

## MILPER Message 17-333 Proponent AHRC-PDV-PE

**Title: FY18 Regular Army (RA)/United States Army Reserve (USAR) Active Guard Reserve (AGR) MSG Promotion Board Announcement ...Issued:[25-Oct-2017]...**

- A. AR 350-1 (Army Training and Leader Development), 19 Aug 14.
- B. AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)), 11 May 16.
- C. AR 600-8-19 (Enlisted Promotions and Reductions), 14 Sep 16.
- D. AR 600-8-104 (Army Military Human Resources Records Management), 7 Apr 14.
- E. AR 601-280 (Army Retention Program), 1 Apr 16.
- F. AR 614-200 (Enlisted Assignments and Utilization Management), 26 Feb 09 including Rapid Action Revision 3 issued 11 Oct 11.
- G. AR 623-3 (Evaluation Reporting System), 4 Nov 15.
- H. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 Dec 16.
- I. AR 640-30 (Photographs For Military Human Resource Records), 29 Mar 17.
- J. Memorandum, SASA, 10 April 2014, subject: Army Directive 2014-06, Qualitative Management Program (QMP).
- K. DA Pam 623-3 (Evaluation Reporting System) 10 Nov 15.
- L. MILPER Message 17-308, AHRC-EPF-M, subject: Procedures for the FY18 Qualitative Management Program (QMP).

1. This MILPER Message will expire 20 Oct 18.

2. Suspense dates are as follows:

NCOER	NLT 1700 EDT 27 Jan 18
Letter to the President of the Board	NLT 1700 EST/EDT 26 Jan 18
AMHRR updates	NLT 1700 EST/EDT 26 Jan 18
Photo accepted in DAPMIS	30 Jan 18
My Board File (MBF) availability timeline	9 Dec 17 - 30 Jan 18
Soldier Record Brief (SRB) updates for AGR NCOs	NLT 1700 EST/EDT 17 Jan 18
Enlisted Record Brief (ERB) updates for AC NCOs	NLT 1700 EST/EDT 1 Feb 18

3. Policy: Close attention must be given to specific eligibility criteria and other requirements contained in this message.

a. IAW reference C, Headquarters, Department of the Army (HQDA) selection board is scheduled to convene at the DA Secretariat (DAS), Fort Knox, KY on 6 Feb 18 to consider eligible Soldiers for promotion to MSG. Additional board missions include conducting the QMP, Qualitative Service Program (QSP) and Standby Advisory Board (STAB) as needed.

b. Soldiers erroneously included in the zones of consideration for promotion, if selected, will be administratively removed from the list.

c. Senior Leaders Course (SLC) and Structured Self Development Level 4 (SSD-4) completion is a firm eligibility requirement for consideration by this board (Ref A & C).

d. Effective with the FY18 MSG promotion selection list, Soldiers must graduate the Master Leaders Course (MLC) to be considered fully qualified for promotion pin-on. This requirement (linking MLC to MSG promotion) will be captured in the next published iteration of AR 600-8-19.

e. Declination of consideration. Soldiers in the zone of consideration for MSG may take action to decline consideration for promotion to MSG using My Board File.

#### 4. Promotion to MSG:

a. Eligibility criteria for promotion consideration to MSG is as follows:

RA / AGR	SLC graduate
RA / AGR	SSD level 4 graduate
RA / AGR DOR	7 Feb 16 and earlier
Primary Zone	8 Feb 15 and earlier
Secondary Zone	9 Feb 15 through 7 Feb 16 (Inclusive)
RA BASD	7 Sep 96 through 7 Feb 10 (Inclusive)
AGR BASD	7 Sep 96 and later
AGR PEBD	7 Feb 10 and earlier
RA / AGR DOB	7 Oct 62 and later

b. Any changes in a Soldier's eligibility up to EDT 30 Jan 18 (MBF closes) status must be reported immediately with supporting documents to HRC Promotions Branch at: [usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil) for RA or [usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil) for USAR AGR. Soldiers are not eligible for this board if their eligibility status changes after MBF closes on 30 Jan 18 EDT.

5. Processing Noncommissioned Officer Evaluation Reports (NCOERs) and DA Form 1059s Academic Evaluation Reports (AERs).

a. In order to be considered by the board, all mandatory or optional Non-Commissioned Officer Evaluation Reports (NCOER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 27 Jan 18. To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible NCOs are expeditiously processed.

b. NCOERs will be prepared on the appropriate DA Form 2166-9 series NCOER form within the Evaluation Entry System (EES) and submitted to HRC via EES. If unable to access and submit evaluations within EES, hard copy DA Form 2166 series NCOERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox KY 40122-5407. Access to EES is available at the following link: <https://evaluations.hrc.army.mil/>. If unable to access EES, DA Form 2166-9 series NCOERs can be obtained from the Army Publishing Directorate's webpage at the following link: <http://www.apd.army.mil/>.

(1) Sending NCOERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created .PDF-F evaluations outside of EES. A standard operating procedure covering process for scanning and emailing NCOERs from deployed units is available upon request.

(2) All non-deployed units or rating officials with ink-signed or older version forms not useable in EES must mail printed NCOERs to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

c. Code 09, Complete-the-Record Report.

(1) A code 09, Complete-the-Record NCOER, is "optional" for NCOs who meet the criteria pursuant to AR 623-3, paragraph 3-56.

(2) The required "Thru Date" for Complete-the-Record Reports (Code 09) is 29 Oct 17. All Complete-the-Record NCOERs for this board will be required to be prepared and submitted on the appropriate DA Form 2166-9 within EES or found on the Army Publishing Directorate's webpage.

(3) Refer to AR 623-3, paragraph 3-56, to determine eligibility for submitting a Complete-the-Record report; all criteria must be met to receive this report.

(4) All other reports (mandatory or optional), excluding Complete-the-Record Reports (Code 09), will have "Thru Dates" that reflect the date of the event that is the reason for the report.

d. Reports which are received by HRC Evaluations Branch for processing by close of business on 27 Jan 18 will be placed in the NCO's Army Military Human Resource

Record (AMHRR) and their board File prior to board voting, assuming the evaluation is relatively free of errors. This suspense date is for receipt of evaluations by HRC Evaluations Branch, not for submission to AMHRR. If an evaluation is seen as working in the Evaluation Reporting System (ERS) with a received by date of 27 Jan 18 or earlier and the evaluation is free of errors, it will be completed in time for the selection board.

e. NCOs with missing NCOERs from their board File or AMHRR should first check the online application EES. 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 Branch point of contact (POC) for resolution at either commercial (502) 613-9019, DSN 983-9019 or: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil).

f. For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: [usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil).

g. Hard copy AER will be mailed to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

h. Career managers, board support personnel, and Interactive Personnel Electronic Records Management System (IPERMS) support personnel are not authorized to place any evaluations directly into the AMHRR. All evaluations must process through the HRC Evaluations Branch using normal processing channels into the AMHRR and then into the NCO's board File.

6. This board will utilize the My Board File (MBF) application.

a. Only those NCOs who are eligible for consideration by this board are authorized to access MBF. MBF opens on 9 Dec 17 and closes on 30 Jan 18.

b. NCOs must review and certify their board files electronically through the RA or AGR MBF application at <https://www.hrc.army.mil>, under Soldier Services click on "self-service", under Promotions click on the "MBF" for Active Soldiers (RA) or Reserve Soldiers (AGR) icon.

c. NCOs needing assistance updating their AMHRR, ERB/SRB, or Photo should contact their S1/MPD/MIL HR office. Leadership should ensure that all eligible NCOs access, thoroughly review and certify their board file.

d. NCOs are responsible for reviewing and updating their board file. HRC Career Managers will not review individual board files since this is a responsibility for each individual NCO. Failure to update the MBF does not constitute a basis for a STAB.

7. Communications to the Board. Properly prepared and signed memorandums may be scanned and emailed to [usarmy.knox.hrc.mbx.das-board-select@mail.mil](mailto:usarmy.knox.hrc.mbx.das-board-select@mail.mil). Memorandums must arrive at the DA Secretariat by close of business 1700 EST on 26 Jan 18. Do not send these documents to iPERMS.

8. Updating the AMHRR:

Viewing and updating the Army Military Human Resource Record (AMHRR): NCOs may view their AMHRR online at <https://iperms.hrc.army.mil/rms/>. All AMHRR update submissions must be received by 1700 EST on 19 Jan 17 to allow for sufficient processing time.

a. NCOs may view their AMHRR online at <https://iperms.hrc.army.mil/>.

b. For additional information on updating board documents in iPERMS refer to <https://www.hrc.army.mil/tagd/updating%20board%20documents> or on Facebook at <https://www.facebook.com/iPERMS>.

c. S-1/Unit Administrator (UA)/Military Personnel Division (MPD)/Director of Human Resources (DHR) and Military Human Resource (MIL HR) Officers will use the web upload feature in iPERMS to submit required AMHRR document updates, pursuant to AR 600-8-104. To access the required documents list, use: <https://www.hrc.army.mil/asset/14900>. All documents must include your full name and complete 9-digit Social Security Number.

d. All AMHRR update submissions must be received NLT 26 Jan 18 to allow for sufficient processing time. Ensure S-1/UA/MPD/DHR and MIL HR Offices type the word "board" in the container field of the batch for priority processing. Write down the batch number for future reference. All updates to the e folder of the AMHRR will populate to the board file but there is typically a delay involved. This is normal, plan accordingly.

e. Do not submit NCOERs or AERs (DA Form 1059) to iPERMS, they must go to the Evaluations Branch for processing.

f. For resolution of duplicate, inverted, misfiled, or request for corrections, submit [Board Correction Form](#) 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 removed.

g. Transcripts submitted to iPERMS must be in compliance with MILPER Message 17-193 effective 19 Jun 2017.

9. Official photographs. Photographs must be accepted in DAPMIS NLT 30 Jan 17 to allow for sufficient processing time. Additional DA Photo information can be viewed at <https://www.hrc.army.mil/tagd/da%20photo%20-%20dapmis>.

a. These boards 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 in accordance with the guidelines in AR 640-30. If needed, go to <http://www.vios.army.mil> to find your nearest DAPMIS photographic facility location. If unable to see your DA Photo in DAPMOS within three duty days after the photo was taken, contact the installation photographic facility for assistance. Photographs must be accepted in DAPMIS NLT 30 Jan 18 to allow for required processing time. Additional DA Photo information can be viewed at <https://www.hrc.army.mil/tagd/da%20photo%20-%20dapmis>.

b. The minimum official photograph frequency for NCOs is every five (5) years. However, a 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. 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 (6) months after pregnancy. Any photograph that is older than five (5) years will be automatically deleted pursuant to AR 640-30.

d. The Army Service Uniform (ASU) is the only authorized uniform to wear pursuant to AR 640-30. Hardcopy photographs are no longer accepted

#### 10. Updating the Record Brief:

a. RA ERBs for all NCOs are automatically updated in the MBF. There is a three (3) duty day delay from when the update is made in eMILPO until the ERB change is reflected in the MBF.

b. AGR SRBs for all NCOs are updated through RCMS and need to be updated NLT 17 Jan 18. The SRBs will be refreshed in the MBF on 26 Jan 18.

#### 11. Points of Contact:

a. 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), [usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil) or 502-613-9015/9014 (DSN 983).

b. Board Support (My Board File): [usarmy.knox.hrc.mbx.das-board-select@mail.mil](mailto:usarmy.knox.hrc.mbx.das-board-select@mail.mil).

c. NCOER Policy: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil), 502-613-9019 (DSN 983).

d. NCOES: [usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil) or 502-613-5916.

e. AMHRR/iPERMS inquiries: Contact the Army Soldier Records Branch, Records Support Team at DSN 983-9990, Commercial (502) 613-9990, or email address is [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil). Do not send AMHRR documents to this email address; follow the procedures in paragraph 8 above. For additional information refer to the following website: <https://www.hrc.army.mil/tagd/updating%20board%20documents> or on Facebook at [https://www.facebook.com/iPERMS\\_](https://www.facebook.com/iPERMS_).

f. Special Management Division (SMD) managed Soldiers contact information: 502-613-6822.

g. AC ERB Updates: local S1/MPD.

AGR SRB Updates: Below the Line: Unit, RPAC, Battalion or Brigade S-1; Above the Line: Unit, Battalion, Brigade S-1, or HRC. For additional information refer to the following

website: [https://arg1web.usar.army.mil/usarpag/Pages/Checklist.aspx?action=A-8-A-1\\_](https://arg1web.usar.army.mil/usarpag/Pages/Checklist.aspx?action=A-8-A-1_)

h. PAB POC for AGR Soldiers: ARED (Army Reserve Enlisted Division) AGR PAB [usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil). 502-613-5964.

i. Photo submission: local S1/MPD.