

**Milper Message Number  
13-108**

**Proponent  
AHRC-OPL-L**

**Title  
FISCAL YEAR (FY) 2013 UNITED STATES ARMY RESERVE (USAR) ACTIVE  
GUARD RESERVE/NON-ACTIVE GUARD RESERVE (AGR/NON-AGR) OFFICER  
PROFESSIONAL MILITARY EDUCATION (PME) INTERMEDIATE LEVEL  
EDUCATION (ILE) BOARD**

**...Issued: [22 Apr 13]...**

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- A. ALARACT 257/2011, CLARIFICATION OF ARMY POLICY FOR COMPLETION OF ILE
  - B. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, 18 DEC 09
  - C. AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS, 8 AUG 07
  - D. AR 600-9, THE ARMY WEIGHT CONTROL PROGRAM, 27 NOV 06
  - E. TJAG POLICY MEMORANDUM 07-01, VERIFICATION OF "GOOD STANDING" WITH LICENSING AUTHORITY PROGRAM, 28 SEP 07
  - F. AR 600-8-104, ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT, 2 AUG 12
  - G. AR 623-3, EVALUATION REPORTING SYSTEM, 5 JUN 12
  - H. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES, 18 SEP 08
1. THIS MILPER MESSAGE EXPIRES UPON PUBLICATION OF FY 2014 GUIDANCE.
  2. THIS MESSAGE ANNOUNCES ZONES OF ELIGIBILITY/CONSIDERATION AND ADMINISTRATIVE INSTRUCTIONS FOR THE FY13 UNITED STATES ARMY RESERVE (USAR) PROFESSIONAL MILITARY EDUCATION (PME) INTERMEDIATE LEVEL EDUCATION (ILE) SELECTION BOARD WHICH CONVENES ON OR ABOUT 13 AUGUST 2013.
  3. THE FY13 USAR ILE SELECTION BOARD SELECTS ELIGIBLE OFFICERS TO ATTEND ACADEMIC YEAR (AY) 2014-2015 RESIDENT 10 MONTH ILE COURSE, 15 WEEK ILE SATELLITE CAMPUS COURSE, WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION COMMAND AND GENERAL STAFF COLLEGE (WHINSEC-CGSOC), UNITED STATES MARINE CORPS-COMMAND AND STAFF COLLEGE (USMC-CC), AND UNITED STATES AIR COMMAND AND STAFF COLLEGE (ACSC-CC).
  4. USAR OFFICERS SELECTED FOR ATTENDANCE AT THE WESTERN HEMISPHERE INSTITUTE

FOR SECURITY COOPERATION COMMAND AND GENERAL STAFF COLLEGE (WHINSEC-CGSOC) MUST HAVE A MASTERY OF THE SPANISH LANGUAGE. OFFICERS MUST PROVIDE DOCUMENTATION OF LISTENING AND READING COMPREHENSION OF AT LEAST 2/2 ON THE DEFENSE LANGUAGE PROFICIENCY TEST (DLPT). OFFICERS WHO WISH TO BE CONSIDERED MUST PROVIDE AN UPDATED DA FORM 330 THAT IS WITHIN 24 MONTHS OF THE CONVENE DATE OF THE BOARD. OFFICERS WHO WISH TO ATTEND (IF SELECTED) MUST PROVIDE AN UPDATED DA FORM 330 WITHIN 12 MONTHS OF THE COURSE START DATE.

5. THE BOARD WILL AUTOMATICALLY CONSIDER ALL AGR OFFICERS WHO MEET THE ELIGIBILITY REQUIREMENTS. NON-AGR MAY COMPETE ON A VOLUNTARY BASIS.

6. ALL ELIGIBLE OFFICERS MUST APPLY FOR THE WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION COMMAND AND STAFF COLLEGE (WHINSEC-CSC), UNITED STATES MARINE CORPS-COMMAND AND STAFF COLLEGE (USMC-CSC) AND UNITED STATES AIR COMMAND AND STAFF COLLEGE (ACSC-CC).

7. DEFERRED PRINCIPALS FROM THE PRIOR ILE BOARD WILL BE REVALIDATED. THE BOARD WILL DETERMINE IF THERE IS MATERIAL CHANGE IN THE OFFICER'S PERFORMANCE OR POTENTIAL INDICATING HE/SHE SHOULD NOT ATTEND ILE. IF NO CHANGE, THE BOARD WILL REVALIDATE THE OFFICER TO ATTEND ILE IN ACADEMIC YEAR 2014.

8. OFFICERS SELECTED FOR A RESIDENT ILE MUST HAVE A MINIMUM OF TWO YEARS REMAINING IN THE USAR UPON RELEASE FROM THE COURSE.

9. PRINCIPAL OFFICERS WHO DECLINED ILE IN PREVIOUS YEARS ARE NOT ELIGIBLE TO APPLY. ALL OFFICERS CURRENTLY ATTENDING, GRADUATED, OR DISENROLLED (VOLUNTARY OR INVOLUNTARY) ARE NOT ELIGIBLE TO APPLY FOR THIS BOARD.

10. OFFICERS WHO HAVE COMPLETED INTERMEDIATE LEVEL EDUCATION COMMON CORE (ILE-CC) IN ANY FORMAT OR WHO COMPLETE ILE PHASE 2 PRIOR TO CONSIDERATION/ATTENDANCE ARE NOT ELIGIBLE TO ATTEND.

11. OFFICERS WITH AN APPROVED RETIREMENT, RESIGNATION, OR SEPARATION DATE ARE NOT ELIGIBLE FOR CONSIDERATION/ATTENDANCE.

12. NON-AGR OFFICERS APPLYING FOR A RESIDENT OPPORTUNITY CANNOT HAVE MORE THAN 16 YEARS OF ACTIVE FEDERAL SERVICE AS OF 10 JUNE 2013.

13. DUAL STATUS MILITARY TECHNICIANS (DSMT) WHO DO NOT MEET THE MINIMUM OF TWO YEARS REQUIREMENT WHO WISH TO APPLY, SHOULD APPLY DURING THE APPLICATION PERIOD. IF SELECTED BY THE FY 2013 ILE BOARD, DSMTS WILL BE RETAINED IN THE READY RESERVE TO COMPLETE THE REQUIRED SERVICE OBLIGATION, PROVIDED SUCH EXTENSION WOULD NOT REQUIRE RETENTION BEYOND THE LAST DAY OF THE MONTH IN WHICH THE OFFICER REACHES AGE 60. DUAL STATUS MILITARY TECHNICIANS MUST CHECK THE BLOCK ON THE APPLICATION THAT STATES TPU/MILTECH.

14. BASIC ELIGIBILITY REQUIREMENTS:

A. THE BOARD WILL CONSIDER ELIGIBLE ARMY RESERVE MAJORS AND (PROMOTABLE) CAPTAINS WHO ARE CURRENTLY ON THE RESERVE ACTIVE STATUS LIST (RASL) SERVING IN ONE OF THE FOLLOWING PROGRAMS: TROOP PROGRAM UNIT (TPU), INDIVIDUAL MOBILIZATION AUGMENTATION (IMA) PROGRAM, INDIVIDUAL READY RESERVE (IRR), OR ACTIVE GUARD RESERVE (AGR) PROGRAM.

B. THIS BOARD WILL CONSIDER MAJORS WITH A DATE OF RANK (DOR) OF 1 APRIL 2010 OR LATER. SELECTED OFFICERS MUST BE IN THE RANK OF MAJOR BY THE START DATE OF THE RESIDENT ILE OPPORTUNITY.

C. MILITARY EDUCATION REQUIREMENTS: ALL OFFICERS MUST BE A GRADUATE OR HAVE CREDIT FOR SUCCESSFUL COMPLETION OF THE CAPTAINS CAREER COURSE (CCC), OR HAVE RECEIVED EQUIVALENT CREDIT PER AR 350-1.

15. DATE OF RANK RESTRICTIONS:

A. MAJOR WITH A DOR OF 1 APRIL 2010 OR LATER.

B. CAPTAINS BEING CONSIDERED (IN THEIR PROMOTION ZONE OR ABOVE ZONE ON THE FY 2013 USAR MAJ ARMY PROMOTION LIST / ARMY MEDICAL DEPARTMENT (AMEDD) / CHAPLAIN / JUDGE ADVOCATE GENERAL (JAG) PROMOTION BOARDS MAY SUBMIT AN APPLICATION FOR THIS BOARD; HOWEVER CAPTAINS WHO ARE NOT SUBSEQUENTLY SELECTED FOR PROMOTION ON THE REFERENCED BOARDS WILL BE REMOVED FROM THE ILE CONSIDERATION/SELECTION LIST.

16. ADMINISTRATIVE/COORDINATING INSTRUCTIONS:

A. REVIEW THIS MILPER MESSAGE CAREFULLY. FOLLOW ALL GUIDANCE AND MEET ALL SUSPENSES.

B. OFFICERS MUST BE IN THE RANK OF MAJOR OR CAPTAIN (IN THEIR PROMOTION ZONE OR ABOVE ZONE) TO MAJOR, TO APPLY FOR THIS BOARD.

C. THERE WILL BE NO STANDBY OR RE-LOOK BOARDS. ELIGIBILITY WILL NOT BE WAIVED.

D. OFFICERS WHO ARE SELECTED WHO REDESIGNATE OUT OF THEIR COMPONENT (USAR) OR COMPETITIVE CATEGORY (AGR TO NON-AGR, NON-AGR TO AGR), AFTER THE RESULTS ARE APPROVED WILL BE REMOVED FROM THE ILE LIST AND PERMITTED TO COMPETE IN THE NEW BRANCH OR FUNCTIONAL AREA (IF ELIGIBLE) ON FUTURE BOARDS.

E. PRINCIPALS WHO ARE NOT IN COMPLIANCE WITH THE ARMY STANDARDS FOR ATTENDING A MILITARY SCHOOL WILL NOT ATTEND ILE.

F. ALTERNATES WHO ARE NOT IN COMPLIANCE WITH THE ARMY STANDARDS FOR ATTENDING A MILITARY SCHOOL WILL NOT RECEIVE AN OFFER TO ATTEND ILE (IF AN OPPORTUNITY BECOMES AVAILABLE). ACTIVATED ALTERNATES MUST ACCEPT OR DECLINE.

G. ALL JUDGE ADVOCATE GENERAL CORPS OFFICERS (JAGC) MUST PROVIDE PROOF OF GOOD STANDING FROM THEIR STATE BAR LICENSING AUTHORITIES.

(1) PROOF OF GOOD STANDING IS NORMALLY SATISFIED BY PROVIDING A DATED LETTER FROM A STATE LICENSING AUTHORITY SHOWING THE INDIVIDUAL IS IN GOOD STANDING.

(2) REQUIRED PROOF OF GOOD STANDING MUST BE DATED NO EARLIER THAN (NET) 90 CALENDAR DAYS PRIOR TO THE BOARD.

(3) PROOF OF GOOD STANDING MUST BE RECEIVED BY THE PERSONNEL, PLANS, AND TRAINING OFFICE (PP&TO), OFFICE OF THE JUDGE ADVOCATE GENERAL (JAG) NO LATER THAN (NLT) 30 CALENDAR DAYS PRIOR TO THE BOARD.

(4) EMAIL PROOF OF GOOD STANDING TO [USARMY.PENTAGON.HQDA-OTJAG.MBX.RESERVE-COMPONENT@MAIL.MIL](mailto:USARMY.PENTAGON.HQDA-OTJAG.MBX.RESERVE-COMPONENT@MAIL.MIL), ATTN MAJ IGNACIO D. MARAMBA. PROOF OF GOOD STANDING WILL NOT APPEAR IN AN OFFICER'S "MY BOARD FILE" (MBF), BUT WILL BE KEPT AT THE OFFICE OF THE JAG PP&TO.

