESTRICTED FOLDER) ARE RESTRICTED AS FOLLOWS:

(1) ENLISTED DOCUMENTS ARE MASKED WHICH DO NOT CROSS OVER FROM ENLISTED TO OFFICER RANKS. RULE OF THUMB, 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 ARMY DIR 2015-11.

G. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS HAVE YOUR MILITARY PERSONNEL DIVISION (MPD), S1, UNIT ADMINISTRATOR (UA), ASSIGNMENT OFFICER, OR CAREER BRANCH MANAGER, SUBMIT YOUR REQUEST TO USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL. CORRECTLY FILED AUTHORIZED DOCUMENTS WILL NOT BE MASKED OR REMOVED.

H. FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED EVALUATION REPORTS, SUBMIT REQUEST TO: USARMY.KNOX.HRC.MBX.TAGD-EVAL-APPEALS@MAIL.MIL.

13. OFFICIAL PHOTOGRAPHS:

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 [HTTP://WWW.VIOS.ARMY.MIL](http://www.vios.army.mil) TO FIND YOUR NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. IF 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 6 APR 16 TO ALLOW FOR REQUIRED PROCESSING TIME. ONCE THE DA PHOTO IS ACCEPTED IN DAPMIS, ALLOW THREE DUTY DAYS FOR THE PHOTO TO BE PULLED INTO YOUR BOARD FILE.

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 FROM THE REQUIREMENT UNTIL SIX MONTHS AFTER PREGNANCY. ANY PHOTOGRAPH THAT IS OLDER THAN FIVE 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.

14. OFFICERS MUST BE IN COMPLIANCE WITH THE ARMY WEIGHT STANDARDS IAW AR 600-9. SOME SSC OPPORTUNITIES (SSC SCHOOLS, SSC FELLOWSHIPS, OR SSC EQUIVALENT FOREIGN SCHOOLS) REQUIRE AN OFFICER TO HAVE A FINAL TOP SECRET SENSITIVE COMPARTMENTED INFORMATION (TS-SCI) SECURITY CLEARANCE TO ATTEND. OTHER VENUES REQUIRE A TOP SECRET CLEARANCE. OFFICERS ATTENDING THE MARINE WAR COLLEGE, NAVAL WAR COLLEGE, AND THOSE ENROLLED IN THE AWCDEP MUST HAVE A FINAL SECRET SECURITY CLEARANCE.

15. THE ARMY SPECIAL BRANCHES RESIDENT SSC FOR AMEDD OFFICERS INCLUDES THE FOLLOWING OPPORTUNITIES: AIR WAR COLLEGE, ARMY WAR COLLEGE, EISENHOWER SCHOOL FOR NATIONAL SECURITY AND RESOURCE STRATEGY, NATIONAL WAR COLLEGE, NAVAL WAR COLLEGE, GEORGE WASHINGTON UNIVERSITY, HARVARD UNIVERSITY (JOHN F. KENNEDY SCHOOL OF GOVERNMENT) FELLOWSHIP, UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES FELLOWSHIP, AND THE UNITED STATES DEPARTMENT OF VETERANS AFFAIRS FELLOWSHIP.

16. AMEDD OFFICERS SELECTED AS PRINCIPALS AND ALTERNATES WILL BE CONTACTED BY THE PROGRAM MANAGER, LEADERSHIP DEVELOPMENT SECTION, HEALTH SERVICES DIVISION, AND BE GUIDED THROUGH THE PROCESS OF SLATING, PROCESSING DEFERMENTS AND DECLINATIONS, AND ENROLLMENT OPPORTUNITIES IN THE AWCDEP. AMEDD OFFICERS HAVING ANY QUESTIONS ABOUT THE PROCESS SHOULD CONTACT THEIR ASSIGNMENT

BRANCH OR THE AMEDD LEADERSHIP DEVELOPMENT SECTION, HEALTH SERVICES DIVISION.

