

**Milper Message Number  
13-256**

**Proponent  
AHRC-PDV-PO**

**Title  
FY14 LIEUTENANT COLONEL, ARMY, MANEUVER, FIRES & EFFECTS (MFE),  
OPERATIONS SUPPORT (OS) AND FORCE SUSTAINMENT (FS) ZONES OF  
CONSIDERATION**

**...Issued: [16 Sep 13]...**

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- A. TITLE 10, UNITED STATES CODE (USC).
- B. AR 600-8-29, OFFICER PROMOTIONS, 25 FEB 05.
- C. AR 623-3, EVALUATION REPORTING SYSTEM, 05 JUN 12.
- D. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES, 18 SEP 08.
- E. AR 600-8-104, ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT, 02 AUG 12.
- F. DA PAM 640-1, OFFICERS' GUIDE TO THE OFFICER RECORD BRIEF, 01 APR 87.
- G. DA MEMO 600-2, POLICIES AND PROCEDURES FOR ACTIVE-DUTY LIST OFFICER SELECTION BOARDS, 25 SEP 06.
- H. MILPER MESSAGE NUMBER 11-296, JOINT EXPERIENCE POINTS DISPLAYED TO DEPARTMENT OF THE ARMY CENTRALIZED SELECTION BOARDS, 29 SEP 11.
- I. MILPER MESSAGE NUMBER 13-050, MY BOARD FILE, 20 FEB 13.

1. THIS MILPER MESSAGE WILL EXPIRE NO LATER THAN (NLT) 01 OCT 15.

2. POLICY.

A. SELECTION BOARDS WILL CONVENE ON 22 JAN 14 TO CONSIDER ELIGIBLE MAJORS ON THE ACTIVE DUTY LIST FOR PROMOTION TO LIEUTENANT COLONEL. THE BOARDS WILL RECESS ON OR ABOUT 13 FEB 14. SELECTIVE CONTINUATION (SELCON) BOARDS MAY CONVENE AT THE CONCLUSION OF THE FY14 LIEUTENANT COLONEL, ARMY, MANEUVER, FIRES & EFFECTS (MFE), OPERATIONS SUPPORT (OS) AND FORCE SUSTAINMENT PROMOTION SELECTION BOARDS TO CONSIDER THOSE OFFICERS TWO OR MORE TIMES NONSELECTED FOR PROMOTION AS A RESULT OF THE BOARDS. MAJORS MAY BE RECOMMENDED FOR SELCON AS LONG AS THEY ARE NOT ON A STANDING PROMOTION LIST TO LIEUTENANT COLONEL; HAVE NOT BEEN PREVIOUSLY SELCON OR WERE PREVIOUSLY SELCON AND THE PERIOD OF SELCON WILL END BEFORE THE RELEASE DATE OF THE NEXT SELCON BOARD; AND DO NOT HAVE AN APPROVED VOLUNTARY OR MANDATORY RETIREMENT/RELEASE DATE WITHIN 90 DAYS OF THE CONVENE DATE OF THE FY14 LIEUTENANT COLONEL, ARMY, MANEUVER, FIRES

& EFFECTS (MFE), OPERATIONS SUPPORT (OS) AND FORCE SUSTAINMENT PROMOTION SELECTION BOARDS AS ESTABLISHED BY TITLE 10, USC, SECTION 637 AND DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 1320.08. OFFICERS ELIGIBLE FOR CONSIDERATION HAVE THE FOLLOWING ACTIVE DUTY DATES OF RANK (ADOR).

(MFE/OS/FS)

ABOVE THE ZONE: MAJOR WITH AN ADOR OF 30 SEP 07 AND EARLIER

PROMOTION ZONE: MAJOR WITH AN ADOR OF 01 OCT 07 THRU 30 SEP 08

BELOW THE ZONE: MAJOR WITH AN ADOR OF 01 OCT 08 THRU 30 SEP 09

B. COMMANDING GENERAL, U.S. ARMY HUMAN RESOURCES COMMAND (HRC), WILL SUBMIT NAMES OF ELIGIBLE OFFICERS TO THE SELECTION BOARD. SELECTIONS WILL BE MADE UNDER THE METHODS DESCRIBED IN REF A.