17. APPLICANTS CAN OBTAIN THE INTERMEDIATE LEVEL EDUCATION APPLICATION ON THE HRC WEBSITE AT: [HTTPS://WWW.HRC.ARMY.MIL/OFFICER/USAR%20PME%20INFORMATION%20PAGE](https://www.hrc.army.mil/officer/usar%20PME%20INFORMATION%20PAGE). SAVE THE APPLICATION TO YOUR DESKTOP AND EMAIL (DO NOT SCAN) THE APPLICATION TO: [USARMY.KNOX.HRC.MBX.OPMD-PDE-ILE@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.OPMD-PDE-ILE@MAIL.MIL) NLT 10 JUNE 2013. LATE APPLICATIONS WILL NOT BE ACCEPTED.

TO APPLY SUBMIT THE FOLLOWING DOCUMENTS:

(1) ILE APPLICATION

(2) DA FORM 330 (WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION COMMAND AND GENERAL STAFF COLLEGE (WHINSEC-CGSOC APPLICANTS ONLY)

(3) DO NOT SEND ADDITIONAL DOCUMENTS WITH YOUR APPLICATION. YOUR ADDITIONAL DOCUMENTS WILL NOT BE PROCESSED.

18. ARMY MILITARY HUMAN RESOURCE RECORDS (AMHRR) AND THE "MY BOARD FILE" (MBF):

A. ARMY POLICY REQUIRES SOLDIERS TO REVIEW THEIR ARMY MILITARY HUMAN RESOURCE RECORDS (AMHRR) AND THEIR "MY BOARD FILE" (MBF) ON-LINE BEFORE THE BOARD CONVENES. DOCUMENTS THAT ARE IN THE PERFORMANCE PORTION OF THE AMHRR WILL BE PULLED INTO THE MBF. VISIBILITY OF THE MBF WILL CEASE FIVE (5) DAYS PRIOR TO THE CONVENE DATE OF THE BOARD (APPROXIMATELY 8 AUGUST 2013).

B. OFFICERS SHOULD REVIEW THEIR AMHRR ON-LINE BEFORE THE MBF BECOMES AVAILABLE. OFFICERS CAN REVIEW THEIR AMHRR THROUGH THE HRC WEBSITE AT: [HTTPS://IPERMS.HRC.ARMY.MIL](https://iperms.hrc.army.mil) OR [HTTPS://WWW.HRCAPPS.ARMY.MIL/PORTAL/](https://www.hrcapps.army.mil/portal/) IN ORDER FOR MBF TO BE UPDATED. OFFICERS MUST FIRST CORRECT THE ITEMS IN THEIR AMHRR AND THE DEPARTMENT OF THE ARMY PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS), VIA THEIR S-1 OR ASSIGNMENT OFFICER, AS APPLICABLE.

C. THE BOARD WILL UTILIZE THE "MY BOARD FILE" (MBF) APPLICATION. THE MBF WILL BE VIEWABLE ON-LINE (APPROXIMATELY 21 JUNE 2013) THROUGH THE HRC WEBSITE. THE MBF APPLICATION IS CREATED, USING THE OFFICIAL PHOTO AS RECORDED IN DAPMIS, OFFICER RECORD BRIEF (ORB) OR DA FORM 2-1, THE AMHRR PERFORMANCE, EDUCATION AND TRAINING, COMMENDATORY AND DISCIPLINARY SECTIONS (IF APPLICABLE), AND AUTHORIZED NON- AMHRR DOCUMENTS SUBMITTED FROM THE OFFICER AND/OR THE FIELD. TO ACCESS THE MBF, GO TO [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil). CLICK SERVICE" AND CLICK ON THE "MY BOARD FILE" (MBF) ICON. LOG IN USING YOUR ARMY KNOWLEDGE ON-LINE (AKO) USER NAME AND PASSWORD OR CAC. FOLLOW THE INSTRUCTIONS ON THE BOARD FILE PAGE TO REVIEW

THE BOARD FILE. THE MBF WILL REMAIN OPEN/VISIBLE UNTIL FIVE DAYS PRIOR TO THE CONVENED DATE OF THE BOARD (APPROXIMATELY 8 AUGUST 2013).

D. OFFICERS MAY VIEW THEIR AMHRR ONLINE AT: [HTTPS://IPERMS.HRC.ARMY.MIL/RMS/](https://iperms.hrc.army.mil/rms/). ALL OFFICERS SERVICED BY AN S-1, NORMALLY TPU AND AGR, SHOULD PROCESS THEIR AMHRR DOCUMENTS THROUGH THAT OFFICE. IRR OR IMA OFFICERS SHOULD PROCESS THEIR AMHRR DOCUMENTS THROUGH THEIR HRC ASSIGNMENT OFFICER. AGR OFFICERS WHO ARE NOT SERVICED BY AN S-1 OFFICE, WHICH ARE PART OF AN "ABOVE THE LINE UNIT," MAY PROCESS THEIR DOCUMENTS THROUGH THEIR HRC ASSIGNMENT OFFICERS. OFFICERS MUST PROVIDE ANY MISSING DOCUMENTS AVAILABLE IN THEIR POSSESSION OR MAKE A REASONABLE ATTEMPT TO RETRIEVE MISSING DOCUMENTS. FAILURE TO COMPLY WITH THIS DIRECTIVE MAY DEMONSTRATE A "LACK OF DUE DILIGENCE."

E. DO NOT SEND AMHRR UPDATES OR MISSING DOCUMENTS TO THE MILITARY SCHOOLS BRANCH EMAIL ADDRESS. FOLLOW THE GUIDANCE PER THIS MILPER MESSAGE.

F. S-1 OFFICES, CAREER MANAGERS, BRANCH ASSIGNMENT OFFICERS, AND AUTHORIZED INDIVIDUALS WILL USE THE WEB UPLOAD FEATURE IN IPERMS TO SUBMIT AUTHORIZED AMHRR DOCUMENT UPDATES, IAW AR-600-8-104, (TABLE B-1). ALL DOCUMENTS MUST INCLUDE THE OFFICER'S FULL NAME AND COMPLETE NINE DIGIT SSN. THE S-1 OFFICE, CAREER MANAGERS, BRANCH ASSIGNMENT OFFICER, OR AUTHORIZED INDIVIDUAL WILL:

(1) PLACE THE WORD "BOARD" IN THE COMMENT FIELD OF THE BATCH.

(2) SELECT "SAVE WORK" TO RECEIVE A BATCH NUMBER FOR FUTURE REFERENCE. THE BATCH NUMBER IS USED FOR TRACKING PURPOSES WHILE PROCESSING OCCURS IN IPERMS. THESE STEPS WILL ENSURE PRIORITY PROCESSING (48-72 HOURS). DO NOT SUBMIT UPDATES IN MULTIPLE CHANNELS AS THIS SLOWS DOWN THE ENTIRE SYSTEM - DO NOT DUPLICATE EFFORTS. PLEASE ASK FOR THE BATCH NUMBER IF POSSIBLE.

(3) SELECT "QUEUE TO INDEX/VALIDATION" FROM THE DROP DOWN MENU UPON COMPLETION.

(4) ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 2 AUGUST 2013 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ALL UPDATES TO THE PERFORMANCE PORTION OF THE AMHRR WILL POPULATE THE MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL. PLAN ACCORDINGLY.

(5) DO NOT SUBMIT OERS OR AERS (DA FORM 1059) TO IPERMS. THEY MUST GO TO THE EVALUATIONS BRANCH FOR PROCESSING. FOLLOW THE PROCEDURES IN PARAGRAPH 21 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

(6). FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS, HAVE THE SUPPORTING MILITARY PERSONNEL DIVISION (MPD), S-1, UNIT ADMINISTRATOR, CAREER MANAGER OR BRANCH ASSIGNMENT OFFICERS SUBMIT A 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.

#### 19. OFFICIAL PHOTOGRAPHS:

A. THIS BOARD WILL REVIEW THE OFFICIAL PHOTOGRAPH IN DIGITAL FORMAT STORED IN DAPMIS. IN VIEW OF THE EMPHASIS ON OFFICIAL PHOTOGRAPHS, OFFICERS ARE ENCOURAGED TO REVIEW THEIR OFFICIAL PHOTOGRAPH IAW THE GUIDELINES IN AR 640-30. THE NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION CAN BE LOCATED USING, [HTTP://WWW.VIOS.ARMY.MIL](http://www.vios.army.mil) OR [HTTP://WWW.DEFENSEIMAGERY.MIL](http://www.defenseimagery.mil). PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 8 AUGUST 2013 TO ALLOW FOR REQUIRED PROCESSING TIME.

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 YEARS 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 EXEMPTED FROM THIS REQUIREMENT UNTIL SIX MONTHS AFTER PREGNANCY. ANY PHOTOGRAPH THAT IS OLDER THAN FIVE YEARS WILL BE AUTOMATICALLY DELETED IAW AR 640-30.

D. THE CLASS "A" UNIFORM OR ARMY SERVICE UNIFORM IS AUTHORIZED, IAW AR 640-30. "HARD COPY" PHOTOGRAPHS ARE NO LONGER ACCEPTED.

## 20. OFFICER EVALUATION REPORTS (OER) AND ACADEMIC EVALUATION REPORTS (AER):

A. ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE, BY THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT CLOSE OF BUSINESS ON 2 AUGUST 2013, 1700 EDT. OERS/AERS RECEIVED ON 2 AUGUST 2013, 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 AT HRC BY THIS DATE AND TIME, COMMANDERS AT ALL LEVELS MUST ENSURE ALL EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

B. ALL OERS MUST BE SUBMITTED TO HRC VIA AKO FORMS, WHICH REQUIRES DIGITAL SIGNATURES AND A CURRENT VERSION OF THE EVALUATION FORM. HRC ENCOURAGES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AND SUBMIT VIA AKO FORMS WHENEVER POSSIBLE, BUT IT ALLOWS DEPLOYED UNITS TO 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).

(1) SENDING OERS BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSION IS NOT AVAILABLE. AN SOP COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR CAN BE LOCATED AT THE POC WEBSITE.

(2) ALL NONDEPLOYED UNITS OR RATING OFFICIALS WITH INK-SIGNED OR OLDER VERSION FORMS NOT USEABLE IN AKO FORMS MUST MAIL PRINTED OER TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT# 470, FORT KNOX, KY 40122.

## C. CODE 09, COMPLETE-THE-RECORD REPORT.

(1) IAW AR 623-3, PARAGRAPH 3-56, A CODE 09, COMPLETE-THE-RECORD OER IS OPTIONAL FOR OFFICERS WHO MEET THE CRITERIA.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 4 MAY 2013. ALL OTHER REPORTS SHOULD HAVE "THRU DATES" THAT REFLECT THE DATE OF THE EVENT THAT IS THE REASON FOR THE REPORT.

D. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS ON 2 AUGUST 2013, 1700 EDT, WILL BE PLACED IN THE OFFICER'S ARMY MILITARY HUMAN RESOURCE 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, EVALUATION REPORTS BRANCH, NOT FOR COMPLETION TO AMHRR. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED DATE OF 2 AUGUST 2013, OR EARLIER, AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD. OFFICERS MAY VALIDATE THEIR BOARD FILE EVEN IF AN INBOUND EVALUATION IS DUE TO PROCESS.

E. OFFICERS WITH MISSING OERS IN THEIR BOARD FILE OR AMHRR SHOULD FIRST CHECK THE ONLINE APPLICATION 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: <USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL> OR COMMERCIAL (502) 613-9019, DSN 983-9019.

F. DA FORM 1059, ACADEMIC EVALUATION REPORTS (AER), CAN BE DISTRIBUTED ELECTRONICALLY TO 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 AVE, DEPT #470, FORT KNOX, KY 40122.

G. CAREER MANAGERS AND BOARD SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE ANY EVALUATIONS DIRECTLY IN AMHRR. ALL EVALUATIONS MUST PROCESS THROUGH THE EVALUATION REPORTS 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 EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

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

21. OFFICER RECORD BRIEF (ORB/DA FORM 4037 OR PERSONNEL QUALIFICATION RECORD (DA FORM 2-1):

A. IRR, IMA, AND TPU OFFICERS WILL PROVIDE A DA FORM 2-1 (PERSONNEL QUALIFICATION RECORD) OR ORB. TPU OFFICERS MAY OBTAIN A DA FORM 2-1 FROM THEIR UNIT ADMINISTRATOR OR S-1 SECTION. ALL OFFICERS WILL ENSURE THAT THE FIRST DA FORM 2-1 OR ORB SUBMITTED IS ACCURATE AND HAS BEEN VERIFIED BY THEIR COMMAND PERSONNEL OFFICE. SUBSEQUENT SUBMISSIONS OF THE DA FORM 2-1 WILL NOT BE PROCESSED. THE FOLLOWING STATEMENT SHOULD BE ENTERED IN SECTION V, BLOCK 27 OF THE DA FORM 2-1: "I VERIFY THAT EACH ITEM OF INFORMATION ON THE FORM IS CORRECT AND TRUE." THE AUDIT MUST BE SIGNED AND DATED. UNAUDITED FORMS FORWARDED TO THE BOARD SHOULD BE ANNOTATED IN SECTION V, BLOCK 27 THAT THE OFFICER WAS NOT AVAILABLE TO AUDIT HIS/HER FORM. DA FORM 2-1 AND ORB SHOULD ARRIVE AT HRC NLT 2 AUGUST 2013 TO ALLOW SUFFICIENT PROCESSING TIME. SCAN AND EMAIL DA FORM 2-1 OR ORB TO <USARMY.KNOX.HRC.MBX.TAGD-BOARD-PDE@MAIL.MIL>. DO NOT SEND ORB OR DA FORM 2-1 TO THE IPERMS BRANCH FOR UPLOADS.

B. ALL AGR ORBS WILL BE INSERTED INTO THE MBF APPROXIMATELY SIXTY (60) DAYS PRIOR TO THE CONVENE DATE OF THE BOARD. AGR ORBS WILL BE RE-PULLED TO THE BOARD FILES ON 2 AUGUST 2013. ONCE THE ORBS ARE RE-INSERTED NO ADDITIONAL CHANGES WILL BE MADE. AGR OFFICERS SHOULD CONTACT THEIR APPROPRIATE ASSIGNMENT BRANCH FOR

ORB REVIEWS AND UPDATES NO LATER THAN 19 JULY 2013 TO ALLOW SUFFICIENT TIME FOR CORRECTIONS TO BE PROCESSED.

22. LETTER TO THE PRESIDENT OF THE BOARD:

A. OFFICERS MAY SUBMIT CORRESPONDENCE TO THE PRESIDENT OF THE BOARD (IF DESIRED). OFFICERS WHO WISH TO SUBMIT A LETTER TO THE PRESIDENT OF THE BOARD SHOULD EMAIL MEMORANDUMS, IN PDF FORMAT, TO [USARMY.KNOX.HRC.MBX.TAGD-BOARD-PDE@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-BOARD-PDE@MAIL.MIL) NLT 2 AUGUST 2013 TO ENSURE THE DOCUMENT IS ADDED TO THEIR BOARD FILE. LETTERS TO THE PRESIDENT OF THE BOARD WILL NOT BE UPLOADED INTO IPERMS AND WILL NOT BECOME A PART OF THE AMHRR. DO NOT SEND THIS DOCUMENT TO IPERMS.

B. OFFICERS SHOULD WRITE IN MEMORANDUM FORMAT TO THE PRESIDENT OF THE BOARD. MEMORANDUMS SHOULD INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN THE CONSIDERATION OF AN OFFICER'S RECORD. DO NOT WRITE A MEMORANDUM TO THE PRESIDENT OF THE BOARD WHICH SUMMARIZES OFFICERS' MILITARY CAREER. KEEP THE MEMORANDUM SHORT, TO THE POINT, AND RELEVANT. MEMORANDUMS SHOULD BE ADDRESSED TO PRESIDENT, FY13 UNITED STATES ARMY RESERVES INTERMEDIATE LEVEL EDUCATION SELECTION BOARD. ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVE, FORT KNOX, KY 40122.

C. THE DA SECRETARIAT WILL ONLY ACCEPT ONE (1) MEMORANDUM TO THE PRESIDENT OF THE BOARD. SUBSEQUENT MEMORANDUMS WILL NOT BE PROCESSED. ENSURE MEMORANDUMS ARE ACCURATE AND SIGNED. AN EXAMPLE MEMORANDUM IS AVAILABLE ON THE HRC WEBSITE AT:

[HTTPS://WWW.HRC.ARMY.MIL/TAGD/SAMPLE%20LETTER%20TO%20BOARD%20PRESIDENT](https://www.hrc.army.mil/tagd/sample%20letter%20to%20board%20president). MEMORANDUMS THAT DO NOT COMPLY WITH THE SAMPLE WILL NOT BE ACCEPTED. DO NOT INCLUDE ENCLOSURES TO THE MEMORANDUM.

D. MEMORANDUMS THAT ARE VIEWED BY THE BOARD WILL BECOME A MATTER OF RECORD FOR THE BOARD AND WILL BE RETAINED BY THE CHIEF, DEPARTMENT OF THE ARMY PROMOTIONS BRANCH; HOWEVER, THEY WILL NOT BE FILED IN AN OFFICER'S AMHRR.

E. COMMUNICATION OR LETTERS OF RECOMMENDATION AND APPRECIATION FROM OTHER PARTIES, ON BEHALF OF THE ELIGIBLE OFFICER, WILL NOT BE PROVIDED TO THE BOARD, NOR WILL ANY COMMUNICATION WHICH CONTAINS CRITICISM OR NEGATIVELY REFLECTS UPON THE CHARACTER, CONDUCT, OR MOTIVES OF AN INDIVIDUAL.

23. SUMMARY OF CRITICAL DATES:

A. 10 JUNE 2013 – APPLICATION SUBMISSION CLOSE

B. 21 JUNE 2013 – “MY BOARD FILE” OPEN

C. 2 AUGUST 2013 – LETTER TO THE PRESIDENT OF THE BOARD AND EVALUATIONS DUE

D. 8 AUGUST 2013 – “MY BOARD FILE” (MBF) CLOSE

E. 13 AUGUST 2013 – BOARD CONVENES

24. NOTIFICATION OF THE BOARD RESULTS AND/OR APPROVED ILE SLATE WILL BE POSTED ON THE HRC WEBSITE ONCE APPROVED BY THE APPROVING AUTHORITY. PRINCIPALS WILL BE NOTIFIED VIA EMAIL. ALTERNATES WILL BE NOTIFIED WHEN AN OFFER BECOMES

AVAILABLE.

25. FOR MILPER MESSAGE/ADMINISTRATIVE MATTERS AND APPLICATIONS CONTACT THE LEADER DEVELOPMENT DIVISION, UNITED STATES ARMY RESERVE MILITARY SCHOOLS BRANCH, MR MARK BOWEN, DSN 983-9035, COMMERCIAL 502-613-9035, E-MAIL:

[USARMY.KNOX.HRC.MBX.OPMD-PDE-ILE@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.OPMD-PDE-ILE@MAIL.MIL).

FOR HRC BRANCH ASSISTANCE AND MBF MATTERS CONTACT YOUR BRANCH ASSIGNMENT OFFICER ON THE HRC WEBSITE AT: [HTTPS://WWW.US.ARMY.MIL](https://www.us.army.mil).

FOR THE EVALUATION REPORTS BRANCH, (AHRC-PDV-ER), COMMERCIAL (502) 613-9019, DSN 983-9019, E-MAIL: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL).

FOR AMHRR/IPERMS INQUIRIES CONTACT THE ARMY SOLDIER RECORDS BRANCH: DSN 983-8995, COMMERCIAL (502) 613-8995, EMAIL: [USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL).

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