

Milper Message Number

10-065

Proponent

AHRC-OPL-L

Title

FY10 COHORT YEAR GROUP (YG) 2003 FUNCTIONAL DESIGNATION (FD) BOARD

...Issued: [11 Mar 10]...

1. THIS MILPER MESSAGE EXPIRES NLT 15 MAY 2011.

2. THIS MESSAGE ANNOUNCES ZONES OF ELIGIBILITY, METHODOLOGY, AND ADMINISTRATIVE INSTRUCTIONS FOR USE BY THE FY10 COHORT YEAR GROUP (YG) 2003 FUNCTIONAL DESIGNATION (FD) BOARD.

3. THE FD BOARD CONVENES ON **6 MAY 2010** TO SELECT CAPTAINS IN COHORT YG2003 FOR FUNCTIONAL DESIGNATION AS DESCRIBED IN DA PAM 600-3 AND MILPER MESSAGE 09-142.

4. OFFICERS MUST MEET THE FOLLOWING CRITERIA TO BE ELIGIBLE FOR FUNCTIONAL DESIGNATION BY THIS BOARD:

A. OFFICERS OF THE ARMY COMPETITIVE CATEGORY **WITH A DATE OF RANK TO CPT FROM 1 JANUARY 2006 TO 18 JANUARY 2007.**

B. OFFICERS ACCESSED INTO SPECIAL FORCES (SF) MUST SUBMIT A PREFERENCE STATEMENT WITH SOMETHING OTHER THAN THEIR BRANCH AS THEIR FIRST CHOICE IN ORDER TO BE CONSIDERED FOR DESIGNATION INTO A FUNCTIONAL AREA. SF OFFICERS NOT SUBMITTING PREFERENCES WILL NOT BE SEEN BY THIS BOARD AND WILL REMAIN SF.

C. OFFICERS ACCESSED INTO PSYCHOLOGICAL OPERATIONS (PO) AND CIVIL AFFAIRS (CA) BY THE ARMY SPECIAL FORCES ACCESSION BOARD WILL NOT BE SEEN BY THIS BOARD.

D. OFFICERS ACESSED INTO THE ARMY ACQUISITION CORPS (AC) BY THE ARMY ACQUISITION CORPS BOARD WILL NOT BE SEEN BY THIS BOARD.

E. OFFICERS ALREADY DESIGNATED INTO A FUNCTIONAL AREA WILL NOT BE SEEN BY THIS BOARD.

F. OFFICERS ACCESSED INTO THE ARMY THROUGH AN INTERSERVICE TRANSFER AND WHO HAVE SELECTED BRANCH AS FIRST PREFERENCE FOR THIS BOARD WILL NOT BE SEEN BY THIS BOARD.

G. OFFICERS IN YG 2003 WITH AN APPROVED SEPARATION DATE THRU **1 AUGUST 2010** ARE NOT ELIGIBLE FOR CONSIDERATION BY THIS BOARD.

H. OFFICERS IN YG 2003 WHO HAVE LESS THAN 12 MONTHS ON THEIR CURRENT ACTIVE DUTY TOUR BY THE CONVENE DATE OF THE BOARD (E.G. OFFICERS WITH AN ENTRY ON ACTIVE DUTY DATE AFTER 6 MAY 2009) ARE NOT ELIGIBLE TO PARTICIPATE.

I. IAW DA G-1 POLICY, OFFICERS WHO HAVE RECEIVED ARMY FUNDED ADVANCED CIVIL SCHOOLING (ACS) IN SUPPORT OF A FUNCTIONAL AREA OR BASIC BRANCH WILL HAVE THEIR FUNCTIONAL DESIGNATION LOCKED TO THAT RESPECTIVE FUNCTIONAL AREA OR BASIC BRANCH. OFFICERS DESIGNATED INTO THEIR FUNCTIONAL AREA OR BASIC BRANCH DUE TO ACS TRAINING WILL NOT BE CONSIDERED BY THE BOARD. IF YOU ARE UNSURE ABOUT YOUR STATUS – PLEASE CONTACT YOUR ASSIGNMENT MANAGER AT HRC.

5. ELIGIBLE OFFICERS MUST SUBMIT THEIR FD PREFERENCE FROM **23 MARCH – 28 APRIL 2010**. ELIGIBLE OFFICERS WILL RECEIVE INFORMATION VIA THEIR ARMY KNOWLEDGE ONLINE (AKO) EMAIL ACCOUNTS EXPLAINING HOW TO SUBMIT AN ONLINE PREFERENCE STATEMENT.

