

MILPER Number: 25-124

Proponent
AHRC-PDV-PO

Title
**Fiscal Year 2025 (FY25) Active Component (AC), Lieutenant Colonel (LTC), Judge Advocate General's Corps (JAGC),
Promotion Selection Board (PSB) Zones of Consideration**

...Issued:[10 Apr 2025]...

A. Title 10, United States Code (U.S.C.).

B. 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.

C. DoDI 1320.14, DoD Commissioned Officer Promotion Program Procedures, 16 Dec 20.

D. Army Regulation (AR) 600-37 (Unfavorable Information), 2 Oct 20.

E. AR 600-8-29 (Officer Promotions), 9 Sep 20.

F. AR 623-3 (Evaluation Reporting System), 14 Jun 19.

G. AR 600-8-104 (Army Military Human Resource Records Management), 29 Jun 23.

H. DA Pam 600-8-104 (Army Military Human Resource Record Management) 12 Feb 15.

I. HQDA Policy Notice 600-2 (Policies and Procedures for Active-Duty List Officer and Department of the Army Selection Boards), 23 Nov 21.

J. CJCSI 1330.05B, Joint Officer Management Program Procedures, 6 Jul 20

K. Memorandum, SAMR-ZA (subject: Guidance for Adverse Information Screening for Officer Promotions), 5 Nov 23.

L. MILPER Message 24-385, issued 20 Sep 24, subject: HQDA Centralized Promotions Board Guidance regarding Candidate Data Cards in the Army Selection Board System Version 2.0

M. JALS Publication 1-1, Personnel Policies, Office of The Judge Advocate General, 31 Jan 25.

1. This MILPER message will expire no later than (NLT) 10 Apr 26.

2. Policy:

a. Selection boards will convene on 14 Jul 25 to consider eligible Majors (MAJ) on the Active Duty List (ADL) for promotion to LTC. The board will recess on or about 18 Jul 25. Selective Continuation (SELCON) boards may convene at the conclusion of the FY25 LTC JAGC PSB to consider those officers two or more times non-selected for promotion as a result of the boards.

Officers eligible for consideration in the FY25 LTC JAGC PSB have the following Grade Entry Dates:

Zone	From	To
Above Zone	9 Feb 19	Earlier
In Zone	10 Feb 19	3 Mar 20
Below Zone	N/A	N/A

b. The names and records of the following officers shall be excluded from consideration:

(1) Officers who are not serving on the ADL on the day the board convenes.

(2) Pursuant to AR 600-8-29, paragraph 2-7e(1), officers with an approved retirement or separation date from the ADL within 90 days of the convene date (12 Oct 25) are not eligible for consideration by this selection board. Officers with an approved retirement or separation date after (12 Oct 25) will have a statement of approved retirement or separation placed in their board file prior to the board, pursuant to HQDA Policy Notice 600-2, paragraph 7.

(3) Officers with less than one year of continuous active duty since their most recent placement on the ADL before the board convenes. Pursuant to AR 600-8-29, paragraph 2-7e(4), requests for exception to this requirement must be forwarded through the first General Officer in the chain of command, signed and received by the Commanding General, U.S. Army Human Resources Command (AHRC-PDV-PO), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407, or via email to: usarmy.knox.mbx.ac-officer-promotions@army.mil, NLT 16 Jun 25. Requests arriving after this date will not be considered or processed by HRC.

(4) Pursuant to Title 10, U.S.C. § 710(g), officers participating in the Army Career Intermission Program (CIP) are not eligible for promotion consideration while participating in the CIP.

(5) Officers who are serving on active duty under the Retiree Recall program.

(6) Officers who are serving on active duty under the Sanctuary program pursuant to Title 10, U.S.C. § 12686.

c. HRC will submit the names of eligible officers to the selection board. Selections will be made using the methods provided in the forthcoming Memorandum of Instruction for members sitting on the board.

d. Title 10, U.S.C. § 614, requires that the name and grade entry date of the junior and senior officers in the promotion zone, as of the date of this announcement, be identified. The junior and senior officers in the promotion zone are as follows:

(JAG)

Senior Officer: WILSON, EARL GED: 10 FEB 19

Junior Officer: ALLEN, DAVID N GED: 3 MAR 20

e. Officers transferring to the Army from another service without a break in service are immediately eligible for promotion consideration if their grade entry date places them within the promotion zone and the officer's effective date of transfer to the Army occurs before the board's adjournment pursuant to AR 600-8-29, paragraph 3-18c. Eligible officers must closely coordinate their arrival date and should contact their Career Manager and/or Accessions Branch, DSN 983-6283, commercial (502) 613-6350.

f. The Army must identify for promotion board members all officers who are Joint Qualified Officers (3L) and all officers who are currently serving in or have served on the Joint Staff or on the staff of the Office of the Secretary of Defense pursuant to the Chairman of the Joint Chief of Staff Instruction (CJCSI) 1330.05B, DoDI 1300.19, and Title 10, U.S.C. § 661.

3. Adverse Information:

a. As directed by the Office of the Secretary of Defense (OSD) and Title 10 U.S.C. § 615, 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. Screening agencies for this information will include the Department of the Army Inspector General (DAIG), Criminal Investigation Division (CID), and the Office of The Judge Advocate General (OTJAG). If adverse information is identified during this screening, it will be presented to 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. Adverse information will be presented to the board as follows:

(1) Derogatory Information. Derogatory Information is defined as any adverse information located within the officer's Performance and Restricted sections of the Army Military Human Resource Record (AMHRR). The information will be presented to the board exactly as it appears in the AMHRR. Officers will not be explicitly notified that this information will be presented to the board. Officers will be able to view their My Board File to determine if their file contains derogatory information.

(2) Information Not in the AMHRR.

(a) Pursuant to 10 U.S.C. § 615 and implementing DoD and Army policies, if records screening agencies identify adverse information that is not in the officer's AMHRR, an adverse summary document will be added to the officer's My Board File. This information will be viewable once the My Board File opens. Further, officers are provided notification from the HRC Officer Promotions Special Actions Team via email (to the officer's @mail.mil or @army.mil email account) that the adverse information is available to review in their My Board File.

(b) Officers should contact their servicing Legal Assistance Office or Trial Defense Services for assistance if they believe an adverse summary in their file is not required to be considered by this board. These offices can assist officers regarding adverse summaries and route any legal concerns to HQDA (OTJAG-Administrative Law Division). Please note that neither the HRC Special Actions Team, nor HQDA, will provide advice to individual officers regarding an adverse summary.

(3) Response to Adverse Information.

(a) An officer may comment on the adverse information in their My Board File by providing a letter to the President of the board. This letter should only address adverse information on file. The officer should email their response to usarmy.knox.hrc.mbx.tagd-board-ac-officer@army.mil and clearly identify on the correspondence MEMORANDUM FOR President of the Promotion Board, SUBJECT: Response to Adverse Information. You may also upload the Response directly to your My Board File instead of emailing it by selecting the ADVERSE RESPONSE / ADV RESP document type and submitting your Response. The letter to the President of the Promotion Board will be filed with the derogatory information.

(b) The optional letter to the President of the board is separate and distinct from the optional Response to Derogatory Information letter to the President of the board found in paragraph 5(a) of this message. An officer may provide a letter to the President of the board and/or a Response to Derogatory Information letter to the President of the board.

4. 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 suspension's 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, paragraph 3-9a(3)(f). Senior raters may consider submitting an optional Officer Evaluation Reports (OER) based upon intervening suspense's 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 HRC Evaluations Branch NLT 7 Jul 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 Div. Ave, Dept #470, Fort Knox KY 40122-5407. Access to EES is available at the following link: <https://evaluations.hrc.army.mil>. If unable to access EES, DA Form 67-10 Series OERs can be obtained from the Army Publishing Directorate's webpage at the following link: <https://armypubs.army.mil/>.

(1) Sending OERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created .pdf-f evaluations outside of EES. A standard operating procedure covering 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. Promotion Report (Code 11):

(1) An officer who was previously considered from either above-the-zone or in-the-zone but not selected for promotion by the board that convened on 15 Jul 24 will require a Promotion Report (Code 11) if the criteria of AR 623-3, paragraph 3-47 is met. Officers who have received an OER with a thru date of 15 Jul 24 or later are not eligible for this report.

(2) The required thru date for Promotion Reports (Code 11) is 14 Jun 25.

e. Complete-the-Record Report (Code 09):

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

(2) The required thru date for Complete-the-Record Reports (Code 09) is 14 Jun 25. All complete-the-record OERs for this board will be required to be prepared and submitted on the appropriate DA Form 67-10 within EES or found on the Army Publishing Directorate's webpage.

