

**Milper Message Number  
14-363**

**Proponent  
AHRC-OPL**

**Title  
FY15 ARMY SPECIAL BRANCHES SENIOR SERVICE COLLEGE SELECTION BOARD  
ZONE MESSAGE**

**...Issued: [22 Dec 14]...**

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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, (RAR 001, 10 AUG 09), 8 AUG 07
  - 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, 31 MAR 14
  - F. AR 640-30, PHOTOGRAPHS FOR MILITARY HUMAN RESOURCES RECORDS, 18 SEP 08
  - G. DA MEMO 600-2, POLICIES AND PROCEDURES FOR ACTIVE DUTY LIST OFFICER SELECTION BOARDS, 25 SEP 06
  - H. PAM 600-3, COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT, 3 DEC 14
  - I. JAGC PUB 1-1, PERSONNEL POLICIES, 1 JAN 14, INCLUDING UPDATES OF 17 MAR 14
1. THIS MILPER MESSAGE EXPIRES NLT 21 DEC 15.
  2. THIS MESSAGE ANNOUNCES ZONES OF ELIGIBILITY, METHODOLOGY, AND ADMINISTRATIVE INSTRUCTIONS FOR USE BY THE FY15 ARMY SPECIAL BRANCHES SENIOR SERVICE COLLEGE (SSC) SELECTION BOARD.
  3. THE FY15 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) 2016-2017 RESIDENT SSC, UNITED STATES ARMY WAR COLLEGE (USAWC) FELLOWSHIPS FOR SSC CREDIT, AND AY2016-2018 ARMY WAR COLLEGE DISTANCE EDUCATION PROGRAM (AWCDEP).
- A. THE FY15 ARMY SPECIAL BRANCHES SSC SELECTION BOARD CONVENES ON 30 MAR 15.
  - 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 ELIGIBILITY DATE NO EARLIER THAN 30 SEP 19. AMEDD OFFICERS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF AFCS AS OF 30 SEP 16, 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) ACTIVE FEDERAL COMMISSIONED SERVICE (AFCS) AS OF 30 SEP 16.

(2) DENTAL CORPS (DC), MEDICAL CORPS (MC), AND VETERINARY CORPS (VC) OFFICERS MUST HAVE COMPLETED 12 YEARS (144 MONTHS) AFCS AS OF 30 SEP 16.

B. CHAPLAINS MUST BE IN THE RANK OF LIEUTENANT COLONEL WITH A DATE OF RANK TO LTC FROM 01 JUL 14 AND EARLIER OR IN THE RANK OF COLONEL AS OF THE BOARD CONVENE DATE. ELIGIBLE CHAPLAINS MUST HAVE A MANDATORY RETIREMENT ELIGIBILITY DATE NO EARLIER THAN 30 SEP 19. CHAPLAINS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF AFCS AS OF 30 SEP 16, 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 01 JUL 13. JAGC OFFICERS, IN THE RANK OF COLONEL, MUST HAVE A DATE OF RANK NO EARLIER THAN 17 FEB 09. 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 MANDATORY RETIREMENT ELIGIBILITY DATE NO EARLIER THAN 30 SEP 19.

D. JAGC OFFICERS MUST HAVE COMPLETED NO MORE THAN 23 YEARS (276 MONTHS) OF AFCS AS OF 30 SEP 16, 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 ACTIVE FEDERAL COMMISSIONED SERVICE. ADDITIONALLY, JAGC OFFICER 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 MANDATORY REMOVAL DATE FROM ACTIVE DUTY PRIOR TO 30 JUL 19.

