

MILPER Message # 19-045 Proponent AHRC-PDV-PE

Title

FY19 Regular Army (RA)/United States Army Reserve (USAR) Active Guard Reserve (AGR) SFC Promotion Board Announcement ...Issued:[07-Feb-2019]...

- A. AR 350-1 (Army Training and Leader Development), 10 Dec 17.
- B. AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)), 11 May 16.
- C. AR 600-8-19 (Enlisted Promotions and Reductions), 25 Apr 17.
- D. AR 600-8-104 (Army Military Human Resources Records Management), 7 Apr 14.
- E. AR 601-1, (Assignment of Enlisted Personnel to the U.S. Army Recruiting Command), 11 Oct 16.
- F. AR 601-280 (Army Retention Program), 1 Apr 16.
- G. AR 614-200, (Enlisted Assignments and Utilization Management), 29 Nov 17.
- H. AR 623-3 (Evaluation Reporting System), 4 Nov 15.
- I. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 Dec 16.
- J. AR 640-30 (Official Army Photographs), 29 Mar 17.
- K. Army Directive 2016-19, (Retaining a Quality Noncommissioned Officer Corps), 26 May 16.
- L. DA Pam 623-3 (Evaluation Reporting System) 10 Nov 15.
- M. MILPER Message 16-089, 29 Mar 16, AHRC-EPF-S, Title: Select-Train-Educate-Promote (STEP) NCOPDS Scheduling Procedures.
- N. MILPER Message 17-193, 19 Jun 2017, AHRC-PDR, Title: Transcript Requirements for Updating Army Personnel Records.
- O. MILPER Message 18-249, 3 Aug 2018, AHRC-EPF-M, Title: Procedures for the FY19 Qualitative Management Program (QMP).
- P. MILPER Message 18-376, 27 Nov 2018, AHRC-EPF-R, Title: Change to Retention Control Points (RCP) for Enlisted Soldiers Serving in the Regular Army (RA) and the Title 10 Active Guard Reserve (AGR) Program

1. This MILPER Message will expire NLT 29 Jan 20.

2. Suspense dates are as follows:

NCOER	NLT 28 May 19
Letter to the President of the Board	NLT 26 May 19
AMHRR updates	NLT 24 May 19
Photo accepted in DAPMIS	NLT 29 May 19
My Board File availability timeline	7 Apr – 29 May 19
Automated Record Brief (ARB) updates for AGR NCOs	NLT 23 May 19
Soldier Record Brief (SRB) updates for RA NCOs	NLT 31 May 19

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 5 Jun 19 to consider eligible Soldiers for promotion to SFC. Additional board missions include conducting Standby Advisory Boards (STAB) and a Qualitative Management Program Board, as needed.

b. The Army will administratively remove all Soldiers erroneously included in the zones, if otherwise selected.

c. Advanced Leaders Course (ALC) and Structured Self Development Level 3 (SSD-3) completion are firm eligibility requirements for consideration by this board (Ref A & C). Soldiers who were not already Senior Leaders Course (SLC) graduates prior to 1 Jan 14 must be graduates of SSD level 3 to be considered eligible for consideration by this board.

d. By policy, completion of the SLC is a promotion pin-on requirement for Soldiers selected for promotion to SFC by this board.

(1) Although, promotion is by sequence number, the Army will not select for pin-on Soldiers who are not otherwise fully qualified (Ref C, para 1-10) regardless of their sequence number. These Soldiers will remain on the selection list with their sequence number, but the Army will not select anyone for promotion pin-on until after they are fully qualified and a future readiness requirement exists for their respective MOS and rank.

(2) This selection list will expire effective the 1st day of the 25th month from the date it is published. All Soldiers who have not qualified themselves for promotion pin-on or do not have an approved deferment by the expiration date of the list, will be administratively removed and must re-compete for selection by the next scheduled board (provided otherwise eligible) (Ref C & M).

e. Soldiers selected for promotion by this board incur a 36-month service obligation upon promotion to SFC (Ref F & K). Eligibility criteria (BASD and DOB requirements) for both RA and USAR-AGR Soldiers ensures Soldiers selected are trained and have sufficient remaining service to meet the obligation.

f. The RCP for SFC is 24 years (or age 60) (Ref K). The recently approved change to RCPs for enlisted Soldiers serving in the RA and USAR (AGR) (Ref O) has no impact on eligibility for consideration by this board.

g. Declination of consideration. Soldiers may elect to decline promotion consideration. My Board File (MBF) has a declination application for both RA and USAR-AGR. Otherwise, consideration for SFC is automatic.