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

(4) All other reports (mandatory or optional), excluding Promotion Reports (Code 11) and Complete-the-Record Reports (Code 09), will have thru dates that reflect the date of the event that is the reason for the report.

f. Reports which are received by HRC Evaluations Branch for processing by 7 Jul 25 will be placed in the Officer's 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 7 Jul 25 or earlier and the evaluation is free of errors, it will be completed in time for the Selection Board.

g. Officers with missing OERs in 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@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.

h. 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. Email 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.

i. Career Managers, Board Support Personnel, and Interactive Personnel Electronic Records Management System (IPERMS) Support Personnel are not authorized to place any evaluations directly into the AMHRR. All evaluations must process through the HRC Evaluations Branch using normal processing channels into the AMHRR and then into the officer's board file. OERs that are not labeled (and profiled) by the evaluations branch will not be seen by this board.

5. Letters to President of the Board:

a. All officers in the zones of consideration may, if desired, submit correspondence to the President of the Board. Individual correspondence should include those matters deemed important in the consideration of an officer's record, including any response for derogatory information discussed in paragraph 3. Signed correspondence may be scanned and emailed to: usarmy.knox.hrc.mbx.tagd-board-ac-officer@army.mil. You may also upload your Letter to the President of the Board directly in your My Board File by selecting the Letter to the Board / LTR TO BD document type and submitting it directly through the MBF. Pursuant to Title 10, U.S.C. Section 614(b), correspondence must arrive NLT 10 days prior to the board convene date or NLT 4 Jul 25, in order to be considered by the board. Correspondence arriving after this date will not be seen or considered by the board. All correspondence should be submitted as early as possible. Correspondence should be addressed as follows:

(1) For response to adverse information summaries: MEMORANDUM FOR President of the FY25 LTC JAG Promotion Board ATTN: AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5407, SUBJECT: Response to Adverse Summary.

(2) For all other matters: MEMORANDUM FOR President of the FY25 LTC JAG Promotion Board ATTN: AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5407, SUBJECT: Individual Correspondence for Promotion Board.

b. 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.

c. 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 with correspondence to the board from the officer being considered. Officers desiring to write to the President of a board should refer to AR 600-8-29, paragraph 2-6c., for guidance.

d. Unprocessed copies of OERs, resident AERs or evaluation appeals that have not yet been adjudicated should not be sent as enclosures.

6. 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. Click [AMHRR Required Document List](#) to access the AMHRR required document list. Please ensure the DODID number is contained in the body of the document(s) or written legibly in the upper right-hand corner of the document(s).
- d. All AMHRR update submissions must be received NLT 4 Jul 25 to allow for sufficient processing time. Ensure your S-1/UA/MPD/DHR/MHR Offices and Career Managers type the word "BOARD" 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 to your board file but there is typically a delay involved.
- e. The Board Support Team does not have access to systems that update the board file, IPPS-A, or Candidate Data Cards. The DA Secretariat will synchronize your My Board File with your iPERMS record for any updates or changes that were made in your iPERMS Performance folder.
- f. Do not submit OERs or AERs (DA Form 1059) to iPERMS via web upload or email. Follow the procedures in paragraph 4 of this message for all evaluation related documents and issues.
- g. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:
 - (1) Enlisted documents that do not cross over from enlisted to officer ranks are masked. If the document can be earned by both officer and enlisted ranks, the document will not be masked (i.e., Airborne School, Combat Lifesaver Course, etc).
 - (2) Awards, decorations, and Certificates of Achievement will not be masked and will be seen by the board.
 - (3) All enlisted DA Form 1059s need to be masked by submitting a [Board Correction Form](#) to usarmy.knox.hrc.mbx.iperms-board-support@army.mil.
- h. 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. Correctly filed authorized documents will not be removed.
- i. Transcripts submitted to iPERMS must comply with AR 600-8-104, Required Document List.

7. My Board File (MBF):

- a. Opens: 16 May 25 EDT and closes: 2359 EST 4 Jul 25.
- b. This board will utilize the My Board File (MBF) application in Army Selection Board System (ASBS 2.0). MBF is a secure, web-based application with DMDC sign on and authentication to allow officers in the zones of consideration one location to review and certify their entire board file. It is comprised of files from the Performance folder of the AMHRR and a Candidate Data Card that summarizes files from your AMHRR.
- c. MBF is available to all service members regardless of their status on a promotion or selection board. A separate tile is created on MBF when the member meets eligibility criteria. Ensure that MBF Certification and Review Guide questionnaire steps are completed under the respective board tile. Service members should take advantage of the live promotion board file to make corrections before being placed on a promotion board.
- d. Officers must review and certify their board files electronically at <https://mbf.hrc.army.mil/>.

