

**Milper Message Number
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**Proponent
AHRC-PDV-PAO**

**Title
ZONES OF CONSIDERATION FOR THE FY10 CW3, CW4, AND CW5 PROMOTION SELECTION BOARDS**

...Issued: [22 Sep 09]...

- A. AR 600-8-29 OFFICER PROMOTIONS
- B. AR 600-8-104 MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS
- C. AR 601-100 APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY
- D. AR 623-3 EVALUATION REPORTING SYSTEM
- E. AR 640-30 PHOTOGRAPHS FOR MILITARY PERSONNEL FILES
- F. DA PAM 623-3 EVALUATION REPORTING SYSTEM
- G. DA PAM 640-1 OFFICERS' GUIDE TO THE OFFICER RECORD BRIEF

1. THIS MESSAGE EXPIRES NLT OCT 11.

2. PROCEDURE.

A. SELECTION BOARDS WILL CONVENE ON 21 JANUARY 2010 TO CONSIDER ELIGIBLE CHIEF WARRANT OFFICERS ON THE ACTIVE DUTY LIST FOR PROMOTION TO CW3, CW4, AND CW5. THE BOARD WILL RECESS ON OR ABOUT 5 FEBRUARY 2010. OFFICERS ELIGIBLE FOR CONSIDERATION HAVE THE FOLLOWING ACTIVE DUTY DATES OF RANK (ADOR).

(1) ZONES OF CONSIDERATION FOR ALL AVIATOR WARRANT OFFICERS WITH THE FOLLOWING MOS(S):
152B, 152C, 152D, 152F, 152G, 152H, 153B, 153D, 153E, 153M, 154C, 154E, 154F, 155A, 155E, 155F, AND 155G.

FOR CW3:

ABOVE THE ZONE: CW2S WITH AN ADOR OF 30 SEP 05 AND EARLIER
PROMOTION ZONE: CW2S WITH AN ADOR OF 1 OCT 05 THRU 30 SEP 06
BELOW THE ZONE: NONE

FOR CW4:

ABOVE THE ZONE: CW3S WITH AN ADOR OF 30 SEP 05 AND EARLIER
PROMOTION ZONE: CW3S WITH AN ADOR OF 1 OCT 05 THRU 30 SEP 06
BELOW THE ZONE: NONE

FOR CW5:

ABOVE THE ZONE: CW4S WITH AN ADOR OF 30 SEP 04 AND EARLIER
PROMOTION ZONE: CW4S WITH AN ADOR OF 1 OCT 04 THRU 30 SEP 05
BELOW THE ZONE: CW4S WITH AN ADOR OF 1 OCT 05 THRU 30 SEP 06

(2) ZONES OF CONSIDERATION FOR ALL TECHNICAL SERVICES WARRANT OFFICER MOS(S) INCLUDING AVIATION MOS 151A:

FOR CW3:

ABOVE THE ZONE: CW2S WITH AN ADOR OF 30 SEP 06 AND EARLIER

PROMOTION ZONE: CW2S WITH AN ADOR OF 1 OCT 06 THRU 30 SEP 07
BELOW THE ZONE: NONE

FOR CW4:
ABOVE THE ZONE: CW3S WITH AN ADOR OF 30 SEP 06 AND EARLIER
PROMOTION ZONE: CW3S WITH AN ADOR OF 1 OCT 06 THRU 30 SEP 07
BELOW THE ZONE: NONE

FOR CW5:
ABOVE THE ZONE: CW4S WITH AN ADOR OF 30 SEP 05 AND EARLIER
PROMOTION ZONE: CW4S WITH AN ADOR OF 1 OCT 05 THRU 30 SEP 06
BELOW THE ZONE: CW4S WITH AN ADOR OF 1 OCT 06 THRU 30 SEP 07

B. SELECTIVE CONTINUATION (SELCON) MAY BE CONSIDERED FOR CW2's AND CW3's BASED ON THE NEEDS OF THE ARMY. THOSE FOUND FULLY QUALIFIED FOR CONTINUED SERVICE IN THEIR CURRENT GRADE MAY BE OFFERED CONTINUATION IN THEIR PRESENT GRADE. CW2's AND CW3's WILL BE OFFERED CONTINUATION FOR A PERIOD OF 3 YEARS. CW4s CAN SELECT TO CONTINUE THEIR SERVICE UNTIL 30 YEARS OF ACTIVE WARRANT OFFICER SERVICE. CW4s WHO ARE TWICE NON SELECTED FOR PROMOTION WILL REMAIN ELIGIBLE FOR CONSIDERATION BY FUTURE PROMOTION SELECTION BOARDS.

C. NOTE THAT WARRANT OFFICERS WITH LESS THAN 2 YEARS TIME-IN-GRADE WHILE SERVING ON ACTIVE DUTY TO INCLUDE PRIOR SERVICE AS OF 21 JANUARY 2010 ARE NOT ELIGIBLE FOR CONSIDERATION.

D. CDR, HRC-ALEXANDRIA, WILL SUBMIT NAMES OF ELIGIBLE WARRANT OFFICERS TO THE SELECTION BOARDS. THE BOARDS WILL USE THE "BEST QUALIFIED" SELECTION METHOD AS DESCRIBED IN REF A.

3. EVALUATION REPORTS.

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HRC-ALEXANDRIA (AHRC-PDV-ER) NLT AND BY CLOSE OF BUSINESS ON 11 JAN 10. OERS RECEIVED ON 11 JAN 10 BUT AFTER CLOSE OF BUSINESS WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. COMMANDERS AT ALL LEVELS SHOULD MAKE A SPECIAL EFFORT TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

B. EFFECTIVE 1 APRIL 2008, ALL EVALUATIONS MUST BE SUBMITTED TO HRC VIA AKO FORMS (REQUIRING DIGITAL SIGNATURES AND A RECENT VERSION OF THE EVALUATION FORM). HRC-ALEXANDRIA ENCOURAGES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AKO FORMS WHENEVER POSSIBLE BUT WILL ACCEPT DIGITALLY SIGNED OR INK-SIGNED, PRINTED AND SCANNED OERS BY EMAIL TO TAPCMSESR@CONUS.ARMY.MIL FROM ONLY DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS IF NEEDED. AN SOP COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR AT THE POC WEBSITE. OTHER UNITS OR RATING OFFICIALS WITH INK-SIGNED OERS OR PREVIOUS VERSION FORMS MUST MAIL THEM TO: CDR, USA HRC-ALEXANDRIA, ATTN: AHRC-PDV-ER, 200 STOVALL ST, ALEXANDRIA, VA 22332.

C. CODE 11, PROMOTION REPORT:

(1) IAW OF AR 623-3, PARAGRAPH 3-50 AN OFFICER WHO WAS PREVIOUSLY CONSIDERED FROM EITHER ABOVE-THE-ZONE OR PROMOTION ZONE, BUT NOT SELECTED FOR PROMOTION BY THE BOARD WHICH CONVENED ON 21 JAN 09 WILL REQUIRE A PROMOTION REPORT (CODE 11) IF THE CRITERIA OF AR 623-3, PARAGRAPH 3-50 ARE MET. OFFICERS WHO HAVE RECEIVED AN OER WITH A "THRU DATE" OF 21 JAN 09 OR LATER ARE NOT ELIGIBLE FOR THIS REPORT.

(2) THE REQUIRED "THRU DATE" FOR PROMOTION REPORTS (CODE 11) IS 13 OCT 09.

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

(1) IAW AR 623-3, PARAGRAPH 3-60, A CODE 09 COMPLETE-THE-RECORD OER IS OPTIONAL FOR

OFFICERS WHO MEET THE CRITERIA OF AR 623-3 PARAGRAPH 3-60. A REMINDER - OFFICERS BEING CONSIDERED IN THE BELOW-THE-ZONE CATEGORY FOR PROMOTION ARE NOT ELIGIBLE FOR A COMPLETE-THE-RECORD OER.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 13 OCT 09. E. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS 11 JAN 10 WILL BE PLACED IN SELECTION BOARD FILES PRIOR TO SELECTION BOARD VOTING ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUTIONS BY HRC, EVALUATION REPORTS BRANCH, NOT FOR COMPLETION TO OMPF. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 11 JAN 10 OR EARLIER, AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD.

F. CAREER MANAGER AND BOARD SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN OMPFS. ALL REPORTS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE OMPF AND THEN INTO THE SOLDIERS MBF. OERS WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

4. ALL WARRANT OFFICERS IN THE ZONE OF CONSIDERATION MAY, IF DESIRED, SUBMIT CORRESPONDENCE TO THE PRESIDENT OF THE BOARD.