17. CHAPLAINS AND JUDGE ADVOCATE GENERAL'S CORPS OFFICERS MAY OBTAIN INFORMATION ON THEIR AVAILABLE SSC OPPORTUNITIES FROM THEIR CAREER BRANCH MANAGERS.

18. GRADUATES OF THE RESIDENT AIR COMMAND AND STAFF COLLEGE, THE NAVAL COLLEGE OF COMMAND AND STAFF, THE JOINT ADVANCED WARFIGHTING SCHOOL, OR THE MARINE CORPS COMMAND AND STAFF COLLEGE, AND EQUAL-LEVEL FOREIGN MILITARY SCHOOLS SHOULD ATTEND THE ARMY WAR COLLEGE FOR SSC.

19. U.S. ARMY WAR COLLEGE DISTANCE EDUCATION PROGRAM (AWCDEP). THE AWCDEP CURRICULUM CLOSELY PARALLELS THE CURRICULUM OF THE RESIDENT COURSE. THE AWCDEP IS A VERY DEMANDING TWO-YEAR PROGRAM WITH READING AND WRITING REQUIREMENTS EQUAL TO GRADUATE LEVEL COURSES. OFFICERS SHOULD EVALUATE CURRENT AND PROJECTED ASSIGNMENT WORKLOADS TO DETERMINE IF THEY CAN DEVOTE SUFFICIENT TIME TO SUCCESSFULLY COMPLETE EACH SUBCOURSE ON SCHEDULE. OFFICERS WHO ENROLL, DISENROLL, OR GRADUATE FROM THE AWCDEP WILL NOT BE ELIGIBLE FOR FUTURE RESIDENT SSC OR AWCDEP SELECTION. AN ACADEMIC EVALUATION REPORT (AER) IS COMPLETED UPON GRADUATION OR PROGRAM TERMINATION. IAW AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS, THERE IS A TWO-YEAR ACTIVE DUTY SERVICE OBLIGATION (ADSO) INCURRED UPON COMPLETION OF, OR TERMINATION FROM, THIS COURSE. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, AND THE WEBSITE [HTTP://DDE.CARLISLE.ARMY.MIL](http://DDE.CARLISLE.ARMY.MIL) PROVIDE FURTHER INFORMATION ABOUT THE AWCDEP. GRADUATES OF THE AWCDEP RECEIVE THE SAME MILITARY EDUCATION LEVEL (MEL 1) AND ARE GIVEN EQUAL CONSIDERATION WITH RESIDENT COURSE GRADUATES FOR FUTURE ASSIGNMENTS.

20. THE FY16 ARMY SPECIAL BRANCHES SSC SELECTION BOARD SELECTS ELIGIBLE OFFICERS FOR AWCDEP AY2017-2019. THIS INCLUDES SSC PRINCIPALS, REVALIDATED PRINCIPALS, AND ALTERNATES SELECTED BY THE BOARD. ALL ARE ELIGIBLE FOR THE AWCDEP IN LIEU OF RESIDENT SSC.

21. ALL OFFICERS ELIGIBLE FOR THE AWCDEP AY2017-2019 WILL BE CONTACTED WITH ENROLLMENT INFORMATION UPON RELEASE OF THE AY2017-2018 SSC SLATE BY THEIR CAREER BRANCH.

22. SSC SELECTION BOARDS DO NOT CONSIDER APPLICATIONS FROM OFFICERS DESIRING CONSTRUCTIVE/EQUIVALENT CREDIT FROM ANY DA-APPROVED SSC RESIDENT, SSC NONRESIDENT, OR SSC FELLOWSHIP LEVEL TRAINING (MEL 1). IAW AR 350-1, PARA 3-20D(1), OFFICERS MUST SUBMIT THEIR REQUEST THROUGH HRC (AHRC-OPL-L) TO THE ARMY G-3 (DAMO-TR). THE ARMY G-3 IS THE APPROVAL AUTHORITY. REQUESTS MUST INCLUDE THE CROSS-WALK OF NINE INSTITUTIONAL LEARNING OBJECTIVES AND CAN BE CONSIDERED BY HRC AND THE ARMY G-3 AT ANYTIME DURING THE YEAR. SEE THE LEADER DEVELOPMENT WEBPAGE ON THE OPMD SECTION OF THE HRC WEBSITE FOR THE LIST OF INSTITUTIONAL LEARNING OBJECTIVES.