e. After reviewing the MBF, officers must select one of the following four options when viewing MBF:

- (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 to make corrections to my file."
- (4) "Reviewed with no actions taken."

f. Career Managers will not review individual board files since this is each individual officer's responsibility. Career managers are limited to ensuring service members within their branch are present and correctly identified as eligible. Detailed DA Secretariat board preparation tools are located at the following link: <https://www.hrc.army.mil/content/Selection%20Boards>. It is highly recommended that each officer eligible for this board review these tools for their own professional development as well as to ensure that they fully understand the associated board process to assist them in preparation for this board.

g. MBF should be validated against IPPS-A and IPERMS data. Where errors exist and corrections cannot be made by unit HR Professionals due to security or scope of the change, the service member should contact their career manager. Current career managers can be identified at the following URL: <https://www.hrc.army.mil/content/Officer%20Management>. Career managers do have the ability to see MBF records with service members they manage.

h. Candidate Data Cards: MBF will leverage ASBS 2.0 Candidate Data Cards, specifically designed for the promotion and selection process, as a summarized document representing a servicemember's AMHRR. Data is sourced from IPPS-A assignments, job data, and person profile. Evaluation data summarized on the Candidate Data Card is sourced from EES. If significant discrepancies are discovered and cannot be corrected through IPPS-A, Soldiers may submit a Letter to the Board President by following paragraph 5 of this message. Candidate Data Cards will replace the record brief in ASBS 2.0.

i. Candidate Data Cards are not source documents; they are used as a summary of information for selection boards.

Participating Board Members will be reminded that the Candidate Data Card may not contain up-to-date information and, if needed, they should review the Soldier's AMHRR. The Army has transitioned to the Integrated Personnel and Pay System - Army (IPPS-A). During this transition, data on the selection board Candidate Data Card may not accurately reflect information contained in a Soldier's file. Any inconsistencies, errors, or blank data noted on the Candidate Data Card should not be viewed as a failure on the Soldier's part to update the promotion file and should not reflect negatively on the individual.

j. Officers and HR professionals are encouraged to use the eligibility tools located in ERS to review eligibility status and to provide administrative support across their organizations. Officers and HR Professionals can find the eligibility tools at the following link: <https://evals.hrc.army.mil/analytics/saw.dll?dashboard>. Select Dashboards to access ASBS 2.0 reports.

8. All JAGC Officers in the primary zone must provide proof of good standing from their licensing authorities prior to the board IAW the Judge Advocate Legal Services (JALS) Publication 1-1. 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 15 Jan 25, and received by the Plans, Programs, and Policies (P3), Office of the Judge Advocate General, NLT 30 calendar days prior to the board (15 Jun 25). Officers can email a digital copy of their certificate of good standing to Ms. Kelly Yandall at: kelly.n.yandall.civ@army.mil

9. Points of Contact:

a. The Point of Contact at this headquarters is HRC Officer Promotions Branch, AHRC-PDV-PO, DSN 983-9012, commercial (502) 613-8698 or email usarmy.knox.hrc.mbx.tagd-ac-officer-promotions@army.mil. The Point of Contact for G-1s is HRC, Chief, Promotions Branch, AHRC-PDV-P, Mr. Kenneth Godfrey, at DSN 983-8665 or commercial (502) 613-8665.

b. Special Management Division (SMD) managed officers, for administrative and procedural promotion consideration matters, contact for G-1s is HRC, Chief, Control Files Branch (SMD), Mr. Robert “MAC” McDonald Jr., at Black: (502) 613-6822, DSN 993-6246, RED: 435-7729 or SIPR email at: robert.e.mcdonald40.civ@mail.smil.mil and angela.h.jones.civ@mail.smil.mil.

c. Officers should direct questions concerning SRB corrections to their S-1/UA/MPD/DHR/MHR or the appropriate Career Manager.

d. 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. The Point of Contact for G-1s is HRC, Chief, Army Evaluations Systems and Policy, Mr. David Griffiee, at commercial (502) 613-8743.

e. For correction(s) to existing documents filled into your AMHRR/iPERMS record, please email request to usarmy.knox.hrc.mbx.ipermis-board-support@army.mil.

f. Officers should direct MBF questions to Ms. Kelly N. Yandall, Talent Manager, DSN 865-2749, commercial (703) 545 2749, or email kelly.n.yandall.civ@army.mil.