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 25 MAR 15 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 27 FEB 15. CHAPLAINS SHOULD SUBMIT THEIR REQUEST TO THE OFFICE OF THE CHIEF OF CHAPLAINS POC, CH (LTC) LANE CRAEMER NLT 27 FEB 15. AMEDD OFFICERS SHOULD SUBMIT THEIR REQUEST FOR ADDITIONAL ELIGIBILITY TO THE DIVISION SUPPORT BRANCH, HEALTH SERVICES DIVISION POC, MS. LORRIE HARRISON NLT 2 MAR 15. 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 09 MAR 15. 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](mailto: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 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 FOR AN OFFICER EVALUATION REPORT (OER) AND/OR ACADEMIC EVALUATION REPORT (AER) TO BE REVIEWED BY THIS BOARD, ALL MANDATORY OR OPTIONAL REPORTS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATIONS BRANCH, HRC NLT AND BY CLOSE OF BUSINESS ON 20 MAR 15, 1700 EDT. OERS AND AERS RECEIVED ON 20 MAR 15, BUT AFTER CLOSE OF BUSINESS (1700 EDT) WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. BECAUSE HRC MUST PHYSICALLY PULL OVER ELECTRONIC SUBMISSIONS OR RECEIVE MAIL AND OPEN, THE DATE/TIME OF SUBMISSION IS NOT ALWAYS THE DATE/TIME OF HRC ACCEPTANCE AND RECEIPT. TO ENSURE REPORTS ARE RECEIVED BY HRC THIS DATE AND TIME, COMMANDERS AT ALL LEVELS MUST MAKE SPECIAL EFFORT TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

B. OERS WITH A THRU DATE OF 31 MAR 14 OR EARLIER, WILL BE SUBMITTED TO HRC VIA AKO FORMS ON DA FORM 67-9, WHICH REQUIRES DIGITAL SIGNATURES AND THE MOST RECENT VERSION OF THE EVALUATION FORM. HRC REQUIRES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AND SUBMIT VIA AKO FORMS, HOWEVER, IF UNABLE TO SEND VIA AKO FORMS, UNITS DEPLOYED IN SUPPORT OF CONTINGENCY OPERATIONS MAY DIGITALLY-SIGN OR INK-SIGN, PRINT AND SCAN, AND SUBMIT OERS BY EMAIL TO: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL).

C. OERS WITH A THRU DATE OF 01 APR 14 OR LATER, 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 EVALUATION ENTRY SYSTEM (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 EVALUATION ENTRY SYSTEM IS AVAILABLE AT THE FOLLOWING LINK: [HTTPS://EVALUATIONS.HRC.ARMY.MIL/INDEX.HTML](https://evaluations.hrc.army.mil/index.html). IF UNABLE TO ACCESS THE EVALUATION ENTRY SYSTEM (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](http://www.apd.army.mil).

(1) SENDING OERS BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSION OR EES SUBMISSION ARE NOT AVAILABLE. 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 AKO FORMS MUST MAIL PRINTED OERS TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVENUE, 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 IAW AR 623-3, PARAGRAPH 3-56.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 28 FEB 15. 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.

E. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATIONS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS 20 MAR 15, 1700 EDT, WILL BE PLACED IN OFFICER'S ARMY MILITARY HUMAN RESOURCES RECORD (AMHRR) AND THEN SELECTION BOARD FILE PRIOR TO SELECTION BOARD VOTING, ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUATIONS BY HRC, EVALUATIONS BRANCH, NOT FOR COMPLETION TO AMHRR. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 20 MAR 15, OR EARLIER, AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD. OFFICERS MAY VALIDATE THEIR BOARD FILES EVEN IF AN INBOUND EVALUATION IS DUE TO PROCESS.

F. OFFICERS WITH MISSING OERS IN THEIR BOARD FILE OR AMHRR SHOULD FIRST CHECK THE ONLINE APPLICATION IWRS AT ([HTTPS://KNOXHRC16.HRC.ARMY.MIL/IWRS/](https://knoxhrc16.hrc.army.mil/iwrs/)). 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 POC FOR RESOLUTION AT EMAIL ADDRESS: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL), OR COMMERCIAL (502) 613-9019, DSN 983-9019.

G. DA FORM 1059, (AER) CAN BE DISTRIBUTED ELECTRONICALLY TO THE EVALUATIONS BRANCH, HRC USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS). OTHERWISE, 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.

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, FY15 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](mailto: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](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. 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](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](mailto: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](mailto:LANE.J.CREAMER.MIL@MAIL.MIL).

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

F. 'MY BOARD FILE' DATES:

'MY BOARD FILE' OPENS: 29 JAN 15

'MY BOARD FILE' CLOSES: 23 MAR 15

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

A. YOU CAN REVIEW YOUR AMHRR THROUGH YOUR HRC [HTTPS://IPERMS.HRC.ARMY.MIL](https://iperms.hrc.army.mil) WEBSITE.

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](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 20 MAR 15 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 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 '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.

G. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS HAVE YOUR MILITARY PERSONNEL DIVISION (MPD), S1, UNIT ADMINISTRATOR (UA), ASSIGNMENT OFFICER, OR CAREER MANAGER, SUBMIT YOUR REQUEST TO [USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL](mailto: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](mailto: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 25 MAR 15 TO ALLOW FOR REQUIRED PROCESSING TIME. ONCE THE DA PHOTO IS ACCEPTED IN DAPMIS, ALLOW THREE (3) WORK 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 (5) YEARS WILL BE AUTOMATICALLY DELETED PER AR 640-30.

D. THE CLASS A GREEN UNIFORM OR THE ARMY SERVICE UNIFORM ARE THE ONLY AUTHORIZED UNIFORMS TO WEAR IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED.

14. OFFICERS MUST BE IN COMPLIANCE WITH THE ARMY WEIGHT STANDARDS IAW AR 600-9 AND HAVE A FINAL SECRET SECURITY CLEARANCE TO ATTEND A RESIDENT SSC SCHOOL, USAWC SSC FELLOWSHIP, OR THE AWCDEP.

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 OR TERMINATION OF 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 AWCDEP RECEIVE THE SAME MILITARY EDUCATION LEVEL (MEL 1) AND ARE GIVEN EQUAL CONSIDERATION WITH RESIDENT COURSE GRADUATES FOR FUTURE ASSIGNMENTS.

20. THE FY15 ARMY SPECIAL BRANCHES SSC SELECTION BOARD SELECTS ELIGIBLE OFFICERS FOR AWCDEP AY2015-2017. THIS INCLUDES SSC PRINCIPALS, REVALIDATED PRINCIPALS, AND ALTERNATES SELECTED BY THE BOARD. ALL ARE ELIGIBLE FOR AWCDEP IN LIEU OF RESIDENT SSC.

21. ALL OFFICERS ELIGIBLE FOR AWCDEP AY2016-2018 WILL BE CONTACTED WITH ENROLLMENT INFORMATION UPON RELEASE OF THE AY2016-2017 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 3-18E, 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 (FY15) 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 25 MAR 15.

24. SUMMARY OF CRITICAL DATES INCLUDE:

A. CONVENE DATE OF BOARD: 30 MAR 15.

B. 'MY BOARD FILE' OPEN AND CLOSE DATES: 29 JAN – 23 MAR 15.

C. REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD OERS (CODE 09): 28 FEB 15.

D. REQUESTS FOR ADDITIONAL ELIGIBILITY DUE TO LEADER DEVELOPMENT DIVISION, HRC NLT 09 MAR 15.

E. EVALUATION REPORTS DUE TO HRC NLT 20 MAR 15.

F. AMHRR SUBMISSIONS MUST BE RECEIVED NLT 20 MAR 15.

G. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 25 MAR 15.

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

I. REQUESTS TO OPT-OUT OF THE FY15 SSC BOARD MUST BE RECEIVED NLT 25 MAR 15.

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](mailto:ROSS.S.CORBETT.CIV@MAIL.MIL). AMEDD POC IS LORRIE A. HARRISON, DIVISION SUPPORT

BRANCH, LEADERSHIP DEVELOPMENT SECTION, HEALTH SERVICES DIVISION (AHRC-OPH-POS), DSN 983-6834, COMMERCIAL 502-613-6834 OR EMAIL [LORRIE.A.HARRISON.CIV@MAIL.MIL](mailto:LORRIE.A.HARRISON.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](mailto:LANE.J.CREAMER.MIL@MAIL.MIL). JAGC POC IS MAJ STEPHANIE R. COOPER, PP&TO BOARDS COORDINATOR, DSN 227-2288, COMMERCIAL 703-545-2288 OR EMAIL [STEPHANIE.R.COOPER10.MIL@MAIL.MIL](mailto:STEPHANIE.R.COOPER10.MIL@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](mailto: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](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL)