

**Milper Message Number  
13-169**

**Proponent  
AHRC-PDV-PE**

**Title  
FY14 ACTIVE COMPONENT MSG PROMOTION BOARD ANNOUNCEMENT**

**...Issued: [11 Jul 13]...**

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- A. AR 600-8-2, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS), 23 OCT 12.
- B. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS, 30 APR 10 (RAR 001,27 DEC 11).
- C. AR 600-8-104, ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT (AMHRR), 2 AUG 12.
- D. AR 623-3, EVALUATION REPORTING SYSTEM, 5 JUN 12 & DA PAM 623-3, EVALUATION REPORTING SYSTEM, 5 JUN 12.
- E. AR 635-200, ACTIVE DUTY ENLISTED ADMINISTRATIVE SEPARATIONS, 6 JUN 05 (RAR 002, 27 APR 10).
- F. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES, 18 SEP 08.
- G. HQDA (SAMR-PO) MEMORANDUM, REINSTATEMENT AND REVISION OF THE QUALITATIVE MANAGEMENT PROGRAM (QMP), DATED 23 JUL 09.
- H. MILPER MESSAGE NUMBER 12-198, AHRC-EPF-M, PROCEDURES FOR THE FY13 QUALITATIVE MANAGEMENT PROGRAM (QMP) FOR SENIOR NCOS.
- I. MILPER MESSAGE NUMBER 13-050, AHRC-PDV-S, MY BOARD FILE.
- J. HQDA (SAMR) MEMORANDUM, ENLISTED PERSONNEL POLICIES IN SUPPORT OF THE ARMY LEADER DEVELOPMENT STRATEGY, DATED 25 FEB 11.
- K. ALARACT (216/2012) 101452Z AUG 12 (STRUCTURED SELF DEVELOPMENT (SSD) PREREQUISTITES FOR NCOES.

1. THIS MILPER MESSAGE WILL EXPIRE NLT 22 OCT 15.

2. POLICY:

A. THIS ANNOUNCEMENT CONTAINS INSTRUCTIONS REGARDING MSG PROMOTION CONSIDERATION. CLOSE ATTENTION MUST BE GIVEN TO SPECIFIC ELIGIBILITY CRITERIA AND OTHER REQUIREMENTS CONTAINED IN THIS MESSAGE. IAW REF B, A DA SELECTION BOARD IS SCHEDULED TO CONVENE AT THE DA SECRETARIAT (DAS), FORT KNOX, KY ON 22 OCT 13 TO CONSIDER SOLDIERS FOR PROMOTION TO MSG. ADDITIONAL BOARD MISSIONS INCLUDE

CONDUCT OF THE QUALITATIVE MANAGEMENT PROGRAM (QMP) AND STAND-BY ADVISORY BOARDS, AS NEEDED.

B. SOLDIERS ERRONEOUSLY INCLUDED IN THE ZONES OF CONSIDERATION FOR PROMOTION, IF SELECTED, WILL BE ADMINISTRATIVELY REMOVED FROM THE LIST.

C. ARMY POLICY EXCLUDES SOLDIERS FROM PROMOTION CONSIDERATION ONCE THEY ARE WITHIN ONE YEAR OF THEIR RETENTION CONTROL POINT (RCP) IN THEIR CURRENT GRADE AS OF THE ANNOUNCED PROMOTION BOARD CONVENE DATE. THE PURPOSE OF THIS POLICY IS TO ENABLE THOSE SELECTED FOR PROMOTION TO COMPLETE THEIR SERVICE OBLIGATION PRIOR TO REACHING THE RCP AT THE NEW GRADE. IN ADDITION, IT ENSURES THAT SOLDIERS WHO ARE APPROACHING RETIREMENT ARE AFFORDED AMPLE TIME TO SOLICIT AND RECEIVE MANDATORY COUNSELING AND TRANSITION ASSISTANCE AS THEY PREPARE TO SEPARATE FROM THE ARMY.

D. SENIOR LEADERS COURSE (SLC) GRADUATION IS A FIRM ELIGIBILITY REQUIREMENT FOR CONSIDERATION BY THIS BOARD (REF I).

E. SOLDIERS SELECTED FOR PROMOTION BY THIS BOARD WILL INCUR A 36-MONTH SERVICE OBLIGATION UPON ACCEPTING PROMOTION TO MSG (REF I).

F. IN SUPPORT OF SHAPING A FUTURE NCO CAREER DEVELOPMENTAL TIMELINE TO PROVIDE BALANCE AND PREDICTABILITY BETWEEN PME AND OPERATING FORCE REQUIREMENTS WITHIN AN ARMY FORCE GENERATION (ARFORGEN) ENVIRONMENT, THE MINIMUM TIME IN GRADE ELIGIBILITY REQUIREMENTS FOR CONSIDERATION TO MSG IS THREE YEARS (REF I).

G. DECLINATION OF CONSIDERATION. SOLDIERS IN THE ZONE OF CONSIDERATION FOR PROMOTION MAY TAKE ACTION TO DECLINE SUCH CONSIDERATION. THESE PROVISIONS ARE OUTLINED IN PARA 5, BELOW. DECLINATIONS WILL ONLY BE APPLIED TO THE CURRENT BOARD. FAILURE TO INITIATE A DECLINATION WILL RESULT IN AUTOMATIC PROMOTION CONSIDERATION TO MSG.

### 3. PROMOTION TO MSG:

A. ELIGIBILITY CRITERIA FOR PROMOTION CONSIDERATION TO MSG. ALL SLC QUALIFIED SFC'S WITH A DOR OF 23 OCT 10 AND EARLIER AND WITH A BASD BETWEEN 23 OCT 88 AND 23 OCT 05 (BOTH DATES INCLUSIVE). PRIMARY ZONE DOR IS 16 OCT 09 AND EARLIER. SECONDARY ZONE DOR IS 17 OCT 09 THRU 23 OCT 10.

B. INELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION BY THIS BOARD:

(1) SFC WITH AN APPROVED RETIREMENT ON THE DATE THE DMPM APPROVES THE SELECTION LIST. THESE SOLDIERS WILL NOT REGAIN ELIGIBILITY BY WITHDRAWING THEIR RETIREMENT AFTER THE SELECTION LIST IS APPROVED.

(2) SOLDIERS WITH AN APPROVED DA DIRECTED DENIAL OF CONTINUED ACTIVE DUTY SERVICE.

(3) SOLDIERS WITH AN APPROVED LOCAL BAR TO REENLISTMENT.

(4) SOLDIERS WHO SIGNED A DCSS.

(5) SPECIAL BANDSPERSONS AS DEFINED IN AR 600-8-19, PARA 5-2.

(6) SOLDIERS WHO DO NOT POSSESS A HIGH SCHOOL DIPLOMA/GED EQUIVALENCY OR

HIGHER.

(7) SOLDIERS WHO ARE INELIGIBLE TO REENLIST DUE TO COURT MARTIAL CONVICTION, CONFINEMENT, OR AWOL.

(8) SOLDIERS WHO TAKE ACTION TO DECLINE PROMOTION CONSIDERATION AS PROVIDED FOR PER REF B. SEE PARA 5 FOR ADMINISTRATIVE GUIDANCE.

(9) SOLDIERS ASSIGNED TO U.S. ARMY MARKSMANSHIP UNITS (USAMU) AND THE U.S. ARMY PARACHUTE TEAM (USAPT).

4. QUALITATIVE MANAGEMENT PROGRAM (QMP): THE QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD WILL CONSIDER ALL SFC AND ABOVE WITH A MINIMUM OF 19 YEARS AFS AND NOT WITHIN ONE YEAR OF THEIR RETENTION CONTROL POINT WHO ARE REFERRED BY HRC BASED ON FILING OF DEROGATORY INFORMATION IN THE SOLDIER'S AMHRR. INDIVIDUAL SOLDIERS WILL BE NOTIFIED IN WRITING BY HRC THROUGH THEIR CHAIN OF COMMAND.

5. DECLINATION OF CONSIDERATION:

A. SOLDIERS WHO HAVE NO DESIRE TO ACCEPT A PROMOTION TO MSG MUST SUBMIT A DECLINATION STATEMENT. UNLESS A DECLINATION ACTION IS AUTHENTICATED BY THE SOLDIER AND ACCEPTED BY HRC PROMOTIONS BRANCH NLT 17 OCT 13, CONSIDERATION FOR SFC IS AUTOMATIC. THESE DECLINATION ACTIONS ARE NOT FILED IN THE SOLDIER'S AMHRR AND WILL NOT BE REVIEWED BY THE BOARD MEMBERS. THEY WILL BE USED FOR ADMINISTRATIVE PURPOSES ONLY.

B. TO DECLINE CONSIDERATION FOR THIS BOARD GO TO THE HRC WEB-SITE AT <HTTPS://WWW.HRC.ARMY.MIL>, CLICK ON SELF-SERVICE AND CLICK ON THE MY BOARD FILE ICON LINK. ONCE THERE, ENTER THE ARMY KNOWLEDGE ON-LINE AUTHENTICATION. ONCE IN MY BOARD FILE, CLICK ON THE DECLINE OPTION. ONLY THE CONSIDERED NCO CAN COMPLETE A DECLINATION ACTION ON-LINE. SEE PARA 8F BELOW FOR MY BOARD FILE (MBF) AVAILABILITY DATES.

6. S1/MPD/MIL HR OFFICES MUST REPORT ELIGIBILITY STATUS CHANGES ON A CONTINUOUS BASIS. INCLUDE POINT OF CONTACT AND TELEPHONE NUMBER ON ALL COMMUNICATIONS. SEND NOTIFICATIONS TO PROMOTIONS ELIGIBILITY AT <USARMY.KNOX.HRC.MBX.TAGD-SR-ENLISTED-PROMOTIONS@MAIL.MIL>.

7. PROCESSING NONCOMMISSIONED OFFICER EVALUATION REPORTS (NCOER):

A. IN ORDER FOR AN NCOER/AER TO BE REVIEWED BY THE BOARD, ALL MANDATORY OR OPTIONAL NCOERS/AERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT AND BY CLOSE OF BUSINESS ON 11 OCT 13, 1700 EDT. NCOERS/AERS RECEIVED ON 11 OCT 13, BUT AFTER CLOSE OF BUSINESS, WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. HRC MUST PHYSICALLY PULL OVER ELECTRONIC SUBMISSIONS OR RECEIVE AND OPEN MAIL, THE DATE/TIME OF SUBMISSION IS NOT ALWAYS 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 NCOS ARE EXPEDITIOUSLY PROCESSED.

B. ALL NCOERS 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 NCOERS 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 NCOERS BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSIONS ARE NOT AVAILABLE. A SOP COVERING STANDARDS FOR SCANNED AND EMAILED NCOERS 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 NCOER TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT 470, FT KNOX, KY 40122-5407.

C. TO FACILITATE THE RATED SOLDIER SIGNING THE NCOER AFTER ITS COMPLETION AND SIGNATURE BY THE RATING OFFICIALS, THE NCOER MAY BE SIGNED AND DATED BY EACH INDIVIDUAL IN THE RATING CHAIN UP TO 14 DAYS PRIOR TO THE "THRU" DATE OF THE REPORT. HOWEVER, REPORTS CANNOT BE SUBMITTED TO HRC EVALUATIONS BRANCH UNTIL ON OR AFTER THE THRU DATE OF THE REPORT. ABSENCE OF SUCH A REPORT IS NOT A BASIS FOR STANDBY ADVISORY BOARD RECONSIDERATION. NCOERS MUST BE PROCESSED THROUGH THE EVALUATION BRANCH PRIOR TO BEING FILED IN THE AMHRR AND THEN THE MBF.

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

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

(2) A COMPLETE-THE-RECORD MAY BE SUBMITTED FOR A SOLDIER WHO HAS COMPLETED AT LEAST 90 CALENDAR DAYS (EXCLUDING NONRATED TIME) IN THE CURRENT DUTY POSITION UNDER THE SAME RATER AS OF 13 JUL 13. THEY MUST NOT HAVE RECEIVED A PREVIOUS REPORT FOR THE CURRENT DUTY POSITION.

(3) ALL COMPLETE-THE-RECORD REPORTS WILL CONTAIN THE FOLLOWING ENTRY FOR TYPE OF REPORT IN PART 1, BLOCK G, 09: COMPLETE REC.

(4) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 13 JUL 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 11 OCT 13, 1700 EDT, WILL BE PLACED IN THE 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 11 OCT 13 OR EARLIER AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD. NCOS MAY VALIDATE THEIR BOARD FILES EVEN IF AN INBOUND EVALUATION IS DUE TO PROCESS.

F. NCOS WITH A MISSING NCOER 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. NCOS WITH QUESTIONS ABOUT NCOER POLICY OR PROCEDURAL MATTERS CAN CONTACT AN EVALUATIONS POC FOR RESOLUTION AT [USARMY.KNOX.HRC.MBX.TAGD-EVAL-](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-)

[POLICY@MAIL.MIL](mailto:POLICY@MAIL.MIL). TO ELIMINATE DUPLICATE REPORTS, CONTACT THE POC ABOVE BEFORE AUTOMATICALLY SENDING IN COPIES OF MISSING NCOERS.

G. DA FORM 1059, ACADEMIC EVALUATION REPORTS (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, FT KNOX, KY 40122-5407.