C. TITLE 10, USC, 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: DUPREY, ANDREW R. ADOR: 01 OCT 07

JUNIOR OFFICER: COONEY, SEAN M. ADOR: 26 AUG 08

OS

SENIOR OFFICER: MCNAIR, JIMMY L. ADOR: 01 OCT 07

JUNIOR OFFICER: STURDIVANT, MERVIN L. ADOR: 22 SEP 08

FS

SENIOR OFFICER: HICKS, ROBERT M. ADOR: 01 OCT 07

JUNIOR OFFICER: MASSEYMURRAY, KEIDA L. ADOR: 01 SEP 08

D. OFFICERS TRANSFERRING TO THE ARMY FROM ANOTHER SERVICE WITHOUT A BREAK IN SERVICE ARE IMMEDIATELY ELIGIBLE FOR PROMOTION CONSIDERATION IF THEIR DATE OF RANK PLACES THEM WITHIN THE PROMOTION ZONE AND THE OFFICER'S EFFECTIVE DATE OF TRANSFER TO THE ARMY OCCURS BEFORE THE BOARD'S ADJOURNMENT IN ACCORDANCE WITH (IAW) AR 600-8-29, PARAGRAPH 1-25C. ELIGIBLE OFFICERS MUST CLOSELY COORDINATE THEIR ARRIVAL DATE AND SHOULD CONTACT THEIR ASSIGNMENT OFFICER AND/OR ACCESSIONS BRANCH, DSN 983-6350, COMMERCIAL (502) 613-6350, WITHIN 10 DAYS OF THE CONVENE DATE OF THE BOARD.

E. A DETAILED SECRETARIAT BRIEFING ON THE ACTUAL PROMOTION BOARD PROCESS IS AVAILABLE AT THE FOLLOWING WEBSITE UNDER PROFESSIONAL DEVELOPMENT TOOLS: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/VIDEO/THE\\_SELECTION\\_BOARD\\_PROCESS\\_VIDEO.HTM](https://www.hrc.army.mil/site/active/tagd/video/the_selection_board_process_video.htm). NOTE, THE BRIEFING IS ONLY VIEWABLE BASED UPON ARMY KNOWLEDGE ONLINE (AKO) ACCESS. IT IS HIGHLY RECOMMENDED THAT EACH SOLDIER IN THE RESPECTIVE ZONES

OF CONSIDERATION FOR THIS BOARD REVIEW THE BRIEFING FOR THEIR OWN PROFESSIONAL DEVELOPMENT AND TO ENSURE THAT THEY FULLY UNDERSTAND THE ASSOCIATED BOARD PROCESS AND INTENSE LEVEL OF FILE SCRUTINY INVOLVED IN THE PROMOTION PROCESS.

F. TITLE 10, USC, SECTION 1174(A)(3), STATES, 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.

G. THE ARMY MUST IDENTIFY FOR PROMOTION BOARD MEMBERS ALL OFFICERS WHO HAVE THE JOINT SPECIALTY (3L) AND ALL OFFICERS WHO ARE SERVING OR HAVE SERVED IN A JOINT DUTY ASSIGNMENT IN ACCORDANCE WITH (IAW) CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION (CJCSI) 1330.05(C) AND TITLE 10, USC, SECTION 661. OFFICERS MOVING INTO OR OUT OF A JOINT DUTY ASSIGNMENT LIST (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 BRANCH. IN ORDER FOR AN OFFICER TO BE CONSIDERED SERVING IN A JDAL BILLET, THEY MUST HAVE SIGNED INTO THE UNIT BEFORE MIDNIGHT (EASTERN TIME) THE DAY PRIOR TO THE BOARD CONVENE DATE AND HAVE CONFIRMED NOTIFICATION FROM THE HRC, JOINT POLICY BRANCH AT DSN 983-6345, COMMERCIAL (502) 613-6345.

### 3. OFFICER EVALUATION REPORTS (OER) AND ACADEMIC EVALUATION REPORTS (AER).

A. IN ORDER FOR AN OER/AER TO BE REVIEWED BY THIS BOARD, ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE IN THE EVALUATION REPORTS BRANCH, HRC NLT AND BY CLOSE OF BUSINESS ON 10 JAN 14, 1700 EST. OERS/AERS RECEIVED ON 10 JAN 14, BUT AFTER CLOSE OF BUSINESS (1700 EST) 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. ALL OERS MUST BE SUBMITTED TO HRC VIA AKO FORMS, WHICH REQUIRES DIGITAL SIGNATURES AND RECENT 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](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 BE USED IF AKO FORMS SUBMISSION IS NOT AVAILABLE. A STANDARD OPERATING PROCEDURE (SOP) COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR CAN BE LOCATED AT THE POINT OF CONTACT (POC) WEBSITE.

(2) ALL NON-DEPLOYED 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 11, PROMOTION REPORT:

(1) 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 22 FEB 13 WILL REQUIRE A PROMOTION REPORT (CODE 11) IF THE CRITERIA OF AR 623-3, PARAGRAPH 3-46 IS MET. OFFICERS WHO HAVE RECEIVED AN OER WITH A "THRU DATE" OF 22 FEB 13 OR LATER ARE NOT ELIGIBLE FOR THIS REPORT.

(2) THE REQUIRED "THRU DATE" FOR PROMOTION REPORTS (CODE 11) IS 12 OCT 13.

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 12 OCT 13. ALL OTHER REPORTS SHOULD 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 10 JAN 14, 1700 EST, 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 BY DATE OF 10 JAN 14, 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/>. 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.

G. DA FORM 1059 (AER) CAN BE DISTRIBUTED ELECTRONICALLY TO THE EVALUATIONS BRANCH 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.

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 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.

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, FY14 LTC, MFE, OS OR FS PROMOTION SELECTION BOARD, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVE, FORT KNOX, KY 40122. SIGNED MEMORANDUMS 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). MEMORANDUMS MUST ARRIVE PRIOR TO THE CONVENED DATE OF THE BOARD IN ORDER TO BE CONSIDERED. DO NOT SEND THIS DOCUMENT TO IPERMS.

B. ANY MEMORANDUM CONSIDERED BY A BOARD WILL BECOME A MATTER OF RECORD FOR THAT BOARD AND WILL BE RETAINED IN THE BOARD FILES. MEMORANDUM TO THE BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN AN OFFICER'S AMHRR. DO NOT SEND THIS DOCUMENT TO IPERMS.

C. COMMUNICATIONS OR MEMORANDUM OF RECOMMENDATION FROM OTHER PARTIES ON BEHALF OF OFFICERS ELIGIBLE FOR CONSIDERATION WILL NOT BE PROVIDED TO THE BOARD UNLESS FORWARDED AS AN ENCLOSURE TO A MEMORANDUM TO THE BOARD FROM THE OFFICER BEING CONSIDERED.

#### 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 JAN 14 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. 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.

6. THIS BOARD WILL UTILIZE THE MY BOARD FILE (MBF) APPLICATION FOR ALL ELIGIBLE OFFICERS IN THE ZONE OF CONSIDERATION. MBF 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. IT IS COMPRISED OF FILES FROM THE PERFORMANCE FOLDER OF THE AMHRR, DA PHOTO (DAPMIS), AND OFFICER RECORD BRIEF (ORB), TOTAL OFFICER PERSONNEL MANAGEMENT INFORMATION SYSTEM (TOPMIS). THEREFORE, IF THERE IS AN ERROR OR MISSING DOCUMENT IN YOUR MBF, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR AMHRR, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE MBF TO BE UPDATED. SEE

INSTRUCTIONS IN THE FOLLOWING PARAGRAPH TO CORRECT/UPDATE YOUR AMHRR.

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

B. FOR ADDITIONAL INFORMATION ON UPDATING BOARD DOCUMENTS IN IPERMS REFER TO <HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS>.

C. S1/UA/MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCE OFFICES AND CAREER BRANCH MANAGERS WILL USE THE WEB UPLOAD FEATURE IN IPERMS TO SUBMIT AUTHORIZED AMHRR DOCUMENT UPDATES, IAW AR 600-8-104. USE THE BELOW LINK TO ACCESS THE AUTHORIZED DOCUMENTS LIST: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ASSETS/PDF/IPERMS\\_AUTHORIZED\\_DOCUMENTS.PDF](HTTPS://WWW.HRC.ARMY.MIL/SITE/ASSETS/PDF/IPERMS_AUTHORIZED_DOCUMENTS.PDF). ALL DOCUMENTS MUST INCLUDE YOUR FULL NAME AND COMPLETE 9-DIGIT SOCIAL SECURITY NUMBER (SSN).

D. ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 10 JAN 14 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 MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL; PLAN ACCORDINGLY.

E. 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 3 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 AS FOLLOWS:

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

(2) ENLISTED DOCUMENTS WHICH DO NOT CROSS OVER FROM ENLISTED TO OFFICER RANKS ARE MASKED. RULE OF THUMB, IF THE DOCUMENT CAN BE EARNED BY BOTH OFFICER AND ENLISTED RANKS THE DOCUMENT WILL NOT BE MASKED (I.E., AIRBORNE SCHOOL, COMBAT LIFESAVER COURSE, ETC.). AWARDS, DECORATIONS AND CERTIFICATE OF ACHIEVEMENTS WILL NOT BE MASKED AND WILL BE SEEN BY THE BOARD.

G. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS (EXCEPT OERS/AERS) HAVE YOUR S1/UA/MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCE/MILITARY HUMAN RESOURCE OFFICES AND CAREER BRANCH MANAGERS 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 AND AUTHORIZED DOCUMENTS WILL NOT BE MASKED OR REMOVED.

H. FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED, OR MASKING EVALUATION REPORTS, SUBMIT REQUEST TO [USARMY.KNOX.HRC.MBX.TAGD-EVAL-APPEALS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-APPEALS@MAIL.MIL).

I. ONLY THOSE ELIGIBLE OFFICERS FOR THIS BOARD ARE AUTHORIZED ACCESS TO THE MY BOARD FILE APPLICATION.

J. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH 'BOARD FILE' (MBF). TO ACCESS MBF, ELIGIBLE OFFICERS SHOULD GO TO THE HRC WEB-SITE AT <HTTPS://WWW.HRC.ARMY.MIL>, CLICK ON SELF-SERVICE, AND THEN CLICK ON THE MBF ICON.

K. AFTER REVIEWING THE MBF, 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."

L. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MBF. CAREER BRANCH HOMEPAGE:

<HTTPS://WWW.HRC.ARMY.MIL/OFFICER/OFFICER%20PERSONNEL%20MANAGEMENT%20DIRECTORATE>. ALL CAREER BRANCH MANAGERS HAVE THE ABILITY, WHILE MBF 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. SEE REF I FOR COMPLETE DETAILS ON MY BOARD FILE.

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

N. MY BOARD FILE DATES:

MY BOARD FILE OPENS: 24 NOV 13.

MY BOARD FILE CLOSES: 2400 ON 17 JAN 14.

7. NOTE THAT OFFICERS WITH AN APPROVED SEPARATION DATE WITHIN 90 DAYS OF THE CONVENE DATE OF THE BOARD (SEPARATION DATE THRU 21 APR 14) ARE NOT ELIGIBLE FOR CONSIDERATION.

8. THE POC FOR ADMINISTRATIVE AND PROCEDURAL PROMOTION CONSIDERATION MATTERS IS THE OFFICER PROMOTIONS SECTION, (AHRC-PDV-PO), DSN 983-9009, COMMERCIAL (502) 613-9009. E-MAIL ADDRESS IS [USARMY.KNOX.HRC.MBX.TAGD-AC-OFFICER-PROMOTIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-AC-OFFICER-PROMOTIONS@MAIL.MIL). OFFICERS SHOULD DIRECT QUESTIONS CONCERNING ORB CORRECTIONS TO THEIR SERVICING S1, MPDS, OR THE APPROPRIATE CAREER MANAGEMENT BRANCH.

FOR OER/AER PROCEDURAL MATTERS, THE POC IS EVALUATIONS BRANCH, (AHRC-PDV-ER), DSN 983-9019, COMMERCIAL (502) 613-9019. E-MAIL ADDRESS IS [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, BOARD SUPPORT TEAM AT DSN 983-8995, COMMERCIAL (502) 613-8995 OR E-MAIL ADDRESS [USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL)

FOR ADDITIONAL INFORMATION ON UPDATING BOARD DOCUMENTS IN IPERMS REFER TO <HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS>. DO NOT SEND AMHRR UPDATE DOCUMENTS TO THIS EMAIL. FOLLOW THE PROCEDURES IN PARAGRAPH 6 ABOVE.