A. INDIVIDUAL MEMORANDUMS SHOULD INCLUDE THE OFFICER'S NAME AND SSN, AND ONLY THOSE MATTERS DEEMED IMPORTANT IN THE CONSIDERATION OF A WARRANT OFFICER'S RECORD. MEMORANDUMS SHOULD BE ADDRESSED TO PRESIDENT, FY10 CW3, CW4, AND CW5 PROMOTION SELECTION BOARDS (AHRC-PDV-S), 200 STOVALL STREET, ALEXANDRIA, VIRGINIA 22332-0441. MEMORANDUMS MUST ARRIVE AT THE DA SECRETARIAT NOT LATER THAN THE DAY BEFORE THE DATE THE BOARD CONVENES TO BE CONSIDERED.

B. TITLE 10, U.S. CODE, SECTION 1174, STATES, IN PART, THAT AN OFFICER DISCHARGED FOR TWICE FAILING OF SELECTION FOR PROMOTION TO THE NEXT HIGHER GRADE IS NOT ENTITLED TO SEPARATION PAY UNDER THIS SECTION IF EITHER (OR BOTH) OF THOSE FAILURES OF SELECTION FOR PROMOTION WAS BY THE ACTION OF A SELECTION BOARD TO WHICH THE OFFICER SUBMITTED A REQUEST IN WRITING NOT TO BE SELECTED FOR PROMOTION OR WHO OTHERWISE DIRECTLY CAUSED HIS NONSELECTION THROUGH WRITTEN COMMUNICATION TO THE BOARD.

C. ANY MEMORANDUMS/LETTERS CONSIDERED BY THE BOARD WILL BECOME A MATTER OF RECORD FOR THE BOARD AND WILL BE RETAINED BY CDR, HRC-ALEXANDRIA. MEMORANDUMS TO THE BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN THE WARRANT OFFICER'S OMPF.

D. COMMUNICATION OR MEMORANDUMS OF RECOMMENDATION FROM OTHER PARTIES ON BEHALF OF WARRANT OFFICERS ELIGIBLE FOR CONSIDERATION WILL NOT BE PROVIDED TO THE BOARD UNLESS FORWARDED BY THE WARRANT OFFICER BEING CONSIDERED.

5. DIGITAL PHOTOGRAPHS ARE FURNISHED TO ALL CENTRALIZED DA OFFICER SELECTION BOARDS. IN VIEW OF THE EMPHASIS ON OFFICIAL PHOTOS, ALL OFFICERS ARE ENCOURAGED TO REVIEW THEIR DAPMIS PHOTO AND SUBMIT A NEW ONE, IF REQUIRED BY AR 640-30. IF THE OFFICER IS ASSIGNED TO AN AREA WHERE THE PHOTOGRAPHIC FACILITY DOES NOT HAVE DAPMIS UPLOAD CAPABILITY, THE PHOTOGRAPHER MUST SAVE THE PHOTOGRAPHS AS A .JPG FILE WITH 300 DPI (ABOUT 350K FILE SIZE), 4 INCHES WIDE BY 6 INCHES LONG AND EMAIL THEM TO DAPMIS@HOFFMAN.ARMY.MIL OFFICERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM SUBMITTING NEW PHOTOGRAPHS EVERY FIVE YEARS. THESE OFFICERS WILL BE PHOTOGRAPHED WITHIN 90 DAYS FROM REASSIGNMENT TO AN AREA WHERE PHOTOGRAPHIC FACILITIES ARE AVAILABLE. "IAW AR 640-30, FEMALE SOLDIERS HAVE UP TO SIX (6) MONTHS AFTER PREGNANCY TO OBTAIN A PHOTO."

6. THIS BOARD WILL UTILIZE THE MY BOARD FILE APPLICATION. MY BOARD FILE 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. MY BOARD FILE 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 MY BOARD FILE, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR OMPF, DAPMIS, AND TOMPIS, AS APPLICABLE, IN ORDER FOR THE MY BOARD FILE 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 MY BOARD FILE.

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](https://www.hrc.army.mil).

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

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". DA SELECTION BOARD MEMBERS ARE ABLE TO VIEW THE MY BOARD FILE STATUS OF EACH CANDIDATE DURING THE VOTING PROCESS.

D. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MY BOARD FILE. CAREER BRANCH HOMEPAGE: ALL CAREER BRANCH MANAGERS HAVE THE ABILITY, WHILE MY BOARD FILE 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 DATES:

MY BOARD FILE OPENS: 20 NOV 09

MY BOARD FILE CLOSES: 14 JAN 10

7. ELIGIBLE OFFICERS MUST SEND DOCUMENTS FOR UPDATE (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 MPD/PSB/PD/BCTS IN BULK WILL NOT BE EXPEDITIOUSLY PROCESSED, AND THEREFORE, MAY NOT BE SEEN BY THE SELECTION BOARD.