8. THIS BOARD WILL UTILIZE THE MY BOARD FILE (MBF) APPLICATION. THE MBF IS A SECURE, WEB-BASED APPLICATION WITH AKO SIGN ON AND AUTHENTICATION TO ALLOW NCOS IN THE ZONES OF CONSIDERATION ONE LOCATION TO REVIEW AND CERTIFY THEIR ENTIRE BOARD FILE. THE MBF IS COMPRISED OF FILES FROM THE PERFORMANCE FOLDER OF THE ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR), DA PHOTO (DAPMIS), AND ENLISTED RECORD BRIEF (EMILPO). THEREFORE, IF THERE IS AN ERROR OR MISSING DOCUMENT IN MBF, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR AMHRR, DAPMIS, AND EMILPO, AS APPLICABLE, IN ORDER FOR THE MBF TO BE UPDATED. SEE REF I FOR COMPLETE DETAILS ON MY BOARD FILE.

A. ONLY THOSE NCOS WHO ARE ELIGIBLE FOR THIS BOARD ARE AUTHORIZED TO ACCESS MBF. MBF MAY ONLY BE ACCESSED BETWEEN THE DATES SHOWN IN PARAGRAPH 8F BELOW.

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

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

(1) "I HAVE NOT VIEWED THE DOCUMENTS."

(2) "I HAVE REVIEWED THE INFORMATION IN 'MY BOARD FILE' AND I WILL SUBMIT CORRECTIONS/CHANGES TO MY FILE."

(3) "I CERTIFY THAT THE INFORMATION IN 'MY BOARD FILE' IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE."

(4) "I DECLINE CONSIDERATION FOR THIS BOARD. I UNDERSTAND THAT THIS DECLINATION WILL NOT PRECLUDE ME FROM BEING CONSIDERED BY SUBSEQUENT BOARDS FOR WHICH I REMAIN ELIGIBLE."

D. NCOS NEEDING ASSISTANCE UPDATING THEIR AMHRR, ERB, OR PHOTO SHOULD CONTACT THEIR S1/MPD/MIL HR OFFICE.

E. S1/MPD/MIL HR OFFICES, AND COMMANDERS SHOULD ENSURE THAT ALL ELIGIBLE NCOS ACCESS, THOROUGHLY REVIEW, AND CERTIFY THEIR MY BOARD FILE.

F. MY BOARD FILE DATES:

MY BOARD FILE OPENS: 23 AUG 2013

MY BOARD FILE CLOSES: 17 OCT 2013

9. COMMUNICATIONS TO THE BOARD:

A. SOLDIERS ELIGIBLE FOR CONSIDERATION BY THIS BOARD MAY WRITE TO THE PRESIDENT OF THE BOARD TO PROVIDE DOCUMENTS OR CALL ATTENTION TO ANY MATTER CONCERNING THEMSELVES THAT IS NOT ALREADY COVERED IN THEIR RECORD. ALTHOUGH WRITTEN COMMUNICATION IS AUTHORIZED, IT IS ONLY ENCOURAGED WHEN THERE IS SOMETHING THAT IS NOT PROVIDED IN THE SOLDIER'S RECORD THAT MAY HAVE AN IMPACT ON BOARD DELIBERATIONS.

B. MEMOS MUST BE ADDRESSED TO: PRESIDENT, MSG PROMOTION BOARD, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIV AVE, DEPT 471, FORT KNOX, KY 40122-5407 MEMOS SHOULD BE SCANNED AND SENT AS AN EMAIL ATTACHMENT TO [USARMY.KNOX.HRC.MBX.DAS-BOARD-SELECT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.DAS-BOARD-SELECT@MAIL.MIL). MEMOS MUST CONTAIN FULL SSN, SOLDIER'S SIGNATURE, AND BE RECEIVED NLT 11 OCT 13. MEMOS RECEIVED AFTER THIS DATE OR NOT FOLLOWING GUIDELINES IN THIS AND THE FOLLOWING PARAGRAPHS MAY NOT BE REFERRED TO THE BOARD.

C. MEMOS TO THE BOARD PRESIDENT AND AUTHORIZED ENCLOSURES ARE CONSIDERED PRIVILEGED AND BECOME A PERMANENT PART OF THE BOARD'S RECORD. SOLDIERS MUST BE TOLD THAT MEMOS TO THE BOARD PRESIDENT AND ENCLOSURES ARE NOT USED TO UPDATE THE ARMY MILITARY HUMAN RESOURCE RECORD(AMHRR). DO NOT SEND YOUR BOARD MEMO TO IPERMS.