23. OFFICERS MAY DECLINE CONSIDERATION (OPT-OUT) FROM THE BOARD WITHOUT PREJUDICE. THIS DECLINATION IS ONLY APPLICABLE FOR THE CURRENT (FY16) SSC SELECTION BOARD. DECLINATION STATEMENTS MUST BE IN WRITING AND TO THEIR CAREER MANAGERS. OFFICERS WHO DECLINED CONSIDERATION IN PREVIOUS YEARS MUST SUBMIT A NEW WRITTEN DECLINATION STATEMENT WHICH MUST BE RECEIVED BY HRC NLT 4 APR 16.

24. SUMMARY OF CRITICAL DATES INCLUDE:

A. CONVENE DATE OF BOARD: 11 APR 16.

B. 'MY BOARD FILE' OPEN AND CLOSE DATES: 19 FEB – 4 APR 16.

C. REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD OERS (CODE 09): 12 MAR 16.

D. REQUESTS FOR ADDITIONAL ELIGIBILITY DUE TO LEADER DEVELOPMENT DIVISION, HRC NLT 21 MAR 16.

E. EVALUATION REPORTS DUE TO HRC NLT 4 APR 16.

F. AMHRR SUBMISSIONS MUST BE RECEIVED NLT 1 APR 16.

G. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 6 APR 16.

H. LETTERS TO THE PRESIDENT OF THE BOARD DUE TO AHRC-PDV-S PRIOR TO CONVENE DATE.

I. REQUESTS TO OPT-OUT OF THE FY16 SSC BOARD MUST BE RECEIVED NLT 4 APR 16.

25. HRC POC IS MR. ROSS S. CORBETT, MILITARY SCHOOLS BRANCH, LEADER DEVELOPMENT DIVISION, HRC (AHRC-OPL-L), DSN 983-6421, COMMERCIAL 502-613-6421 OR EMAIL ROSS.S.CORBETT.CIV@MAIL.MIL. AMEDD POC IS MR. KAWON REED, DIVISION SUPPORT BRANCH, LEADERSHIP DEVELOPMENT SECTION, HEALTH SERVICES DIVISION (AHRC-OPH-POS), DSN 983-6475, COMMERCIAL 502-613-6475 OR EMAIL KAWON.A.REED.CIV@MAIL.MIL. CHAP POC IS CH (LTC) LANE CREAMER, OFFICE OF THE CHIEF OF CHAPLAINS, DSN 620-8759, COMMERCIAL 571-256-8759 OR EMAIL LANE.J.CREAMER.MIL@MAIL.MIL. JAGC POC IS MR. NELSON J. PONCE, PP&TO LEGAL ADMINISTRATIVE SPECIALIST, DSN 227-2749, COMMERCIAL: 703-545-2749 OR EMAIL NELSON.J.PONCE.CIV@MAIL.MIL. FOR AMHRR/IPERMS INQUIRIES: CONTACT THE ARMY SOLDIER RECORDS BRANCH, BOARD SUPPORT TEAM AT DSN 983-8995, COMMERCIAL (502) 613-8995 OR EMAIL USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL. DO NOT SEND AMHRR UPDATE DOCUMENTS TO THIS EMAIL ADDRESS. FOLLOW THE PROCEDURES IN PARAGRAPH 12 ABOVE. FOR ADDITIONAL INFORMATION REFER TO THE FOLLOWING WEBSITE: [HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS](https://www.hrc.army.mil/tagd/updating%20board%20documents). FOR OER/AER PROCEDURAL MATTERS, THE POC IS EVALUATIONS BRANCH – POLICY, (AHRC-PDV-EP), DSN 983-9019, COMMERCIAL (502) 613-9019, OR EMAIL USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL.