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**Milper Message Number
11-324**

**Proponent
AHRC-PDV-PO**

**Title
FY12 LIEUTENANT COLONEL, MANEUVER, FIRES & EFFECTS (MFE), OPERATIONS SUPPORT
(OS) AND FORCE SUSTAINMENT (FS) BOARDS ZONES OF CONSIDERATION**

...Issued: [20 Oct 11]...

- A. AR 600-8-29, OFFICER PROMOTIONS, 25 FEB 05.
- B. AR 623-3, EVALUATION REPORTING SYSTEM, 10 AUG 07.
- C. AR 640-30, PHOTOGRAPHS FOR MILITARY HUMAN RESOURCES RECORDS, 18 SEP 08.
- D. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS, 22 JUN 04.
- E. DA PAM 640-1, OFFICERS' GUIDE TO THE OFFICER RECORD BRIEF, 1 APR 1987.
- F. MILPER MESSAGE NUMBER 10-322, SUBMITTING OMPF DOCUMENTS INTO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS), 9 DEC 10.
- G. MILPER MESSAGE NUMBER 11-296, JOINT EXPERIENCE POINTS DISPLAYED TO DEPARTMENT OF THE ARMY CENTRALIZED SELECTION BOARDS, 29 SEP 11.

1. THIS MILPER MESSAGE WILL EXPIRE NLT OCT 13.

2. POLICY.

A. SELECTION BOARDS WILL CONVENE ON 22 FEB 12 TO CONSIDER ELIGIBLE MAJORS ON THE ACTIVE DUTY LIST FOR PROMOTION TO LIEUTENANT COLONEL. THE BOARDS WILL RECESS ON OR ABOUT 13 MARCH 12. OFFICERS ELIGIBLE FOR CONSIDERATION HAVE THE FOLLOWING ACTIVE DUTY DATES OF RANK (ADOR):

(MFE) (OS) (FS)

ABOVE THE ZONE: MAJORS WITH AN ADOR OF 20060331 AND EARLIER

PROMOTION ZONE: MAJORS WITH AN ADOR OF 20060401 THRU 20060930

BELOW THE ZONE: MAJORS WITH AN ADOR OF 20061001 THRU 20070930

B. CDR, HRC WILL SUBMIT NAMES OF ELIGIBLE OFFICERS TO THE SELECTION BOARD. SELECTIONS WILL BE MADE UNDER THE METHODS DESCRIBED IN REF A.

C. SELECTIVE CONTINUATION (SELCON) BOARDS MAY BE CONVENED AT THE CONCLUSION OF THE FY12 LTC, MFE, OS, FS, PROMOTION BOARDS TO CONSIDER THOSE OFFICERS TWO OR MORE TIMES NONSELECTED FOR PROMOTION AS A RESULT OF THE BOARD. THE EXECUTION OF A SELCON BOARD IS DEPENDENT UPON FUTURE ARMY REQUIREMENTS. IN ACCORDANCE WITH 10 U.S.C., SECTION 637 AND DODI 1320.08, MAJORS MAY BE RECOMMENDED FOR SELCON AS LONG AS THEY ARE NOT ON A STANDING PROMOTION LIST TO LIEUTENANT COLONEL; ARE NOT ALREADY CONTINUED ON ACTIVE DUTY AS A RESULT OF A PREVIOUS SELCON; AND DO NOT HAVE AN APPROVED VOLUNTARY OR MANDATORY RETIREMENT/SEPARATION DATE, ON OR ABOUT 22 MAY 2012.

D. IAW CJCSI 1330.05 AND TITLE 10, U.S.C. THE ARMY MUST IDENTIFY FOR PROMOTION ALL OFFICERS WHO HAVE THE JOINT SPECIALTY (3L) AND ALL OFFICERS WHO ARE SERVING OR HAVE SERVED IN A JOINT DUTY ASSIGNMENT. OFFICERS MOVING INTO OR OUT OF A JDAL BILLET WITHIN 60 DAYS OF THE CONVENE DATE OF THE BOARD MUST CLOSELY COORDINATE DEPARTURE AND ARRIVAL DATES WITH THEIR ASSIGNMENT OFFICERS OR THE HRC JOINT POLICY OFFICE. IN ORDER FOR AN OFFICER TO BE CONSIDERED SERVING IN A JDAL BILLET, HE/SHE MUST HAVE SIGNED IN TO THE UNIT BEFORE MIDNIGHT (EASTERN TIME) THE DAY PRIOR THE BOARD CONVENE DATE AND HAVE CONFIRMED NOTIFICATION FROM THE HRC JOINT POLICY OFFICE (DSN 983-6344).

E. TITLE 10 U.S.C., SECTION 614 REQUIRES THAT THE NAME AND DATE OF RANK OF THE JUNIOR AND SENIOR OFFICERS IN THE PROMOTION ZONE, AS OF THE DATE OF THIS ANNOUNCEMENT, BE IDENTIFIED. THE JUNIOR AND SENIOR OFFICERS IN THE PROMOTION ZONE ARE AS FOLLOWS:

(MFE)

SENIOR OFFICER: DAVIS, RONNIE JEROME ADOR: 20060401

JUNIOR OFFICER: WOODY, CHRIS ALLAN ADOR: 20060929

(OS)

SENIOR OFFICER: WATSON, WILLIAM KENNETH ADOR: 20060401

JUNIOR OFFICER: STEWART, JOSHUA WAYNE ADOR: 20060913

(FS)

SENIOR OFFICER: WILLIS, TWYLLA DENISE ADOR: 20060401

JUNIOR OFFICER: AGEN, KEVIN JOHN ADOR: 20060906

3. EVALUATION REPORTS.

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT AND BY CLOSE OF BUSINESS ON 13 FEB 12. OERS/AERS RECEIVED ON 13 FEB 12, BUT AFTER CLOSE OF BUSINESS WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. BECAUSE HRC MUST PHYSICALLY PULL OVER ELECTRONIC SUBMISSION OR RECEIVE MAIL AND OPEN, THE DATE/TIME OF SUBMISSION IS NOT ALWAYS DATE/TIME OF HRC ACCEPTANCE AND RECEIPT. IF YOU WANT TO ENSURE REPORTS ARE RECEIVED AT HRC BY THIS DATE AND TIME, COMMANDERS AT ALL LEVELS SHOULD MAKE SPECIAL EFFORT TO ENSURE ANY APPLICABLE 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 RECENT VERSION OF THE EVALUATION FORM. HRC ENCOURAGES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AND SUBMIT IN AKO FORMS WHENEVER POSSIBLE BUT ALLOWS DEPLOYED UNITS TO DIGITALLY SIGN OR INK SIGN, PRINT AND SCAN, AND SUBMIT OERS BY EMAIL TO: HRC.TAGD.EVALFROMDEPLOYED@CONUS.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 IS NOT AVAILABLE. AN SOP COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR 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, FT. KNOX, KY 40122.

C. CODE 11, PROMOTION REPORT:

(1) AR 623-3, PARAGRAPH 3-50, AN OFFICER WHO WAS PREVIOUSLY CONSIDERED FROM EITHER ABOVE-THE-ZONE OR PROMOTION ZONE, BUT NOT SELECTED FOR PROMOTION BY THE BOARD WHICH CONVENED ON 15 FEB 11, WILL REQUIRE A PROMOTION REPORT (CODE 11) IF THE CRITERIA OF AR 623-3, PARAGRAPH 3-50 ARE MET. OFFICERS WHO HAVE RECEIVED AN OER WITH A "THRU DATE" OF 15 FEB 11 OR LATER ARE NOT ELIGIBLE FOR THIS REPORT.

(2) THE REQUIRED "THRU DATE" FOR PROMOTION REPORTS (CODE 11) IS 15 NOV 11.

D. CODE 09, COMPLETE-THE-RECORD REPORT:

(1) IAW AR 623-3, PARAGRAPH 3-60, A CODE 09, COMPLETE-THE-RECORD OER IS OPTIONAL FOR OFFICERS WHO MEET THE CRITERIA OF AR 623-3, PARAGRAPH 3-60.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 15 NOV 11. ALL OTHER REPORTS WILL HAVE "THRU DATES" THAT REFLECT THE DATE OF THE EVENT THAT IS THE REASON FOR THE REPORT.

E. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS 13 FEB 12, WILL BE PLACED IN OMPF AND THEN SELECTION BOARD FILES 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 OMPF. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 13 FEB 12, 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. CAREER MANAGERS AND BOARD SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN OMPF. ALL EVALUATIONS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE OMPF AND THEN INTO THE SOLDIER'S BOARD FILE. OERS WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

G. DA FORM 1059, ACADEMIC EVALUATION REPORTS (AER) CAN BE DISTRIBUTED ELECTRONICALLY TO HQDA/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, FT. KNOX, KY 40122.

H. OFFICERS WITH MISSING OER IN THEIR BOARD FILES OR OMPF 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 POC FOR RESOLUTION AT: HRC.TAGD.EVALPOLICY@CONUS.ARMY.MIL.

4. ALL OFFICERS IN THE ZONES OF CONSIDERATION MAY, IF DESIRED, SUBMIT CORRESPONDENCE TO THE PRESIDENT OF THE BOARD.

A. INDIVIDUAL MEMORANDUMS SHOULD INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN THE CONSIDERATION OF AN OFFICER'S RECORD. THEY SHOULD BE ADDRESSED TO PRESIDENT,

FY12 LIEUTENANT COLONEL, MFE, OS, OR FS PROMOTION SELECTION BOARD, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVE, FORT KNOX, KY 40122. MEMORANDUMS MUST ARRIVE PRIOR TO THE CONVENE DATE OF THE BOARD IN ORDER TO BE CONSIDERED.

B. TITLE 10, U.S. CODE, SECTION 1174, STATES, IN PART, THAT AN OFFICER DISCHARGED FOR TWICE FAILING OF SELECTION FOR PROMOTION TO THE NEXT HIGHER GRADE IS NOT ENTITLED TO SEPARATION PAY UNDER THIS SECTION IF EITHER (OR BOTH) OF THOSE FAILURES OF SELECTION FOR PROMOTION WAS BY THE ACTION OF A SELECTION BOARD TO WHICH THE OFFICER SUBMITTED A REQUEST IN WRITING NOT TO BE SELECTED FOR PROMOTION OR WHO OTHERWISE DIRECTLY CAUSED HIS/HER NONSELECTION THROUGH WRITTEN COMMUNICATION TO THE BOARD.

C. ANY MEMORANDUMS/LETTERS CONSIDERED BY A BOARD WILL BECOME A MATTER OF RECORD FOR THE BOARD AND WILL BE RETAINED BY CDR, HRC. MEMORANDUMS TO A BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN AN OFFICER'S OMPF.

D. COMMUNICATIONS OR MEMORANDUMS OF RECOMMENDATION FROM OTHER PARTIES ON BEHALF OF OFFICERS ELIGIBLE FOR CONSIDERATION WILL NOT BE PROVIDED TO THE BOARD UNLESS FORWARDED BY THE OFFICER BEING CONSIDERED.

E. IAW AR 614-120 AND 600-8-29, INTERSERVICE TRANSFER OF ARMY COMMISSIONED OFFICERS ON ACTIVE DUTY LIST WITHOUT A BREAK IN SERVICE ARE IMMEDIATELY ELIGIBLE FOR PROMOTION CONSIDERATION IF THEIR DATE OF RANK PLACES THEM WITHIN THE ZONE OF CONSIDERATION FOR A GRADE FOR WHICH THE SELECTION BOARD HAD NOT ADJOURNED BEFORE THE EFFECTIVE DATE OF TRANSFER. WITHIN 10 DAYS OF THE CONVENE DATE OF THE BOARD ELIGIBLE OFFICER MUST CLOSELY COORDINATE THEIR ARRIVAL DATE WITH THEIR ASSIGNMENT OFFICER AND/OR HRC, ACCESSIONS BRANCH AT (502) 613-6350

5. 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. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 17 FEB 12 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 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. ONLY THE CLASS A GREEN UNIFORM OR ARMY SERVICE UNIFORM IS AUTHORIZED, IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED.

6. THIS BOARD WILL UTILIZE 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 SECTION OF THE OFFICIAL MILITARY PERSONNEL FILE (OMPF), 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 OMPF, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE MY BOARD FILE TO BE UPDATED. SEE INSTRUCTIONS IN THE FOLLOWING PARAGRAPHS TO CORRECT/UPDATE YOUR OMPF.

A. OFFICERS MAY VIEW THEIR OMPF ONLINE AT: <HTTPS://IPERMS.HRC.ARMY.MIL>.

B. S1/MPD/DHR/MIL HR OFFICES AND CAREER BRANCH MANAGERS WILL USE THE WEB UPLOAD FEATURE IN IPERMS TO SUBMIT AUTHORIZED OMPF DOCUMENT UPDATES, IAW AR 600-8-104, TABLE 2-1. ALL DOCUMENTS MUST INCLUDE YOUR FULL NAME AND COMPLETE 9 DIGIT SSN. THE S1/MPD/DHR/MILITARY HR OFFICE OR CAREER BRANCH MANAGER WILL:

(1) PLACE "BOARD, LIEUTENANT COLONEL" IN THE COMMENT FIELD OF YOUR BATCH.

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

(3) PROVIDE YOU 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 YOUR EFFORT.

C. ALL OMPF UPDATE SUBMISSIONS MUST BE RECEIVED NLT 17 FEB 12 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ALL UPDATES TO THE PERFORMANCE PORTION OF THE OMPF WILL POPULATE YOUR MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL. PLAN ACCORDINGLY.

D. DO NOT BATCH ANY OER OR DA FORM 1059. WE DO NOT PROCESS THEM; EVALUATIONS BRANCH DOES. FOLLOW THE PROCEDURES IN PARAGRAPH 3 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

E. FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED DOCUMENTS (EXCEPT OER, NCOER, AND AER), SUBMIT REQUEST TO HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL BRIEFLY EXPLAIN THE PROBLEM AND INCLUDE THE COMPLETE 9 DIGIT SSN. DO NOT ATTACH DOCUMENTS FOR FILING. CORRECTLY FILED AUTHORIZED DOCUMENTS WILL NOT BE REMOVED.

(1) 1LT/2LT OERS ARE MASKED UPON PROMOTION TO CPT. HOWEVER, 1LT(P) OERS WILL NOT BE MASKED.

(2) 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, ARCOM, ETC).

F. FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED EVALUATION REPORTS, SUBMIT REQUEST TO HRC.TAGD.EVALAPPEALS@CONUS.ARMY.MIL.

G. ONLY THOSE ELIGIBLE OFFICERS FOR THIS BOARD ARE AUTHORIZED ACCESS MY BOARD FILE.

H. 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>, CLICK ON TOOLS AND SELF SERVICE, AND CLICK ON THE MY BOARD FILE (MBF) ICON.

I. AFTER REVIEWING THE 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."

J. DA SELECTION BOARD MEMBERS ARE ABLE TO VIEW THE MY BOARD FILE STATUS OF EACH CANDIDATE DURING THE VOTING PROCESS.

K. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MY BOARD FILE. CAREER BRANCH HOMEPAGE: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/OPMD.HTM](https://www.hrc.army.mil/site/active/opmd.htm). 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, YOUR CAREER BRANCH MANAGER IS YOUR PRIMARY POINT OF CONTACT IN THE PROCESS.

L. S1/MPD/DHR/MIL HR OFFICES AND COMMANDERS SHOULD ENSURE THAT ALL ELIGIBLE OFFICERS ACCESS, THOROUGHLY REVIEW AND CERTIFY THEIR BOARD FILE.

M. MY BOARD FILE DATES:

MY BOARD FILE OPENS: 20 DEC 11

MY BOARD FILE CLOSES: 2400 ON 17 FEB 12

7. OFFICERS WITH AN APPROVED SEPARATION DATE WITHIN 90 DAYS OF THE CONVENE DATE OF THE BOARD (I.E., SEPARATION DATE THRU 22 MAY 2012) ARE NOT ELIGIBLE FOR CONSIDERATION.

8. THE POINT OF CONTACT FOR ADMINISTRATIVE AND PROCEDURAL PROMOTION CONSIDERATION MATTERS IS OFFICER PROMOTIONS SECTION, (AHRC-PDV-PO), DSN 983-9009, COMMERCIAL (502) 613-9009. E-MAIL ADDRESS IS HRC.TAGD.AC.OFFICERPROMOTIONS@CONUS.ARMY.MIL. OFFICERS SHOULD DIRECT QUESTIONS CONCERNING ORB CORRECTIONS TO THEIR SERVICING S1/MPD/DHR/MIL HR OFFICES OR THE APPROPRIATE CAREER MANAGEMENT BRANCH. POINT OF CONTACT FOR OER PROCEDURAL MATTERS IS MR. DARIO VELASQUEZ, EVALUATION REPORTS BRANCH, (AHRC-MSE-R), DSN 983-8749, COMMERCIAL (502)613-8749. E-MAIL ADDRESS IS DARIO.VELASQUEZ@CONUS.ARMY.MIL. OMPF/IPERMS INQUIRIES: EMAIL TO HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL. DO NOT SEND OMPF UPDATE DOCUMENTS TO THIS EMAIL ACCOUNT. FOLLOW THE PROCEDURES IN PARAGRAPH 6 ABOVE.

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