4. Promotion to SFC:

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

RA / AGR	ALC Graduate
RA / AGR	SSD level 3 Graduate
RA / AGR DOR	6 Jun 17 and earlier
Primary Zone	1 Jun 16 and earlier
Secondary Zone	2 Jun 16 through 6 Jun 17 (inclusive)
RA BASD	30 Nov 00 through 6 Jun 13 (inclusive)
AGR BASD	30 Nov 00 and later
AGR PEBD	6 Jun 13 and earlier
RA / AGR DOB	30 Nov 64 and later

b. Any changes in a Soldier's eligibility status prior to 29 May 19 (MBF closes) must be reported immediately with supporting documents to HRC Promotions Branch at usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil for RA or 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 29 May 19 EDT.

5. Evaluation Reports:

a. Senior raters should provide a current and accurate evaluation for NCOs considered by the selection board. HRC will carefully screen evaluations for format inconsistencies or impermissible content. To that end, the suspense dates listed are established to ensure sufficient processing time prior to the board convene date. Senior raters retain the authority to submit regular reports up to 90 days from the thru date of the report, as specified in AR 623-3, para 3-33

l. Senior raters may consider submitting an optional NCOER based upon intervening suspenses as appropriate in order to ensure it is seen by the board. Reminder, optional reports are at the discretion of the rating chain.

b. In order to be considered by the board, all mandatory or optional Noncommissioned Officer Evaluation Reports (NCOER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 28 May 19. 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.

c. 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.

d. 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 27 Feb 19. 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.

e. Reports which are received by HRC Evaluations Branch for processing by 28 May 19 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 28 May 19 or earlier and the evaluation is free of errors, it will be completed in time for the selection board.

f. 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.

g. For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: usarmy.knox.hrc.mbx.iperms-board-support@mail.mil.

h. 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.

i. 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 7 Apr 19 and closes on 29 May 19.

b. NCOs must review and certify their board files electronically through the RA or USAR-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, 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. Memorandums must arrive at the DA Secretariat by close of business 1700 EST on 26 May 19. Do not send these documents to iPERMS.

8. Updating the AMHRR.

- 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) Offices 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 24 May 19 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 Performance folder of the AMHRR will populate to the board file but there is typically a delay involved. This is normal; plan accordingly.
- e. Structured Self Development Level 3 (SSD-3) course completion certificate (not module, exam or survey certificates) is required be filed in iPERMS as CRS CMPL 40 for board members to view.
- f. Do not submit NCOERs or AERs (DA Form 1059) to iPERMS, they must go to the Evaluations Branch for processing.
- g. For resolution of duplicate, inverted, misfiled, or request for corrections, submit [Board Correction Form](#) to usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Correctly filed authorized documents will not be removed.
- h. Transcripts submitted to iPERMS must be in compliance with MILPER Message 17-193 effective 19 Jun 2017.

9. Official photographs.

- 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 DAPMIS within three duty days after the photo was taken, contact the installation photographic facility for assistance. Photographs must be accepted in DAPMIS NLT 29 May 19 to allow for required

processing time. Additional DA Photo information can be viewed at <https://www.hrc.army.mil/content/DA%20Photo%20-%20DAPMIS%20instructions%20for%20Soldiers>.

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 purged from DAPMIS IAW 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.

e. To find your nearest Army DAPMIS photographic facility location use the following link: <http://www.vios.army.mil>. If unable to locate an Army photographic facility, please call the DAPMIS team line at 502-613-9990 (press 4).

10. Updating the Soldier Record Brief (SRB):

a. RA SRBs 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 SRB change is reflected in the MBF.

b. AGR ARBs for all NCOs are updated through RCMS and need to be updated NLT 22 May 19. The ARBs will be refreshed in the MBF on 23 May 19.

11. Points of Contact:

a. Board Eligibility (not My Board File): For RA usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil and for USAR AGR 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 or 502-613-6446

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

d. Military Schools Branch: 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 (press 2), Commercial (502) 613-9990 (press 2), or email address is usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Do not send AMHRR documents to this email address; follow the procedures in paragraph 7 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>.

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

g. RA SRB Updates: local S1/MPD. USAR-AGR ARB Updates: local BN or BDE S1 (if below the line unit), if above the line unit go to the PAB POC listed below.

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

i. Photo submission: local S1/MPD.