THIS APPLICATION WILL BE AVAILABLE AT THE ONLINE FD PREFERENCE SUBMISSION PORTAL (<https://www.isdrad16.army.mil/ahrc/ospp/home/HTDocs/>).

OFFICERS MAY SELECT AS PREFERENCES ONLY THOSE FUNCTIONAL AREAS FOR WHICH THEY MEET THE MINIMUM CRITERIA.

A. MINIMUM CRITERIA FOR EACH FUNCTIONAL AREA IS DEFINED IN DA PAM 600-3 AT http://www.army.mil/usapa/epubs/pdf/p600_3.pdf, WITH CURRENT UPDATES AVAILABLE FROM THE INDIVIDUAL CAREER MANAGERS (LISTED ONLINE AT https://www.hrc.army.mil/site/active/opmd/Branch_Homepages.htm). IF AN OFFICER DOES NOT MEET THE MINIMUM CRITERIA FOR A FUNCTIONAL AREA, THEN THAT PREFERENCE WILL BE DELETED BY HRC PRIOR TO THE BOARD CONVENING. SINCE THE BOARD ONLY SEES THOSE FUNCTIONAL AREA PREFERENCES FOR WHICH THE OFFICER MEETS THE MINIMUM CRITERIA, IT IS IMPERATIVE THAT OFFICERS SELECT THEIR PREFERENCES CAREFULLY.

B. OFFICERS MUST SUBMIT THREE PREFERENCES. ONE OF YOUR SELECTIONS CAN INCLUDE YOUR BRANCH. OFFICERS WHO FAIL TO SUBMIT A PREFERENCE STATEMENT OR SUBMIT A PREFERENCE STATEMENT THAT INCLUDES FUNCTIONAL AREAS FOR WHICH THEY ARE NOT QUALIFIED, GO BEFORE THE FD BOARD WITHOUT A PREFERENCE AND ARE FUNCTIONALLY DESIGNATED BASED ON ARMY REQUIREMENTS.

C. OFFICERS SELECTING FA48-FOREIGN AREA OFFICER (FAO) AS A PREFERENCE MUST FILL OUT A FAO QUESTIONNAIRE THAT WILL BE REVIEWED BY THE FAO PROPONENT. QUESTIONNAIRES MUST BE RECEIVED BY FAO PROPONENT NLT 19 APRIL 2010. FAILURE TO FILL OUT THIS QUESTIONNAIRE SIGNIFICANTLY REDUCES YOUR CHANCES OF BEING DESIGNATED AS A FAO. AN OFFICER MUST HAVE A BACCALAUREATE DEGREE WITH A GPA OF 2.5 ON A 4.0 SCALE OR HAVE COMPLETED A FAO RELATED GRADUATED DEGREE PER DA PAM 600-3. OFFICERS WHO DO NOT MEET THE 2.5 GPA REQUIREMENT MUST SUBMIT BOTH GRADUATE DEGREE TRANSCRIPTS AND GRE TEST SCORES.

OFFICERS THAT ARE DEPLOYED TO A COMBAT ZONE AND ARE UNABLE TO OBTAIN THEIR COLLEGE TRANSCRIPTS AND/OR GRE SCORES CAN SEND A LETTER TO BOTH THEIR BASIC BRANCH AND THE FA48 PROPONENT EXPLAINING THEIR SITUATION. OFFICERS ARE ALSO REQUIRED TO HAVE THEIR DLAB SCORES POSTED ON THEIR ORB. THE MINIMUM DLAB SCORE IS 95. NOTE THAT THE DLPT IS NOT A SUBSTITUTE FOR THE DLAB. ADDITIONALLY, OFFICERS MUST BE WILLING TO ACCEPT DESIGNATION INTO ANY FA48 AREA OF CONCENTRATION (AOC). THESE ARE ONLY THREE OF THE ELIGIBILITY REQUIREMENTS TO BE CONSIDERED. OFFICERS MUST READ DA PAM 600-3 FOR ADDITIONAL FAO REQUIREMENTS.

THE FAO QUESTIONNAIRE CAN BE FOUND AT WWW.FAO.ARMY.MIL OR

https://www.hrc.army.mil/site/protect/branches/officer/OS/ForeignArea_/index.htm

OR BY CONTACTING LTC NICK LOVELACE AT DSN 332-8125, COMMERCIAL (703) 602-8125; E-MAIL NICOLAS.LOVELACE@US.ARMY.MIL; FAX (703) 602-8198. CONTACT LTC LOVELACE FOR QUESTIONNAIRE SUBMISSION OR FOR ANY ISSUES REGARDING THIS QUESTIONNAIRE OR ANY OTHER ELIGIBILITY REQUIREMENTS FOR THE FAO PROGRAM.

6. OFFICERS CAN EXPECT TO SEE APPROXIMATELY 250 TO 300 OFFICERS DESIGNATED INTO FUNCTIONAL AREAS. SOME BRANCHES HAVE LIMITED OPPORTUNITY TO FD INTO FUNCTIONAL AREAS DUE TO ARMY REQUIREMENTS AND THE RELATIVE POPULATION STRENGTH OF THAT BRANCH.

7. THE U.S. ARMY HUMAN RESOURCES COMMAND (HRC) SUBMITS NAMES OF ELIGIBLE OFFICERS TO THE FD BOARD. HRC FORWARDS ALL DOCUMENTS THAT ARE AUTHORIZED AND ACCEPTED FOR FILING ON THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) TO THE FD BOARD.

8. CODE 21, COMPLETE-THE-RECORD REPORTS ARE NOT AUTHORIZED FOR THE FD BOARD.

9. HRC ACCEPTS LETTERS TO THE PRESIDENT OF THE BOARD FROM OFFICERS ELIGIBLE FOR FUNCTIONAL DESIGNATION. OFFICERS SHOULD LIMIT LETTERS TO ONE.

INDIVIDUAL AUTOMATED LETTERS WILL BE SUBMITTED THROUGH THE ONLINE FD PREFERENCE SUBMISSION PORTAL (<https://www.isdrad16.army.mil/ahrc/ospp/home/HTDocs/>).

LETTERS SHOULD ONLY INCLUDE INFORMATION DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S DESIGNATION AND NOT REPEAT INFORMATION THAT IS ALREADY CONTAINED IN THE OFFICER'S OMPF OR ORB. AUTOMATED LETTERS MUST BE SUBMITTED PRIOR TO THE PREFERENCE WINDOW CLOSING ON **28 APRIL 2010**.

HOWEVER, OFFICERS HAVE THE OPTION TO SUBMIT INDIVIDUAL WRITTEN LETTERS IN LIEU OF THE AUTOMATED VERSION. WRITTEN LETTERS SHOULD HAVE THE LAST FOUR DIGITS OF THE OFFICER'S SSN, FOLLOW THE SAME FORMAT AS THE AUTOMATED VERSION, AND INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S RECORD.

ADDRESS WRITTEN LETTERS TO:
PRESIDENT, FY10 COHORT YG 2003 FUNCTIONAL DESIGNATION (FD) BOARD
ATTN: AHRC-MSB, ROOM 5S07, HOFFMAN II
200 STOVALL STREET, ALEXANDRIA, VA 22332-0441

WRITTEN LETTERS MUST ARRIVE AT THE DA SECRETARIAT'S OFFICE NLT: **5 MAY 2010** TO BE CONSIDERED BY THE BOARD.

10. OFFICERS MAY ALSO SUBMIT LETTERS OF RECOMMENDATION FROM SENIOR OFFICERS BY SENDING A WRITTEN LETTER TO THE BOARD PRESIDENT WITH THE LETTER OF RECOMMENDATION AS AN ATTACHMENT. COMMUNICATIONS FROM OTHER PARTIES ON BEHALF OF OFFICERS BEING CONSIDERED WILL NOT BE PROVIDED TO THE DESIGNATION BOARD UNLESS FORWARDED IN WRITING BY THE OFFICER BEING CONSIDERED. ADDRESS LETTERS TO:

PRESIDENT, FY10 COHORT YG 2003 FUNCTIONAL DESIGNATION (FD) BOARD

ROOM 5S07, HOFFMAN II
200 STOVALL STREET
ALEXANDRIA, VA 22332-0441

LETTERS MUST ARRIVE AT THE DA SECRETARIAT PRIOR TO THE CONVENED DATE OF THE BOARD TO BE CONSIDERED. COMMUNICATIONS CONTAINING CRITICISM OR REFLECTING NEGATIVELY UPON THE CHARACTER, CONDUCT OR MOTIVES OF ANY OFFICER WILL NOT BE PROVIDED TO THE DESIGNATION BOARD.

11. ANY LETTERS CONSIDERED BY THE BOARD (INCLUDING ENCLOSURES) ARE PRIVILEGED CORRESPONDENCE. HRC WILL NOT FILE THESE LETTERS IN THE OFFICERS OMPF.

12. PSB/MPD/BCT S-1 WILL NOT BE SENT A LIST OF NAMES OR ORBS OF ELIGIBLE OFFICERS. EACH PERSONNEL ORGANIZATION MUST SCREEN THEIR POPULATION AND NOTIFY EACH OFFICER CONCERNED. OFFICERS ELIGIBLE FOR CONSIDERATION SHOULD CAREFULLY REVIEW THEIR OMPF AND THE OFFICER RECORD BRIEF AND MAKE CORRECTIONS PRIOR TO THE CONVENED DATE OF THE BOARD.

13. THE YG 2003 FD BOARD UTILIZES THE MY BOARD FILE (MBF) APPLICATION. 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. MBF 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 MBF, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR OMPF, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE MBF TO BE UPDATED. SEE INSTRUCTIONS IN THE FOLLOWING PARAGRAPH TO CORRECT/UPDATE YOUR OMPF.

A. ONLY THOSE ELIGIBLE OFFICERS FOR THIS BOARD ARE AUTHORIZED ACCESS TO MBF.

B. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH 'MY BOARD FILE'. TO ACCESS 'MY BOARD FILE', ELIGIBLE OFFICERS MAY SELECT THE 'MY BOARD' FILE (MBF) ICON AT <https://www.hrc.army.mil/site/applicationDirectory.htm>.

C. AFTER REVIEWING THE MBF, OFFICERS MUST SELECT ONE OF THE FOLLOWING THREE OPTIONS WHEN VIEWING MBF:

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."

FD BOARD MEMBERS ARE ABLE TO VIEW THE MBF STATUS OF EACH CANDIDATE DURING THE VOTING PROCESS.

D. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MBF. CAREER BRANCH HOMEPAGE: https://www.hrc.army.mil/site/Active/opmd/Branch_Homepages.htm. 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.

E. MPD/PSB/PD/BCT'S AND COMMANDERS SHOULD ENSURE THAT ALL ELIGIBLE OFFICERS ACCESS, THOROUGHLY REVIEW AND CERTIFY THEIR BOARD FILE.

F. MY BOARD FILE (MBF) DATES:

MBF OPENS: **15 MAR 10**

MBF CLOSES: **28 APR 10**

14. ELIGIBLE OFFICERS MUST SEND DOCUMENTS TO UPDATE THEIR OMPF (OTHER THAN OERS) BY MEMORANDUM TO CDR, HRC-ALEXANDRIA (AHRC-MSR-S) (SELECTION BOARD PROCESSING UNIT), 200 STOVALL STREET, ALEXANDRIA, VA 22332-0444. SUBMIT ONLY DOCUMENTS WHICH ARE AUTHORIZED FOR FILING BY AR 600-8-104. DOCUMENTS FORWARDED FOR UPDATE BY MPD/PSB/PD/BCTS IN BULK WILL NOT BE EXPEDITIOUSLY PROCESSED, AND THEREFORE MAY NOT BE SEEN BY THE DESIGNATION BOARD. OFFICERS ARE ENCOURAGED TO KEEP THEIR OMPF UPDATED AT ALL TIMES. WHEN NOT UNDER BOARD PREPARATION TIME CONSTRAINTS, OFFICERS CAN ALSO UPDATE THEIR OMPF BY SENDING DOCUMENTS (OTHER THAN OERS) TO EMAIL: OFFRCDS@CONUS.ARMY.MIL.

15. OFFICERS ELIGIBLE FOR CONSIDERATION SHOULD REVIEW THEIR RECORDS TO DETERMINE IF THEY HAVE A CURRENT PHOTO. IN THOSE INSTANCES WHERE AN OFFICER'S PHOTO IS NOT CURRENT, THE OFFICER SHOULD UPDATE THE PHOTO EXPEDITIOUSLY SO THAT RECORDS WILL BE AS COMPLETE AS POSSIBLE WHEN REVIEWED BY THE BOARD.

16. THE FD BOARD PRODUCES A LIST OF FUNCTIONAL DESIGNATIONS FOR ALL OFFICERS, WHICH ONCE APPROVED, WILL BE PUBLISHED VIA MILPER MESSAGE.

17. SUMMARY OF CRITICAL DATES INCLUDES:

A. MY BOARD FILE OPENS: **15 MARCH 2010**

B. FD PREFERENCE STATEMENTS AND AUTOMATED LETTERS TO THE BOARD PRESIDENT SUBMISSION WINDOW: **23 MARCH – 28 APRIL 2010**

C. MY BOARD FILE CLOSES: **28 APRIL 2010**

D. LETTERS OF RECOMMENDATION DUE TO DA SECRETARIAT NLT: **5 MAY 2010.**

E. CONVENE AND RECESS DATES: **6 MAY – 20 MAY 2010.**

18. POC IS MSG GERALD MCKINNEY, LEADER DEVELOPMENT DIVISION, HRC (AHRC-OPL-L), EMAIL GERALD.MCKINNEY@US.ARMY.MIL DSN 221- 0605 OR COMMERCIAL 703-325-0605.