

**Milper Message Number  
13-049**

**Proponent  
AHRC-PDV-PO**

**Title  
FY13 COLONEL, MANEUVER, FIRES & EFFECTS (MFE), OPERATIONS SUPPORT  
(OS) AND FORCE SUSTAINMENT (FS) PROMOTION SELECTION BOARDS ZONES  
OF CONSIDERATION**

**...Issued: [14 Feb 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, 2 AUG 12.
- F. DA PAM 640-1, OFFICERS' GUIDE TO THE OFFICER RECORD BRIEF, 1 APR 87.
- 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 NO LATER THAN (NLT) 1 FEB 15.

2. POLICY.

A. SELECTION BOARDS WILL CONVENE ON 6 MAY 13 TO CONSIDER ELIGIBLE LIEUTENANT COLONELS ON THE ACTIVE DUTY LIST FOR PROMOTION TO COLONEL. THE BOARD WILL RECESS ON OR ABOUT 23 MAY 13. OFFICERS ELIGIBLE FOR CONSIDERATION HAVE THE FOLLOWING ACTIVE DUTY DATES OF RANK (ADOR).

(MFE/OS/FS)

ABOVE THE ZONE: LIEUTENANT COLONELS WITH AN ADOR OF 31 AUG 08 AND EARLIER.

PROMOTION ZONE: LIEUTENANT COLONELS WITH AN ADOR OF 1 SEP 08 THRU 31 AUG 09.

BELOW THE ZONE: LIEUTENANT COLONELS WITH AN ADOR OF 1 SEP 09 THRU 31 AUG 10.

B. COMMANDER (CDR), 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: SMITH, TIMOTHY CHARLES ADOR: 1 SEP 08

JUNIOR OFFICER: BRAMBLETT, JAMES MICHAEL ADOR: 1 AUG 09

(OS)

SENIOR OFFICER: SOBOLESKI, JAMES WALTER, JR ADOR: 1 SEP 08

JUNIOR OFFICER: GERRISH, JEFFREY ALLEN ADOR: 15 AUG 09

(FS)

SENIOR OFFICER: ALSTON, TODD KENT ADOR: 1 SEP 08

JUNIOR OFFICER: WHITTEN, CRAIG ALLEN ADOR: 1 AUG 09

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 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. IN ACCORDANCE WITH (IAW) CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION (CJCSI) 1330.05(C) AND TITLE 10, USC, SECTION 661, 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. 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 CONVENED DATE AND HAVE CONFIRMED NOTIFICATION FROM THE HRC, JOINT POLICY BRANCH AT DSN 983-6345, COMMERCIAL (502) 613-6345.

### 3. EVALUATION REPORT

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OFFICER EVALUATION REPORTS (OER) / ACADEMIC EVALUATION REPORTS (AER) MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HRC NLT AND BY CLOSE OF BUSINESS ON 26 APR 13. OERS/AERS RECEIVED ON 26 APR 13 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, (CDRS) AT ALL LEVELS SHOULD MAKE SPECIAL EFFORTS 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: [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. A STANDARD OPERATING PROCEDURE (SOP) COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR AT THE POINT OF CONTACT (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 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 5 JUNE 12 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 5 JUNE 12 OR LATER ARE NOT ELIGIBLE FOR THIS REPORT.

(2) THE REQUIRED "THRU DATE" FOR PROMOTION REPORTS (CODE 11) IS 26 JAN 13.

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

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

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 26 JAN 13. 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 26 APR 13, WILL BE PLACED IN ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) 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 AMHRR. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 26 APR 13, 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, BOARD SUPPORT PERSONNEL AND INTERNATIONAL PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS) ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN AMHRR. ALL EVALUATIONS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE AMHRR 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 (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.

H. OFFICERS WITH MISSING OER IN THEIR BOARD FILES 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 POC FOR RESOLUTION AT [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.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, FY13 COL 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.

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 1 MAY 13 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 (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 SECTION 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/](https://iperms.hrc.army.mil/rms/).

B. S1/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, TABLE B-1. ALL DOCUMENTS MUST INCLUDE YOUR FULL NAME AND COMPLETE 9 DIGIT SOCIAL SECURITY NUMBER (SSN). THE S1/ MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCES OFFICE OR CAREER BRANCH MANAGER WILL:

(1) TYPE THE WORD "BOARD" IN THE COMMENT FIELD OF YOUR 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 YOUR EFFORT. PLEASE ASK YOUR S1/MILITARY PERSONNEL DIVISION (MPD) UNIT ADMINISTRATOR (UA) OR HR PERSONNEL FOR THE BATCH NUMBER.

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

C. ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 26 APR 13 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ALL UPDATES TO THE PERFORMANCE PORTION OF THE AMHRR WILL POPULATE YOUR MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL; PLAN ACCORDINGLY.

D. 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.

E. THE RULES FOR MASKING DOCUMENTS (MOVING DOCUMENTS FROM PERFORMANCE FOLDER TO RESTRICTED FOLDER) ARE AS FOLLOWS:

(1) 2LT/1LT OERS ARE MASKED UPON APPOINTMENT 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.

F. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS (EXCEPT OERS/AERS) HAVE YOUR (MPD), S1, UNIT ADMINISTRATOR, OR CAREER MANAGER, 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.

G. 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).

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

I. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH MY BOARD FILE. TO ACCESS MBF, ELIGIBLE OFFICERS SHOULD GO TO THE HRC WEB-SITE AT [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil), CLICK ON SELF-SERVICE, AND THEN CLICK ON THE MBF ICON.

J. 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."

K. 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](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.

L. S1/MPD/DHR/MIL HR OFFICES AND CDRS SHOULD ENSURE THAT ALL ELIGIBLE OFFICERS

ACCESS, THOROUGHLY REVIEW AND CERTIFY THEIR BOARD FILE.

M. MY BOARD FILE DATES:

MY BOARD FILE OPENS: 3 MAR 13

MY BOARD FILE CLOSES: 2400 ON 1 MAY 13

7. NOTE THAT OFFICERS WITH AN APPROVED SEPARATION DATE WITHIN 90 DAYS OF THE CONVENE DATE OF THE BOARD (I.E., SEPARATION DATE THRU 3 AUG 13 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 ADDRESSES 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 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). DO NOT SEND AMHRR UPDATE DOCUMENTS TO THIS EMAIL. FOLLOW THE PROCEDURES IN PARAGRAPH 6 ABOVE.