

Date (example: 10 April 2003)

MEMORANDUM FOR President, Reserve Component, Army Medical Department (*grade*)
Promotion Selection Board, (TAPC-MSL-PM), 9700 Page Avenue, St. Louis, MO 63132-5200

SUBJECT: Reserve Component (RC) Army Medical Department (*grade*) Promotion Selection Board

1. I am (*insert your rank and full name*), a recently accessed *Medical/Dental* Corps officer. As a recently accessed *Medical/Dental* Corps officer, I was given construction service credit towards my entry grade based on my advanced education and years of clinical experience. This constructive credit places me before this promotion selection board with **few or no** officer evaluation reports. As a result, my official military personnel file (OMPF) will lack the depth of performance documentation compared to other officers who are being considered for promotion.

2. Please do not conclude that my lack of documentation is an indication of my desire to serve. My years of clinical experience and progressive *medical/dental* training have prepared me for future *Medical/Dental* Corps assignments. I am aggressively preparing myself now for future service in the military by attending officer basic course and other military, medical professional courses and look forward to the contributions I will make as an Army *Physican/Dentist*. Finally, I have met the Army's rigorous standards for commissioned service and should be found qualified to serve in the *Medical/Dental* Corps in the next higher grade.

3. *If prior service, mention the specifics. For example, "I am also a prior service officer who served three years as a Field Artillery Officer. I am now pursuing a career as an Army Reserve Medical/Dental Corps Officer so that I may continue to serve my country". Or you may add such things as, "I am scheduled to attend the Officer Basic Course on-----insert date----". If you don't have any prior service move to the next paragraph or add any other information about your background or experience that you wish to communicate to the promotion board.*

4. *If you have missing documents state the following, otherwise delete this paragraph and the enclosures below.* I have reviewed my Official Military Personnel File (OMPF). Missing documents provided at Enclosures 1-3.

3 Encls
1. OBC AER (DA 1059)
2. AAM (order1234)
3. DA 71 (Oath of Office)

NAME
SSN
(RANK), USAR