

**Milper Message Number
13-109**

**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) SENIOR SERVICE COLLEGE
(SSC) BOARD**

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

- A. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, 18 DEC 09
 - B. AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS, 8 AUG 07
 - C. AR 135-91, SERVICE OBLIGATIONS, METHODS OF FULLFILMENT, PARTICIPATION REQUIREMENTS, AND ENFORCEMENT PROCEDURES, 1 FEB 05
 - D. AR 600-9, THE ARMY WEIGHT CONTROL PROGRAM, 27 NOV 06
 - E. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES, 18 SEP 08
 - 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. TJAG POLICY MEMORANDUM 07-01, VERIFICATION OF "GOOD STANDING" WITH LICENSING AUTHORITY PROGRAM, 28 SEP 07
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) SENIOR SERVICE COLLEGE (SSC) SELECTION BOARD WHICH CONVENES ON OR ABOUT 13 AUGUST 2013.
 3. THE FY13 USAR SSC SELECTION BOARD SELECTS ELIGIBLE OFFICERS TO ATTEND ACADEMIC YEAR (AY) 2014-2015 RESIDENT ARMY WAR COLLEGE (AWC), NATIONAL WAR COLLEGE (NWC), COLLEGE OF NAVAL WARFARE (CNW), EISENHOWER SCHOOL FOR NATIONAL SECURITY AND RESOURCE STRATEGY (ES), INTER-AMERICAN DEFENSE COLLEGE (IADC), AIR WAR COLLEGE, ARMY WAR COLLEGE FELLOWSHIP PROGRAM (AWCFP), AND AY2014-2016 ARMY WAR COLLEGE DISTANCE EDUCATION PROGRAM (AWCDEP).

4. USAR OFFICERS SELECTED FOR ATTENDANCE AT THE INTER-AMERICAN DEFENSE COLLEGE (IADC) 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 A DA FORM 330 THAT IS DATED WITHIN 24 MONTHS OF THE CONVENE DATE OF THE BOARD. OFFICERS WHO WISH TO ATTEND (IF SELECTED) MUST PROVIDE AN UPDATED DA FORM 330 THAT IS DATED WITHIN 12 MONTHS OF THE COURSE START DATE.

5. THE BOARD WILL CONSIDER ELIGIBLE COLONELS AND LIEUTENANT COLONELS ON A VOLUNTARY BASIS.

6. ALL AGR OFFICERS WHO APPLY FOR A RESIDENT SSC OPPORTUNITY AND MEET THE REQUIRED MANDATORY REMOVAL DATE FOR THE NON-RESIDENT AWCDEP, WILL BE AUTOMATICALLY CONSIDERED FOR BOTH RESIDENT AND NON-RESIDENT SSC. THIS IS A MANDATORY REQUIREMENT.

7. LIEUTENANT COLONELS CONSIDERED (IN THE PROMOTION ZONE AND ABOVE ZONE) BY THE FY 2013 RESERVE COMPONENT COLONEL ARMY PROMOTION LIST, ARMY MEDICAL DEPARTMENT (AMEDD), JUDGE ADVOCATE GENERAL (JAG), OR CHAPLAIN PROMOTION SELECTION BOARD MAY SUBMIT AN APPLICATION DURING THE APPLICATION PERIOD FOR THE FY 2013 SSC BOARD, IF THEIR SELECTION FOR PROMOTION WOULD ALLOW THE OFFICER TO MEET ALL OTHER ELIGIBILITY REQUIREMENTS. OFFICERS WHO APPLY FOR CONSIDERATION USING THIS PROVISION, THAT ARE NOT RECOMMENDED FOR PROMOTION WILL BE REMOVED FROM CONSIDERATION/SELECTION.

8. DEFERRED PRINCIPALS FROM THE PRIOR SSC 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 SSC. IF NO CHANGE, THE BOARD WILL REVALIDATE THE OFFICER TO ATTEND SSC IN ACADEMIC YEAR (AY) 2014.

9. AGR OFFICERS SELECTED FOR RESIDENT OR NON-RESIDENT SSC INCUR A TWO-YEAR ACTIVE DUTY SERVICE OBLIGATION (ADSO) UPON ATTENDANCE. THE ADSO BEGINS UPON GRADUATION OR TERMINATION OF THE COURSE. NON-AGR OFFICERS SELECTED FOR RESIDENT SSC INCUR A TWO-YEAR SERVICE OBLIGATION UPON ATTENDANCE. NON-AGR OFFICERS SELECTED FOR THE AWCDEP WILL INCUR A ONE-YEAR SERVICE OBLIGATION UPON ATTENDANCE. THE SERVICE OBLIGATION BEGINS UPON GRADUATION OR TERMINATION OF THE COURSE.

A. AGR AND NON-AGR RESIDENT SSC MRD; 30 JUNE 2017 OR LATER.

B. AGR NON-RESIDENT SSC MRD; 31 JULY 2018 OR LATER.

C. NON-AGR NON-RESIDENT SSC MRD; 31 JULY 2017 OR LATER.

10. PRINCIPAL OFFICERS WHO DECLINED SSC IN PREVIOUS YEARS ARE NOT ELIGIBLE TO APPLY. ALL OFFICERS WHO ARE ATTENDING, GRADUATED, OR DISENROLLED (VOLUNTARY OR INVOLUNTARY) ARE NO LONGER ELIGIBLE TO APPLY FOR SSC.

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

12. AGR JAG OFFICERS IN THE RANK OF LIEUTENANT COLONEL WHO HAVE PREVIOUSLY BEEN NONSELECTED FOR THE RANK OF COLONEL ARE NOT ELIGIBLE, UNLESS CURRENTLY PROMOTABLE. AGR JAG OFFICERS MAY REQUEST ELIGIBILITY BY SUBMITTING A REQUEST TO THE CHIEF, PP&TO, OFFICE OF THE JUDGE ADVOCATE GENERAL. JAG OFFICERS INTERESTED IN APPLYING VIA THIS EXCEPTION SHOULD CONTACT MAJ IGNACIO D. MARAMBA AT: IGNACIO.D.MARAMBA.MIL@MAIL.MIL NO LATER THAN (NLT) 27 MAY 2013.

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

14. DUAL STATUS MILITARY TECHNICIANS (DSMT) WHO DO NOT MEET THE MRD REQUIREMENT MAY APPLY. IF SELECTED BY THE FY13 SSC 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. DSMT MUST CHECK THE BLOCK ON THE APPLICATION THAT STATES TPU/MILTECH.

15. BASIC ELIGIBILITY REQUIREMENTS:

A. THE BOARD WILL CONSIDER ELIGIBLE ARMY RESERVE COLONELS (COL) AND LIEUTENANT COLONELS (LTC) WHO ARE CURRENTLY ON THE RESERVE ACTIVE STATUS LIST (RASL) SERVING IN ONE OF THE FOLLOWING PROGRAMS: TROOP PROGRAM UNIT (TPU), INDIVIDUAL MOBILIZATION AUGMENTEE (IMA), INDIVIDUAL READY RESERVE (IRR), ACTIVE GUARD RESERVE (AGR), OR DUAL STATUS MILITARY TECHNICIANS (DSMT).

B. AGR OFFICERS MUST HAVE A MRD OF 30 JUNE 2017 OR LATER TO BE CONSIDERED FOR A RESIDENT SSC OPPORTUNITY. AGR OFFICERS MUST HAVE A MRD OF 31 JULY 2018 OR LATER TO BE CONSIDERED FOR A NON-RESIDENT SSC OPPORTUNITY.

C. NON-AGR OFFICERS MUST HAVE A MRD OF 30 JUNE 2017 OR LATER TO BE CONSIDERED FOR A RESIDENT SSC OPPORTUNITY. NON-AGR OFFICERS MUST HAVE A MRD OF 31 JULY 2017 OR LATER TO BE CONSIDERED FOR A NON-RESIDENT SSC OPPORTUNITY.

D. MILITARY EDUCATION REQUIREMENTS: OFFICERS MUST HAVE GRADUATED OR HAVE RECEIVED CREDIT FOR 100% COMPLETION OF AN INTERMEDIATE LEVEL EDUCATION (ILE) OR COMMAND AND GENERAL STAFF COLLEGE (CGSC). THIS MAY BE OBTAINED BY COMPLETING WHICHEVER CERTIFIED METHOD THAT APPLIES TO THEIR CAREER FIELD:

(1) COMPLETION OF THE LEGACY COMMAND AND GENERAL STAFF OFFICER COURSE (CGSOC).

(2) COMPLETION OR ATTENDING THE 10 MONTH RESIDENT ILE COURSE.

(3) COMPLETION OF RESIDENT OR DISTANCE LEARNING INTERMEDIATE LEVEL EDUCATION COMMON CORE (ILE-CC) PLUS ADVANCED OPERATIONS COURSE (AOC) OR ADVANCED OPERATIONAL WARFIGHTING COURSE (AOWC).

(4) COMPLETION OF ILE-CC BY OFFICERS COMMISSIONED ON OR BEFORE 31 DECEMBER 1993.

(5) COMPLETION OF ILE-CC AND BLOCKS 3-5 OF THE ADVANCED OPERATIONAL WARFIGHTING COURSE (AOWC) PRIOR TO 1 OCTOBER 2008, REGARDLESS OF THE OFFICER'S DATE OF COMMISSION.

E. FUNCTIONAL AREA (FA) AND SPECIAL BRANCH OFFICERS MUST HAVE COMPLETED ILE-CC AND THE APPROPRIATE CREDENTIALING COURSE FOR THEIR ASSIGNED CAREER FIELD.

F. AMEDD OFFICERS WHO GRADUATED FROM OR RECEIVED EDUCATION CREDIT FOR SUCCESSFUL COMPLETION OF THE AMEDD BASIC OFFICER LEADERSHIP COURSE (BOLC) / AMEDD OFFICER BASIC COURSE (OBC), AMEDD OFFICER ADVANCED COURSE (OAC) / AMEDD CAPTAINS CAREER COURSE (CCC), AND ILE-CC MEET THE MINIMUM EDUCATION REQUIREMENTS TO BE CONSIDERED BY THIS BOARD.

G. JAG OFFICERS WHO GRADUATED FROM OR RECEIVED EDUCATION CREDIT FOR SUCCESSFUL COMPLETION OF THE JUDGE ADVOCATE OFFICER ADVANCED COURSE (JAOAC) OR THE JUDGE ADVOCATE OFFICER GRADUATE COURSE (JAOGC) AND ILE-CC MEET THE MINIMUM EDUCATION REQUIREMENTS TO BE CONSIDERED BY THIS BOARD.

H. CHAPLAINS WHO GRADUATED FROM OR RECEIVED EDUCATION CREDIT FOR SUCCESSFUL COMPLETION OF THE CHAPLAIN OFFICER ADVANCED COURSE (OAC) OR THE CHAPLAIN CCC AND ILE-CC MEET THE MINIMUM EDUCATION REQUIREMENTS TO BE CONSIDERED BY THE BOARD.

I. THE ELIGIBILITY REQUIREMENTS WILL NOT BE WAIVED FOR THIS BOARD.

16. CIVILIAN EDUCATION REQUIREMENTS: ALL OFFICERS MUST HAVE PROOF OF A BACCALAUREATE DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN THEIR ARMY MILITARY HUMAN RESOURCE RECORDS (AMHRR). ACCEPTABLE VERIFICATION IS HAVING ONE OF THE FOLLOWING TWO (2) ITEMS IN THE AMHRR:

A. COLLEGE TRANSCRIPTS CONFERRED/AWARDED BACCALAUREATE DEGREE (OR HIGHER), WITH DEGREE TYPE AND DATE CONFERRED/AWARDED PRINTED ON THE TRANSCRIPT.

B. COLLEGE DIPLOMA CONFERRED/AWARDED BACCALAUREATE (OR HIGHER) DEGREE (PREFERRED DOCUMENT).

17. ADMINISTRATIVE/COORDINATING INSTRUCTIONS:

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

B. OFFICERS MUST BE IN THE RANK OF COLONEL OR LIEUTENANT COLONEL TO APPLY FOR THIS BOARD.

C. THERE WILL BE NO STANDBY OR RE-LOOK BOARDS.

D. OFFICERS WHO ARE SELECTED AND REDESIGNATE OUT OF THEIR COMPONENT (USAR) OR COMPETITIVE CATEGORY (CHANGE FROM AGR TO NON-AGR), BEFORE OR AFTER THE SSC RESULTS ARE RELEASED WILL BE REMOVED FROM THE SSC LIST AND PERMITTED TO COMPETE IN THEIR NEW COMPONENT OR COMPETITIVE CATEGORY (IF ELIGIBLE).

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

F. ALTERNATES WHO ARE NOT IN COMPLIANCE WITH THE ARMY STANDARDS FOR ATTENDING A MILITARY SCHOOL WILL NOT RECEIVE AN OFFER TO ATTEND SSC 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 IN THE OFFICE OF THE JUDGE ADVOCATE GENERAL (JAG), PERSONNEL, PLANS, AND TRAINING OFFICE (PP&TO) NLT 30 CALENDAR DAYS PRIOR TO THE BOARD.

(4) EMAIL PROOF OF GOOD STANDING TO 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.

H. CONFIRM/UPDATE MRD WITH THE APPLICABLE ASSIGNMENT OFFICER PRIOR TO SUBMITTING AN APPLICATION.

(1) MRDS WILL BE COMPUTED ACCORDING TO TITLE 10 OF THE US CODE, SECTION 14507.

(2) MANDATORY REMOVAL COMPUTATION DATE: SHOULD REFLECT THE SAME DATE IN YOUR ARMY MILITARY HUMAN RESOURCE RECORDS (AMHRR) UPON SUBMITTING THE APPLICATION. CONTACT THE SUPPORTING S-1 OFFICE (TPU) OR ASSIGNMENT OFFICER (AGR, IMA, AND IRR) TO VERIFY AND/OR UPDATE MRD.

(3) COLONELS (COL) WILL BE REMOVED FROM THE RESERVE ACTIVE-STATUS LIST (RASL) (SEPARATED) UNDER TITLE 10 SECTION 14507 ON THE FIRST DAY OF THE MONTH AFTER THE MONTH IN WHICH THEY COMPLETE 30 YEARS OF COMMISSIONED SERVICE.

(4) LIEUTENANT COLONELS (LTC) WILL BE REMOVED FROM THE RASL (SEPARATED) UNDER TITLE 10 SECTION 14507 ON THE FIRST DAY OF THE MONTH AFTER THE MONTH IN WHICH THEY COMPLETE 28 YEARS OF COMMISSIONED SERVICE.

(5) LTC BEING CONSIDERED (IN THE PROMOTION AND ABOVE ZONE) FOR PROMOTION TO COL WILL COMPUTE THEIR MRD FOR THE NEXT HIGHER GRADE. HOWEVER, IF THEY ARE NOT SELECTED FOR PROMOTION AND THEIR NON-SELECTION MAKES THEM INELIGIBLE TO BE CONSIDERED/SELECTED (BASED ON OTHER ELIGIBILITY REQUIREMENTS), THEY WILL BE REMOVED FROM CONSIDERATION AND/OR SELECTION.

(6) IF A LTC REACHES AGE 60 BEFORE HE/SHE COMPLETES 28 YEARS OF COMMISSIONED SERVICE, HE/SHE WILL BE REMOVED ON THE LAST DAY OF THE MONTH IN WHICH HE/SHE BECOMES 60 YEARS OF AGE. IF A COL REACHES AGE 60 BEFORE HE/SHE COMPLETES 30 YEARS OF COMMISSIONED SERVICE, HE/SHE WILL BE REMOVED ON THE LAST DAY OF THE MONTH IN WHICH HE/SHE BECOMES 60 YEARS OF AGE.

(7) TOTAL COMMISSIONED SERVICE DOES NOT INCLUDE BREAKS IN SERVICE; HOWEVER, IT DOES INCLUDE COMMISSIONED SERVICE IN THE IRR AND OTHER SERVICES (I.E., NAVY, AIR FORCE, MARINE CORPS, ETC).

18. APPLICANTS CAN OBTAIN AN SSC 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 THE COMPUTER DESKTOP AND EMAIL (DO NOT SCAN) THE APPLICATION TO: USARMY.KNOX.HRC.MBX.OPMD-PDE-SSC@MAIL.MIL NLT 10 JUNE 2013. LATE APPLICATIONS WILL NOT BE ACCEPTED. LATE APPLICATIONS ARE THOSE APPLICATIONS AND/OR EMAILS DATED AFTER 10 JUNE 2013.

TO APPLY SUBMIT THE FOLLOWING DOCUMENTS:

A. SSC APPLICATION

B. DA FORM 330 (INTER-AMERICAN DEFENSE COLLEGE (IDAC) APPLICANTS ONLY)

C. DO NOT SEND ADDITIONAL DOCUMENTS WITH THE APPLICATION. FOLLOW THE INSTRUCTIONS FOR SUBMITTING ADDITIONAL DOCUMENTATION.

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

A. ARMY POLICY REQUIRES SOLDIERS TO REVIEW THEIR 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 DAYS PRIOR TO THE CONVENE DATE OF THE BOARD (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/RMS/](https://iperms.hrc.army.mil/rms/) OR [HTTPS://WWW.HRCAPPS.ARMY.MIL/PORTAL/](https://www.hrcapps.army.mil/portal/). OFFICERS MUST FIRST CORRECT THE ITEMS IN THEIR AMHRR AND THE DEPARTMENT OF THE ARMY PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS), VIA THEIR S-1, CAREER MANAGER, OR ASSIGNMENT OFFICER, AS APPLICABLE. FAILURE TO COMPLY WITH THIS DIRECTIVE MAY DEMONSTRATE A "LACK OF DUE DILIGENCE."

C. THE BOARD WILL UTILIZE THE 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 ON "SELF SERVICE" AND CLICK ON THE "MY BOARD FILE" (MBF) ICON. LOG IN USING 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/VIEWABLE UNTIL FIVE (5) DAYS PRIOR TO THE CONVENE DATE OF THE BOARD (APPROXIMATELY 8 AUGUST 2013). THIS BOARD WILL NOT VIEW LIEUTENANT OERS.

D. 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 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.

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. 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 22 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. CORRECTLY FILED AUTHORIZED DOCUMENTS WILL NOT BE MASKED OR REMOVED.

20. OFFICIAL PHOTOGRAPHS:

A. THIS BOARD WILL REVIEW THE OFFICIAL PHOTOGRAPH IN DIGITAL FORMAT STORED IN DAPMIS. 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) OR [HTTP://WWW.DEFENSEIMAGERY.MIL](http://www.defenseimagery.mil) TO FIND YOUR NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. 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 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 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.

21. OFFICER EVALUATION REPORTS (OER) AND ACADEMIC EVALUATION REPORTS (AER):
A. ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT CLOSE OF BUSINESS ON 2 AUGUST 2013, 1700 EDT. OERS/AERS RECEIVED AFTER CLOSE OF BUSINESS ON 2 AUGUST 2013 (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 ENSURE 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 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.

(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 USABLE 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 FOR PROCESSING BY HRC, EVALUATIONS BRANCH BY CLOSE OF BUSINESS ON 2 AUGUST 2013, 1700 EDT, WILL BE PLACED IN THE OFFICER'S 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 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/](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 SUBMITTED ELECTRONICALLY TO HRC (BY THE ATTENDING SCHOOL) USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATTRS). 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 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.

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.

22. OFFICER RECORD BRIEF (ORB/DA FORM 4037) / 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 CONVENED DATE OF THE BOARD. AGR ORBS WILL BE RE-INSERTED 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 NLT 19 JULY 2013 TO ALLOW SUFFICIENT TIME FOR CORRECTIONS TO BE PROCESSED.

23. 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 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 CAREERS. KEEP THE MEMORANDUM SHORT, TO THE POINT, AND RELEVANT. MEMORANDUMS SHOULD BE ADDRESSED TO PRESIDENT, FY13 UNITED STATES ARMY RESERVES SENIOR SERVICE COLLEGE SELECTION BOARD. ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVE, FORT KNOX, KY 40122.

C. THE DA SECRETARIAT WILL ONLY ACCEPT ONE 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. THEY WILL NOT BE FILED IN AN OFFICER'S AMHRR NOR WILL THEY BE RETURNED TO THE OFFICER.

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.

24. SUMMARY OF CRITICAL DATES:

A. 10 JUNE 2013 – APPLICATION SUBMISSION CLOSED

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

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

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

E. 13 AUGUST 2013 – BOARD CONVENES

25. NOTIFICATION OF THE BOARD RESULTS WILL BE POSTED ON THE HRC WEBSITE ONCE APPROVED BY THE APPROVING AUTHORITY. PRINCIPALS WILL ALSO BE NOTIFIED VIA EMAIL. ALTERNATES WILL BE NOTIFIED WHEN AN OFFER BECOMES AVAILABLE.

26. 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-SSC@MAIL.MIL.

FOR HRC BRANCH ASSISTANCE AND MBF MATTERS CONTACT THE RESPECTIVE BRANCH ASSIGNMENT OFFICERS 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.

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.