D. THIRD-PARTY COMMUNICATIONS ARE NOT AUTHORIZED.

E. ALL MEMOS ARE SCREENED AND UNAUTHORIZED DOCUMENTS ARE REMOVED.

F. NCOERS AND ERBS SUBMITTED DIRECTLY TO THE BOARD OR TO IPERMS BY A SOLDIER WILL NOT BE REFERRED TO THE BOARD.

10. UPDATING THE ARMY MILITARY HUMAN RESOURCE RECORD(AMHRR):

A. NCOS MAY VIEW THEIR AMHRR ONLINE AT [HTTPS://IPERMS.HRC.ARMY.MIL](https://iperms.hrc.army.mil).

B. NCOS ARE REMINDED THAT THEIR SERVICING S1/MPD/MILITARY HR OFFICE WILL ASSIST THEM BY SUBMITTING AUTHORIZED AMHRR DOCUMENTS, IAW AR 600-8-104. USE THE LINK BELOW TO ACCESS THE AUTHORIZED DOUCMENTS 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 SSN.

C. ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 11 OCT 2013 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ENSURE S1/MPD/MILITARY HR OFFICERS, AND 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 FOLDEROF THE AMHRR WILL POPULATE YOUR 'MY BOARD FILE' APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS MAY TAKE UP TO ONE WEEK. 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 7 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

E. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED OR MASKING DOCUMENTS (EXCEPT NCOERS/AERS) HAVE YOUR S1/MPD/MILITARY HR OFFICE 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 AUTHORIZED DOCUMENTS WILL NOT BE MASKED OR REMOVED.

F. FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED EVALUATION REPORTS OR A DA

FORM 1059, SUBMIT EMAIL REQUESTS TO: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL).

G. FOR ADDITIONAL INFORMATION ON UPDATING BOARD DOCUMENTS IN IPERMS REFER TO THE FOLLOWING LINK:

<HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS>.

#### 11. 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, NCOS ARE ENCOURAGED TO REVIEW THEIR OFFICIAL PHOTOGRAPH IAW THE GUIDELINES IN AR 640-30. IF NEEDED, GO TO <HTTP://WWW.VIOS.ARMY.MIL> TO FIND YOUR NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 17 OCT 2013 TO ALLOW FOR SUFFICIENT PROCESSING TIME.

B. THE MINIMUM OFFICIAL PHOTOGRAPH FREQUENCY FOR NCOS 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. NCOS 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 NCOS WILL BE PHOTOGRAPHED WITHIN 90 DAYS OF RETURN TO AN AREA WHERE PHOTOGRAPHIC FACILITIES ARE AVAILABLE. ADDITIONALLY, FEMALE NCOS 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 AND ARMY SERVICE UNIFORM ARE THE ONLY AUTHORIZED UNIFORMS FOR WEAR, IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED.

12. THE INFORMATION ABOVE MUST BE DISSEMINATED PROMPTLY TO ALL LEVELS OF COMMAND, S1/MPD/MIL HR OFFICE, AND ALL ELIGIBLE SOLDIERS.

#### 13. POINTS OF CONTACT:

A. HRC PROMOTIONS BRANCH/ BOARD ELIGIBILITY (NOT MY BOARD FILE): [USARMY.KNOX.HRC.MBX.TAGD-SR-ENLISTED-PROMOTIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-SR-ENLISTED-PROMOTIONS@MAIL.MIL) OR 502-613-9015 (DSN 983).

B. NCO-ER POLICY/ NCO-ER SUBMISSION: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL) OR 502-613-9019 (DSN 983) .

C. NCOES: [USARMY.KNOX.HRC.MBX.EPMD-NCOES-SENIOR-PROMOTIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-NCOES-SENIOR-PROMOTIONS@MAIL.MIL) OR 502-613-5916 (DSN 983).

D. BOARD SUPPORT (MY BOARD FILE): [USARMY.KNOX.HRC.MBX.DAS-BOARD-SELECT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.DAS-BOARD-SELECT@MAIL.MIL).

E. SPECIAL MANAGEMENT UNIT POC: 502-613-6245

F. ERB UPDATE: LOCAL S1/MPD.

G. QMP/QSP: 502-613-6732 OR [USARMY.KNOX.HRC.MBX.EPMD-RETIREMENT-SEPARATIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-RETIREMENT-SEPARATIONS@MAIL.MIL).

H. PHOTO SUBMISSION: DAPMIS.

I. 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) OR [HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS](https://www.hrc.army.mil/tagd/updating%20board%20documents). DO NOT SEND AMHRR UPDATE DOCUMENTS TO THIS EMAIL. FOLLOW THE PROCEDURES IN PARAGRAPH 10 ABOVE.

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