

## MILPER Message 16-311 Proponent AHRC-PDV-PE

### Title

**FY17 Regular Army (RA)/United States Army Reserve (USAR) Active Guard Reserve (AGR) MSG Promotion Board Announcement ..Issued:[28-Oct-2016]...**

- 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), 6 Jun 05 including Rapid Action Revision 3 issued 6 Sep 11.
  - I. AR 640-30 (Photographs For Military Human Resource Records), 18 Sep 08.
  - 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 15-394, AHRC-EPF-M, subject: Procedures for the FY16 Qualitative Management Program (QMP).
1. This MILPER Message will expire NLT 30 Oct 17.

2. Suspense dates are as follows:

NCOER	NLT 1700 EDT 27 Jan 17
Letter to the President of the Board	NLT 1700 EST/EDT 31 Jan 17
AMHRR updates	NLT 1700 EST/EDT 27 Jan 17

Photo accepted in DAPMIS	30 Jan 17
My Board File availability timeline	6 Dec 16 - 31 Jan 17
ERB updates for AGR NCOs	NLT 1700 EST/EDT 27 Jan 17
ERB updates for AC NCOs	NLT 1700 EST/EDT 31 Jan 17

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 7 Feb 17 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. Beginning with the FY18 MSG selection list, Soldiers must graduate the Master Leaders Course (MLC) to be considered fully qualified for promotion. This policy (linking MLC to MSG promotion) will be captured in a future iteration of AR 600-8-19 prior to implementation. In order to facilitate transition to this change, the FY17 MSG selection list is designed to satisfy projected monthly promotion requirements through FY18. All eligibility criteria established below is in support of that effort.

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	8 Feb 15 and earlier
Primary Zone	2 Mar 14 and earlier
Secondary Zone	3 Mar 14 through 8 Feb 15 (Inclusive)
RA BASD	8 Sep 95 through 8 Feb 09 (Inclusive)
AGR BASD	8 Sep 95 and later

AGR PEBD	8 Feb 09 and earlier
RA / AGR DOB	8 Oct 61 and later

b. Any changes in a Soldier's eligibility 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.

5. Processing Noncommissioned Officer Evaluation Reports (NCOERs) and DA Form 1059s Academic Evaluation Reports (AERs). In order to be eligible for consideration by the board, all mandatory or optional NCOERs/AERs must be received, at HRC Evaluations Branch by 1700 EST on 27 Jan 17. A Complete-the-Record NCOER may be submitted only for a Soldier who has completed at least 90 calendar days, excluding nonrated periods, in the same position under the same rater as of 29 Oct 16. The required "Thru Date" for Complete the Record Reports (code 09) is 29 Oct 16.

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 6 Dec 16 and closes on 31 Jan 17.

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, 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 31 Jan 17. Do not send these documents to iPERMS.

8. 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.

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>.

10. Updating the Enlisted Record Brief (ERB):

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 ERBs for all NCOs will be refreshed in the MBF on 26 Jan 17. Ensure any updates to your ERB are complete NLT 17 Jan 17.

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: [usarmy.knox.hrc.mbx.iperms-board-support@mail.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@mail.mil) or 502-613-8995 (DSN 983). Do not send AMHRR update documents to this email.

f. SMU managed Soldier information: 502-613-6822.

g. AC ERB Updates: local S1/MPD.

AGR ERB Updates: local S1/MPD (if below the line unit), if above the line unit go to the PAB POC listed below.

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.