

**MILPER Message Number
17-129**

**Proponent
AHRC-PDV-PO**

**Title
Fiscal Year 2017 (FY17), Reserve Component (RC), Army Reserve
Active Guard Reserve (AR AGR), and Army Reserve Non-Active Guard
Reserve (AR Non-AGR), Colonel (COL), Judge Advocate General
Corps (JAGC) Competitive Categories, Promotion Selection Boards**

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A. AR 135-155 (Promotion of Commissioned Officers and Warrant Officers other than General Officers), 13 Jul 04.

B. AR 600-8-104 (Army Military Human Resource Records Management), 7 Apr 14.

C. AR 623-3 (Evaluation Reporting System), 4 Nov 15.

D. AR 640-30 (Photographs for Military Human Resources Records), 18 Sep 08.

E. DA MEMO 600-4, subject: Policies and Procedures for Reserve Components Officer Selection Boards, 9 Feb 04.

F. AR 350-1 (Army Training and Leader Development), 19 Aug 14.

1. This MILPER message will expire no later than (NLT) 11 Apr 18.

2. Policy.

a. Mandatory Department of the Army (DA) promotion selection boards will convene on or about 18 Jul 17, to consider Reserve of the Army, JAGC, Lieutenant Colonels (LTC) for promotion to COL.

b. The zones of consideration for this board consist of all Reserve of the Army LTCs whose date of rank (DOR) falls within the following dates:

AR AGR and NON-AGR

Above the Zone: 31 Mar 12 and earlier

Promotion Zone: 1 Apr 12 thru 31 Mar 13
Below the Zone: 1 Apr 13 thru 31 Mar 14

c. Commander, U.S. Army Human Resources Command (HRC) will submit the names of eligible officers to the selection board. Selections will be made using the methods described in references E.

d. In accordance with 10 USC 14105, the name and date of rank of the senior and junior officers in the promotion zone must be identified. As of the date of this announcement, the senior and junior officers in each promotion zone are as follows:

(AR-AGR)		
Senior Officer:	LTC Harlan, Brian J.	DOR: 20121106
Junior Officer:	LTC Livingston, Dolly R.	DOR: 20130201
(AR-NON-AGR)		
Senior Officer:	LTC Jamilton, Timothy D.	DOR: 20120401
Junior Officer:	LTC Chapuran, Brian J.	DOR: 20130322

e. In accordance with 10 USC 14301, officers with an approved separation within 90 days from the convene date of the boards are not eligible for consideration by these selection boards. Officers affected by this statute must have an approved separation date on or before 16 Oct 17.

f. All JAGC officers who are in the primary zone must provide proof of good standing from their licensing authorities prior to the board in accordance with (IAW) JAGC Publication 1-1, Personnel Policies. This requirement helps ensure that all judge advocates are licensed in good standing and in compliance with The Judge Advocate General's guidance. Proof of good standing is satisfied by providing a dated letter from the licensing authority showing the individual is in good standing. See JAGC Pub 1-1 for further clarification required of good standing. Proof of good standing must be dated no earlier than (NET) 90 calendar days prior to the board, and received by the Personnel, Plans and Training Office, Office of the Judge Advocate General, no later than (NLT) 30 calendar days prior to the board convene date. Officers can e-mail a digital copy of their proof of good standing to usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil or fax to (703) 614-1608, ATTENTION: MAJ Rodney Stewart.

3. Evaluation Reports.

a. In order to be considered by the board, all mandatory or optional Officer Evaluation Reports (OER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch 11 Jul 17. Senior Raters must make certain evaluation reports for eligible officers are expeditiously processed and submitted to HRC by the suspense date.

b. All OERs must be prepared and submitted to HRC via the Evaluation Entry System (EES) website at <https://evaluations.hrc.army.mil>. If unable to access and submit evaluations within EES, a hard copy DA Form 67-10 series OERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407. If unable to access EES, a DA Form 67-10 series OERs can be downloaded from the Army Publishing Directorate's webpage at <http://www.apd.army.mil>.

(1) Sending DA Form 67-10 series OERs by email is only authorized 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 the 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 Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

c. Complete-the-Record Report (Code 09).

(1) A code 09, Complete-the-Record OER, is "optional" for officers who meet the criteria in accordance with (IAW) AR 623-3, paragraph 3-56.

(2) The required "thru date" for Complete-the-Record OERs (code 09) is 12 Apr 17. All Complete-the-Record OERs for this board must be prepared and submitted on the appropriate DA Form 67-10 as described in paragraph 3b above.

(3) Refer to AR 623-3, paragraph 3-56, to determine eligibility for submitting a Complete-the-Record report. All of the criteria detailed in the regulation must be met in order to submit this type of OER.

(4) All other reports (mandatory or optional), excluding Complete-the-Record reports (code 09), will have a "thru date" that reflects the end date of the event that justified the report.

d. Reports received by HRC Evaluations Branch by close of business on 11 Jul 17 will be placed in the officer's Army Military Human Resource Record (AMHRR) and their board file prior to board voting, assuming the evaluation is relatively free of errors. This suspense date is for receipt of evaluations by HRC Evaluations Branch, not for submission to AMHRR. If an evaluation is seen as working in the Evaluation Reporting System (ERS) with a received by date of 11 Jul 17 or earlier, and the evaluation is free of errors, it will be completed in time for the selection board.

e. Officers with missing OERs in their AMHRR should first check the EES application. 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 the HRC Evaluations Branch at (502) 613-9019, DSN 983-9019 or:
usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.

f. Officers that find duplicate, inverted, or misfiled evaluation reports in their AMHRR, may submit request for correction to: usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil.

g. Hard copy AERs must be mailed to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, 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 evaluations directly into the AMHRR. OERs that are not processed by the HRC Evaluations Branch will not be seen by the board.

4. Military Education. IAW AR 135-155, officers must have completed all Intermediate Level Education (ILE) course requirements no later than (NLT) the day prior to the board convening. Per AR 350-1, ILE consist of a common core (ILE-CC) curriculum and a credentialing course. The credentialing course for JAGC officers is the Judge Advocate (JA) Officer Graduate Course or the JA Officer Advance Course. All officers commissioned after 1 January 1994 must have completed ILE-CC and have completed a credentialing course NLT the day before the boards convenes. However, officers commissioned prior to 31 December 1993, meet the minimum military education requirement if they completed the Legacy Command and General Staff Officer's Course (CGSOC) or ILE-CC. Evidence of completion is the Academic Evaluation Report (AER), DA Form 1059; diploma; or supporting memorandum. These documents must be in the My Board File (MBF). Officers not military educationally qualified will not be selected for promotion. Department of the Army (DA) G-3/5/7 is the approval authority for Military Education Constructive Credit. The completion of civilian education requirements is presumed for all. There will be no military education waivers for these boards.

5. My Board File (MBF).

a. MBF Opens: 19 May 17 and MBF Closes: 11 Jul 17.

b. It is an individual officer's responsibility to review, update and validate their MBF. Career Managers and human resources personnel will not review board files for errors or missing documents as that is a Soldier's responsibility. Officers must provide missing documents or make a reasonable attempt to retrieve those missing documents. Failure to comply with this requirement may demonstrate a "lack of due diligence" on the officer's part and may not be used as the basis for requesting a special selection board (SSB).

c. Only documents in the officer's AMHRR Performance folder are authorized for use in the MBF. The official photo, and non-AMHRR documents such as the DA Form 4037, ORB, DA Form 2-1, and if applicable, a Letter to the President of the Board are also added to the MBF. To access MBF go to <https://www.hrc.army.mil>, and click on My Records, then select Reserve/Retiree/Veteran Record, and then select Board File. In order to add a missing document or to correct an error in MBF, the AMHRR must first be corrected. See paragraph 6 for instructions on updating the AMHRR. Officers are encouraged to validate their MBF early. Validating the board file will not prevent further updates; it will, however, trigger automated e-mails when there is a change to the MBF.

d. AR Troop Program Unit (TPU), Individual Mobilization Augmentee (IMA), and Individual Ready Reserve (IRR) officers. NLT 7 Jul17, email non-AMHRR documents in PDF format to usarmy.knox.hrc.mbx.tagd-board-ltccoljag@mail.mil. Do not submit these documents through iPERMS.

e. Board preparation tools are available at the following HRC website: <https://www.hrc.army.mil/tagd/selection%20boards>. Officers are strongly encouraged to review these tools for their own professional development and to ensure that they fully understand the selection board process.

6. Updating the AMHRR.

a. Officers may view their AMHRR online at <https://iperms.hrc.army.mil>.

b. AR TPU and AGR officers. Submit AMHRR documents through the Unit Administrator, S-1, Reserve Personnel Action Center (RPAC) or Human Resources (HR) section. AGR officers assigned outside of the Army and who have no iPERMS operator support, may submit their documents through their HRC Career Manager.

c. IRR and IMA officers. Submit AMHRR documents through an HRC Career Manager. Officers may contact the Officer IRR/IMA Management Team by calling (502) 613-6300, DSN 983-6300 or by email at usarmy.knox.hrc.mbx.opmd-aro@mail.mil. Additional career and contact information is available at the following HRC website: <https://www.hrc.army.mil/content/AROD%20IMA%20and%20IRR%20Branch>.

d. iPERMS operators will use the web upload feature in iPERMS to submit authorized AMHRR document IAW AR 600-8-104. All documents must include the officer's full name and complete 9-digit social security number. HRC must receive submissions NLT 7 Jul 17 to allow for sufficient processing time. iPERMS operators must type the word "Board" in the container field of the batch for priority processing. Write down the batch number for future reference. Updates to the Performance folder of the AMHRR will populate the MBF application, but officers should expect a delay. A listing of all authorized AMHRR document is available at the following HRC website <https://www.hrc.army.mil/Default.aspx?ID=14900>. Do not submit OERs or AERs directly into iPERMS.

e. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:

(1) Documents that are used only for enlisted personnel actions are masked. If a document can be used for a Soldier in any rank, it will not be masked.

(2) All awards, decorations, and Certificates of Achievement will be included in the board file.

(3) All OERs, to include referred evaluations, will be include in the board file.

(4) If applicable, documents in the Disciplinary folder of the AMHRR will be part of the MBF.

(5) All enlisted DA 1059s will be masked.

f. For resolution of duplicate, inverted, misfiled, or masking documents, submit your request to the HRC Board Support Team at usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Correctly filed authorized documents will not be masked or removed.

g. For additional information on updating board documents in iPERMS go to <https://www.hrc.army.mil/tagd/updating%20board%20documents>

7. Officer Record Brief (ORB).

a. Officers are responsible for maintaining their ORB updated with the most current information.

b. AR TPU Officers.

(1) The DA Form 4037, ORB is the primary record brief TPU officers will use to communicate their assignment, education and awards history with the promotion board members. TPU officers can review their Reserve Component Management System (RCMS) G-1 Soldier Support website at <https://selfservice.rcms.usar.army.mil> and selecting My Record Brief. In the My Record Brief page, follow the steps to view, update and validate the record brief. To update or correct the RCMS ORB, officers must contact their Unit Administrator, S-1, RPAC, or HR Section.

(2) As an alternative, officers may submit a DA Form 2-1, Personnel Qualification Record (PQR). It is an individual officer's responsibility to prepare the PQR and have it verified by their supporting HR office. Section IV blocks 23-26 must remain blank. The following statement must be entered in block 27 and the officer must sign in block 33: "I verify that each item of information on the form is correct and true."

(3) The DA Form 2B, PQR generated by the Regional Level Application System (RLAS) is not an authorized record brief and will not be provided to the board.

(4) NLT 7 Jul 17, TPU officers must email their RCMS generated ORB or a DA Form 2-1 to HRC at usarmy.knox.hrc.mbx.tagd-board-ltccoljag@mail.mil. Do not submit either of these document through iPERMS.

c. AR AGR Officers: On 1 January 2017, the Army Reserve transitioned the management of DA Form 4037, Officer Record Brief for AGR Soldiers from the Active Guard Reserve Management Information System (AGRMIS) to RCMS. Officers must now use RCMS to maintain and correct their ORB. AR AGR LTCs in the zones of consideration must immediately take the steps detailed in this MILPER message:

(1) AGR officers can review their RCMS ORB by going to the US Army Reserve's RCMS G-1 Soldier Support website at <https://selfservice.rcms.usar.army.mil> and selecting My Record Brief. In the My Record Brief page, follow the steps to view, update and validate the record brief.

(2) To update or correct the RCMS ORB, officers must contact their TPU Unit Administrator, S-1, RPAC, or HR Section. AGR officers assigned to units outside of the USARC must contact their HRC Career Manager for help in updating their ORB. To allow sufficient time for corrections to be processed, requests must be submitted as soon as possible, but NLT 23 Jun 17.

(3) On or about 19 May 17, HRC will import the RCMS ORB into each officer's MBF, and then again on 7 Jul 17. The second import will allow officers to view the final version of the ORB that board members will review. After the ORB is imported a second time, no additional changes will be made.

d. IMA and IRR Officers.

(1) IMA and IRR officers may include an ORB or DA 2-1 with their MBF. Officers must create and submit their own ORB. Section IV (dependents, religion, marital status and spouse birthplace) of the ORB and Section IV blocks 23-26 of the DA Form 2-1 must remain blank. Instructions for completing the record brief can be found in AR 600-8-104 and a fillable DA Form 4037 is available at <https://www.hrc.army.mil/tagd/reserve%20officer%20board%20information>.

(2) Officers must email their ORB or PQR NLT 7 Jul 17 to usarmy.knox.hrc.mbx.tagd-board-ltccoljag@mail.mil.

8. Official Photographs.

a. This board will review each officer's Department of the Army Photograph Management Information System (DAPMIS) digital official photograph. 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> to find your nearest DAPMIS Photographic Facility location. If you are 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 11 Jul 17 to allow for the required processing time. Hardcopy photographs are no longer accepted.

b. The minimum official photograph frequency is every five years. However, an updated photo is required when there is a change in grade, when there is an award of the Army Commendation Medal or above, or when there is a significant change in the Soldier's appearance. Per AR 640-30, photographs that are older than five years are automatically deleted from DAPMIS.

c. Officers assigned to an area (including hostile fire areas) where an Installation Photographic Facility is not available or where conditions prevent them from being photographed, are exempt from submitting new photographs IAW the five year requirement. These officers will be photographed within 90 days of their return to an area where Installation Photographic Facilities are available.

d. Female officers who are pregnant are exempt from this requirement until six months after the end of the pregnancy.

e. The Army Service Uniform (ASU) is the only authorized uniform for wear in DA photographs. Manual submission of photographs is not authorized.

9. Letters to President of the Board

a. All officers in the zones of consideration may submit correspondence to the President of the Board if there is information that is deemed important in the consideration of board file. For example, a Letter to the President of the Board is appropriate for an officer who is deployed and is unable to update his/her DA photo. Officers must email their memorandums in PDF format to usarmy.knox.hrc.mbx.tagd-board-ltccoljag@mail.mil NLT 7 Jul 17.

b. Do not write a Letter to the President of the Boards that summarizes your military career or is self-aggrandizing. Keep the letter short, to the point and relevant. Communications or Memorandum of Recommendation from other parties on behalf of an officer will not be provided to the board. Copies of incomplete OERs, AERs or evaluation appeals that are not adjudicated will not be provide to the President of the Board. Officers desiring to write to the President of the Board should refer to AR 135-155, paragraph 3-13, for guidance and AR 25-50 for instructions on properly formatting an Army letter. Failure to comply with these instructions will be viewed as a "Lack of due diligence" on the officer's part and may not be used as the basis for requesting an SSB.

c. The DA Secretariat will accept only one (1) letter to the President of the Board. Letters that are improperly formatted, unsigned, or contain AMHRR documents will not be accepted. Do not send this document through iPERMS.

10. Points of Contact.

a. For administrative and procedural consideration matters contact the DA Promotions Branch, (AHRC-PDV-PO) at DSN 983-9012, commercial (502) 613-9012, or e-mail address is usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@mail.mil.

b. For OER procedural matters contact the HRC Evaluations Branch (Policy), (AHRC-PDV-EP) at DSN 983-9019, Commercial (502) 613-9019, or e-mail address is usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.

c. For AMHRR/IPERMS inquiries, contact the Army Soldier Records Branch, Records Support Team at DSN 983-9990, press 2, Commercial (502) 613-9990, press 2, or email address is usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Do not send AMHRR documents to this email address; follow the procedures in paragraph 6 above. For additional information refer to the following website: <https://www.hrc.army.mil/tagd/updating%20board%20documents>.

d. AR career information and support for AGR, IMA, IRR and TPU officers can be found at the following website: <https://www.hrc.army.mil/content/Army%20Reserve%20Officer>.