8. NOTE THAT WARRANT OFFICERS WITH AN APPROVED SEPARATION DATE WITHIN 90 DAYS OF THE CONVENE DATE OF THE BOARD (I.E. SEPARATION DATES THRU 21 APR 10) ARE NOT ELIGIBLE FOR CONSIDERATION.

9. SEND COMPLETED DOCUMENTS TO THE CORRECT OFFICE: OERS TO AHRC-MSE-R; AND MEMORANDUMS TO THE BOARD TO AHRC-MSB.

10. MPD/PSB/PD/BCT'S COOPERATION AND SUPPORT WILL PREVENT ERRONEOUS CONSIDERATIONS FOR PROMOTION, IMPROVE THE ACCURACY OF INFORMATION CONTAINED ON THE DATA BASE (TAPDB), AND ENSURE WARRANT OFFICERS ARE CORRECTLY SEQUENCED ON PROMOTION LISTS.

11. MPD/PSB/PD/BCTS AND ELIGIBLE OFFICERS WHO SUBMIT CORRESPONDENCE EITHER TO THE PROMOTION BOARD (AHRC-PDV-S) OR TO THE SELECTION BOARD PROCESSING UNIT (AHRC-MSR-S) FOR OMPF UPDATES MUST ENSURE THAT THE PROPER OFFICE SYMBOL IS USED IN THE FORWARDING ADDRESS. PREVIOUSLY, SOME CORRESPONDENCE HAS REACHED HRC-ALEXANDRIA WITH INCORRECT

ADDRESSES AND SUCH CORRESPONDENCE MAY NOT REACH THE APPROPRIATE RECIPIENT ON TIME.

12. SUMMARY OF CRITICAL DATES INCLUDE:

A. 13 OCT 09 - REQUIRED "THRU DATES" FOR CODE 11 "PROMOTION REPORT" AND CODE 09 "COMPLETE THE RECORD" OFFICER EVALUATION REPORTS.

B. 11 JAN 10 - ALL MANDATORY/OPTIONAL OERS RECEIVED BY HRC (ERROR FREE).

C. ALL CORRESPONDENCE TO THE BOARD PRESIDENT MUST BE RECEIVED BY THE DA SECRETARIAT NOT LATER THAN THE DAY BEFORE THE DATE THE BOARD CONVENES TO BE CONSIDERED.

D. 21 JAN 10 - BOARD CONVENES.

E. O/A 05 FEB 10 – BOARD RECESS.

F. 21 APR 10 AND EARLIER SEPARATION DATES ARE NOT ELIGIBLE FOR CONSIDERATION.

G. MY BOARD FILE OPENS – 20 NOV 09

H. MY BOARD FILE CLOSES – 14 JAN 10

13. THE POINT OF CONTACT FOR ADMINISTRATIVE AND PROCEDURAL PROMOTION CONSIDERATION MATTERS IS OFFICER PROMOTIONS SECTION, (AHRC-PDV-PAO), DSN 221-9340, COMMERCIAL (703) 325-9340. E-MAIL ADDRESSES ARE TAPCMSPO@CONUS.ARMY.MIL, JEAN.SATISFIELD@CONUS.ARMY.MIL AND TRULY.MOSER@CONUS.ARMY.MIL. POINT OF CONTACT FOR OMPF/MY BOARD FILE IS ROSE CHISOLM, (AHRC-MSR-X), DSN 221-8651, COMMERCIAL (703) 325-8651. E-MAIL ADDRESS IS OFFRCDS@CONUS.ARMY.MIL. OFFICERS SHOULD DIRECT QUESTIONS CONCERNING ORB CORRECTIONS TO THEIR SERVICING MPD/PSB/PDS/BCTS OR THE APPROPRIATE CAREER MANAGEMENT BRANCH. POINT OF CONTACT FOR OER PROCEDURAL MATTERS IS MR. DARIO VELASQUEZ, EVALUATION REPORTS BRANCH, (AHRC-MSE-R), DSN 221-3220, COMMERCIAL (703)325-3220. E-MAIL ADDRESS IS DARIO.VELASQUEZ@CONUS.ARMY.MIL.