

**MILPER Message Number  
24-442**

**Proponent  
AHRC-PDV-PO**

**Title  
Fiscal Year 2025 (FY25), Chief Defense Counsel for Military Commissions, Joint  
Selection Board**

**...Issued: [25 Oct 24]...**

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- A. Article II, section 2, clause 2 of the United States Constitution.
  - B. Section 1037 of the National Defense Authorization Act for Fiscal Year 2014.
  - C. Title 10, United States Code (U.S.C.), Chapter 36.
  - D. Department of Defense Instruction (DODI) 1320.04, (Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation), 3 Jan 14, Incorporating Change 1, Effective 30 Jun 20.
  - E. DODI 1320.14 (Commissioned Officer Promotion Program Procedures), 16 Dec 20.
  - F. Memorandum, Under Secretary of Defense (Personnel and Readiness), subject: Immediate Actions to Address Diversity, Inclusion, and Equal Opportunity in the Military Services – Promotion and Selection Board Guidance, 31 Aug 20.
  - G. AR 600-8-29 (Officer Promotions), 9 Sep 20.
  - H. AR 600-8-104 (Army Military Human Resource Records Management), 29 Jun 23.
  - I. AR 623-3 (Evaluation Reporting System), 14 Jun 19.
  - J. DA Pam 600-8-104 (Army Military Human Resource Record Management), 12 Feb 15.
1. This message will expire no later than (NLT) 1 year following publication.
  
  2. A Department of Defense Joint Selection Board is scheduled to convene on or about 23 Jan 25 to consider eligible Colonels and Brigadier Generals in the Judge Advocate General's Corps (JAGC), on the Active Duty List, who "Opt-In" to compete for selection as the Chief Defense Counsel for Military Commissions in the temporary grade of O-7, unless the officer selected is already serving in the permanent grade of O-7 in which

case the selected officer will retain the permanent grade of O-7. To the maximum extent practicable, the board will comply with procedures applicable to promotion selection boards convened under Title 10, U.S.C., Chapter 36.

3. The zone of consideration (eligible population) for the board includes judge advocates of the Regular Components of the Army, Navy, Air Force, and Marine Corps, on the active duty list, who are active or inactive members in good standing of the bar of a Federal court or highest court of a state, the District of Columbia, commonwealth, or territory (an inactive selectee must become active before the board report will be approved), and are serving in the grade of:

a. Brigadier general; or

b. Colonel with a date of rank of 1 Jan 23, or earlier.

4. The names and records of any officer that meets the following requirement are not eligible to compete for this board:

a. Any officer with an approved separation or retirement date within 90 days after the board is convened.

b. Any officer who does not submit a request that they be considered for selection.

c. Any officer who is appointed as a member of the board.

d. Any officer with previous service in any of the following organizations:

(1) Military Commission Defense Organization/Officer of the Chief Defense Counsel for Military Commissions.

(2) Office of the Convening Authority for Military Commissions.

(3) Office of the Chief Prosecutor for Military Commissions.

(4) Military Commissions Trial Judiciary.

(5) United States Court of Military Commissions Review.

(6) National Security Division of the United States Department of Justice.

(7) Office of the Staff Judge Advocate, United States Southern Command, after 11 Sep 01.

(8) Joint Task Force Guantanamo.

5. Pursuant to AR 600-8-29, paragraph 2-7e (1) (10 U.S.C. § 577 and 619), officers with an approved retirement or separation date from the Active Duty List (ADL) within 90 days of the convene date, 23 Apr 25 are not eligible for consideration by this Selection Board.

6. Board Eligibility. Eligible officers wishing to “Opt-In” for this board will have to submit a written request via memorandum or Department of the Army 4187 indicating their interest to compete for this position. The NLT date to submit intent is 1 Nov 24. General Officers interested to compete must contact CW3 Christopher Scott, General Officer Management Office (GOMO), commercial (703) 697-9484, e-mail address is [christopher.w.scott1.mil@army.mil](mailto:christopher.w.scott1.mil@army.mil) and the POC for Colonels is Ms. Kelly Yandall at the Talent Management Office (TMO), commercial (703) 545-2749, e-mail address is [kelly.n.yandall.civ@army.mil](mailto:kelly.n.yandall.civ@army.mil).

7. Adverse Information.

a. Pursuant to Department of Defense (DoD) policy, all eligible officers considered for this board will undergo an adverse information screening. This screening will include any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. With the exception of derogatory information listed in 7c below, the General Officer Management office (GOMO) will refer adverse information to the officer for comment prior to the convene date of the board.

b. As defined in Department of Defense Instruction (DoDI) 1320.04, adverse information is any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the individual.

c. All derogatory information in an officer’s AMHRR (Performance and Restricted folder) will be seen by the board. Please note that derogatory information in an officer’s AMHRR will NOT be referred to the officer for comment. If the officer would like to comment on the derogatory information in his or her file, the officer should use the instructions listed in paragraph 9 of this message for sending a letter to the President of the Board.

8. Proof of good standing. All JAGC officers in the zones of consideration must provide proof of good standing from their licensing authorities prior to the board in accordance

with JAG Publication 1-1 (Jun 20). This requirement helps ensure that all Judge Advocates 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 90 calendar days prior to the board convene date, and received by the Talent Management Office, Office of The Judge Advocate General, NLT 30 Calendar days prior to the board convene date (24 Dec 24). Officers can email a digital copy of their certificate of good standing to Ms. Kelly Yandall at: [kelly.n.yandall.civ@army.mil](mailto:kelly.n.yandall.civ@army.mil).

## 9. Evaluation Reports.

a. Senior raters should provide a current and accurate evaluation for officers considered by the selection board. HRC will carefully screen evaluations for format inconsistencies or impermissible content. To that end, the suspense dates 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 3-9(a)(9)(f). Senior raters may consider submitting an optional OER as appropriate in order to ensure it is seen by the board. Reminder, optional reports are at the discretion of the rating chain.

b. In order to be considered by the board, all mandatory or optional OER/Academic Evaluation Reports (AER) must be received, error free, by the Human Resources Command (HRC) Evaluations Branch NLT 16 Jan 25 To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible officers are expeditiously processed.

c. OERs 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: <https://armypubs.army.mil/>.

(1) Sending OERs by email is only permitted for deployed units or deployed rating officials and should only be used for deployed units who created PDF evaluations outside of EES. A standard operating procedure covering a process for scanning and emailing OERs from deployed units is available upon request.

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

d. Code 09 Complete-the-Record Report.

(1) A Code 09, Complete-the-Record OER, is “optional” for officers who meet the criteria pursuant to AR 623-3, para 3-57.

(2) The required thru date for Complete-the-Record Reports (code 09) is 24 Dec 24. All Complete-the-Record OERs for this board will be required to be prepared and submitted on the appropriate DA Form 67-10 within EES or found on the Army Publishing Directorate’s webpage.

(3) Refer to AR 623-3, para 3-57 to determine eligibility for submitting a Complete-the-Record Report; all criteria must be met in order 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.

e. Evaluation Reports, which are received by HRC Evaluations Branch for processing on or prior to 16 Jan 25 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 16 Jan 25 or earlier and the evaluation is free of errors, it will be completed in time for the selection board.

f. Officers with missing OERs from their AMHRR should first check the status of the report in either EES or ERS. This will identify any evaluations not completed (either on hold, returned, 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 (option 3), DSN 983-9019 or: email [usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil). Officers should not be concerned if an evaluation in the AMHRR is not yet in their board file. Board Support personnel will ensure all board files are updated prior to the board convene date.

g. AERs.

(1) AERs prepared on the 1 Nov 15 dated forms having thru dates of 31 Aug 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 1 Nov 15 will no longer be utilized for AERs with a thru date of 1 Sep 19 or after. DA Form 1059 series AERs dated 1 Nov 15 received having a thru date of 1 Sep 19 or later are invalid and will not be processed.

(2) AERs prepared on the 1 Mar 19 dated forms are prepared by using EES or on a fillable .pdf-f version forms. Only the military school or institute of training that issued the AER is authorized to upload and submit the completed AER in EES.

(a) Effective 1 Dec 19, DA Form 1059, or DA Form 1059-2 AERs dated 1 Mar 19 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 1 Mar 19 .pdf-f forms are the only reports authorized to use the AER File Upload tool in EES.

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 that are not labeled (and profiled) by the Evaluations Branch will not be seen by this board.

#### 10. Correspondence to the board.

a. All Officers being considered may, if desired, submit correspondence to the President of the Board.

b. Memorandums should include only those matters deemed important in the consideration of an officer's record. They should be addressed to President, FY25 Chief Defense Counsel for Military Commissions, Joint Selection Board. Signed memorandums can be scanned and emailed to TMO or GOMO as applicable. POCs are located in paragraph 5. Pursuant to 10 U.S.C. § 614(b) memorandums must arrive NLT 10 calendar days prior to the convening of the board in order to be considered.

c. Any memorandum considered by a board will become a matter of record for that board and will be retained in the board files. Memorandums to the board (including enclosures) will not be filed in an officer's AMHRR. Do not send these documents to IPERMS.

d. Communications or memorandums of recommendation from other parties on behalf of officers eligible for consideration will not be provided to the board unless forwarded as an enclosure to a memorandum to the board from the officer being considered. Officers desiring to provide documents and information to the board that call attention to any matter they consider important to their consideration should refer to AR 600-8-29 for guidance.

e. Pursuant to AR 600-8-29, officers eligible for consideration may not submit OERs and AERs that have not been processed by the Evaluations Branch, HRC, or evaluation appeals that have not yet been adjudicated.

#### 11. Updating the AMHRR.

- a. Officers may view their AMHRR online at <https://iperms.hrc.army.mil>.
- b. For additional information on updating board documents in iPERMS refer to <https://www.hrc.army.mil/content/10927>.
- c. Please see your local unit HR professional to submit required AMHRR board documents into iPERMS using the web upload feature. Please ensure the DOD ID number is included in the body of the document(s) or written in the upper right-hand corner of the document(s).
- d. All AMHRR update submissions must be received as soon as possible, but NLT: 10 Jan 25 to allow for sufficient processing time. Ensure the word "board" is in the comment 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 board file but there is typically a delay involved.
- e. The iPERMS Board Support Team does not have access to systems that update the board file, Candidate Data Card, or IPPS-A. The DA Secretariat will synchronize your My Board File with your iPERMS record for any updates or changes that were made in your iPERMS/AMHRR Performance folder.
- f. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:
- (1) Enlisted documents that do not transfer from the enlisted to warrant officer ranks are masked (Basic Training, ALC, DLC, etc.). If both can earn the document, it 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) Prior enlisted DA Form 1059s need to be masked by submitting a [Board Correction Form](#) to [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil).
- g. For resolution of duplicate, inverted, misfiled documents, duplicate evaluation reports, masking of documents, or request for corrections, submit [Board Correction Form](#) to [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil). Correctly filed authorized documents will not be removed.
- h. Transcripts submitted to iPERMS must comply with AR 600-8-104, Required Document List.

12. Official Photographs. Pursuant to MILPER Message 21-213, dated 15 Jun 21, Subject: Elimination of Department of the Army (DA) Photos, and Race, Ethnicity and

Gender Identification Data for Officer, Warrant Officer, and Enlisted Department of the Army Centralized Selection Boards, effective 1 Aug 20, the requirement for officer, selection boards to include the DA Photo as part of the board file is suspended. In the event an officer is selected for promotion by this board, the requirement to submit a general officer resume, which includes the officer's photo, for confirmation by the Senate remains in effect.

13. General officers eligible for consideration by the board should review their AMHRR, General Officer Resume and records prior to 18 Oct 24. GOMO will email specific instructions on reviewing promotion board files. By utilizing the CAC-enabled ID card, General officers may review their AMHRR online at <https://iperms.hrc.army.mil/rms>. Forward corrections and/or additions to the AMHRR or General Officer Resume to the General Officer Management Office, Office of the Chief of Staff, Army, ATTN: CW3 Christopher Scott, 200 Army Pentagon, Room 2A476, Washington, DC 20310-0200, or via e-mail to [Christopher.w.scott1.mil@army.mil](mailto:Christopher.w.scott1.mil@army.mil) or [usarmy.pentagon.hqda-gomo.mbx.gomo@mail.mil](mailto:usarmy.pentagon.hqda-gomo.mbx.gomo@mail.mil).

14. This board will not utilize the My Board File (MBF) application. For the officers that "Opt-In" to compete in this board, a Joint Officer Record Brief (JORB) will be created by TMO for all colonels and GOMO for all general officers. To ensure your JORB is completed accurately, the officer will review and certify their JORB with their designated POC once it is prepared.

15. Point of contact information:

The POC for administrative and procedural consideration matters is either:

For Brigadier Generals – GOMO at (703) 697-9484, e-mail address is [christopher.w.scott1.mil@army.mil](mailto:christopher.w.scott1.mil@army.mil)

For Colonels - TMO at (703) 545-2749, e-mail address is [kelly.n.yandall.civ@army.mil](mailto:kelly.n.yandall.civ@army.mil)

b. For OER/AER procedural matters, the POC is Evaluations Branch (Policy), (AHRC-PDV-EP), at DSN 983-9019, commercial (502) 613-9019 or email at: [usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil). The Point of Contact for G-1s is HRC, Chief, Army Evaluations Systems and Policy, Mr. David Griffee, at commercial (502) 613-8743.

c. For correction(s) to existing documents filed into your AMHRR/iPERMS record, please email request to [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil).