



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

AHRC-MSL-P

MEMORANDUM FOR Each Officer In and Above the Zone of Consideration

SUBJECT: Consideration for **Captain Army Promotion List (APL)** Selection Board

1. A Department of the Army Reserve Components Selection Board will convene on **2 November 2004** at the Secretariat for DA Selection Boards, Reserve Components, St. Louis, Missouri. It will consider eligible Army Reserve and National Guard **First Lieutenants** with a date of rank (DOR) of **31 August 2001** and earlier for promotion to **Captain**.
2. Army Regulation 135-155, paragraph's 2-8, 2-9, and table 2-2 list the military and civilian education requirements for the promotion. **Military and civilian education requirements must be completed no later than the day before the board convenes.** Evidence that you completed the required military and civilian education **must** be in your Board Consideration File (BCF). **For this board the military education requirement is completion of the Officer Basic Course or a higher-level course. Civilian education requirement is a Baccalaureate Degree or higher from a DOD accredited University.** Evidence of completion is the Academic Evaluation Report (DA 1059), diploma, or transcripts. **Officers not educationally qualified will not be selected for promotion.**
3. **Approximately 60 days** before the convene date of the board you will be able to review your BCF on-line through the U.S. Army Human Resources Command (HRC) website. Go to **<https://www.hrc.army.mil/indexflash.asp>** click on "HRC-St. Louis," click on "Log into My Record." Once logged on click "My Board File" to the left of the screen. Follow the instructions on the page to review your board file. If you do not have an Army Knowledge On-line (AKO) account go to **https://www.us.army.mil/portal/portal_home.jhtml** and request one. It is a requirement that all U.S. Army personnel have an AKO account. Prior to the BCF being put on-line you can review your Official Military Personnel File (OMPF) through the HRC-STL or Guard Knowledge On-line (GKO) (**<https://gko.ngb.army.mil>**) websites. Your BCF will be created using the OMPF, plus whatever documents arrive from the field. Documents sent from you and the field that are administratively correct and permissible will be scanned and should appear in your on-line BCF no later than one week prior to convene date of board. **Note: National Guard officers disregard any personnel information on the HRC-STL website. Addresses, rank, etc, may not be updated on the Army Reserve website. Concentrate on the BCF.**

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4. The critical documents of your BCF are Officer Evaluation Reports (OER), Academic Evaluation Reports (AER), and educationally qualifying documents.

a. The required through date for code 11 (Promotion) and Code 21 (Complete the Record) reports will be **4 August 2004**. AR 623-105 explains both Code 11 and 21 reports.

b. **Army Reserve** officers should check your evaluation history and actual OERs on-line through the HRC-STL website. If a report is unprofiled, missing, or discrepancies are present, contact the **USAR Evaluation Support Branch, 1-800-648-5484 option #2**. Unprocessed Army Reserve OERs, AERs and letter reports should be sent to the following address for processing:

**U.S. Army Human Resources Command
ATTN: AHRC-PAV-EO
1 Reserve Way
St. Louis, MO 63132-5200**

c. **National Guard** officers should check your evaluation history and actual OERs on-line through <https://gko.ngb.army.mil>. Once logged-in, click on Manpower and Personnel (J1), then your personnel data online, then OMPF, then Army National Guard Officers. Use your AKO user name and password. Unprocessed OERs, AERs and letter reports should be sent through your chain of command to your State/Territory MILPO for processing.

d. **OER's that are not profiled by their respective component (USAR, NG, AC) evaluations section will not be seen by the board.**

e. If you are currently in the **Army Reserve**, but have unprofiled **National Guard** evaluations, contact National Guard Customer service, **1-703-607-9702/9704/7119** for assistance.

5. **To allow sufficient time to thoroughly screen and scan documents into your BCF all correspondence should arrive at this office by 19 October 2004.** Include your **name and social security number** on all correspondence/enclosures. Hard copy documents will become part of the board record and will not be returned. Send all missing documents to:

**Chief, Office of Promotions (RC)
2004 Captain APL Selection Board
ATTN: AHRC-MSL-P
1 Reserve Way
St. Louis, MO 63132-5200**

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In order for National Guard Officers permanent OMPF to be updated, A copy of their documents must also be sent through their chain of command to their State/Territory MILPO. Sending documents to the board will only update the board file and not your permanent records.

6. You may write a memorandum to the president of the board to present specific matters concerning your military service that you deem important but are not otherwise contained in your BCF. No memorandum will be used if statements are made to criticize any other officer or reflect on their character, conduct, or motives. Reference AR 135-155, paragraph 3-13. Address and mail board letters to:

**President, 2004 Captain APL Selection Board
ATTN: AHRC-MSL-P
1 Reserve Way
St. Louis, MO 63132-5200**

7. DA Form 4037 (ORB), DA Form 2-1 (PQR), BRB, or DA 4213 (AMEDD only):

a. Army Reserve (USAR), Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), and Individual Ready Reserve (IRR) officers may include a DA Form 4037 (Officer Record Brief (ORB)) with their BCF. Army Reserve AGR officers should be able to obtain an ORB from the Army Reserve Active Duty Management Directorate (ARADMD). IRR and IMA officers must create their own ORB. A template for completing the ORB can be found at: <https://www.2xcitizen.usar.army.mil/download/index.asp#forms>. Entries on the ORB are for information purposes only. They cannot be used to verify military and/or civilian education.

b. Army Reserve Troop Program Unit (TPU) and National Guard officer may include a DA Form 2-1, Personnel Qualification Record. Officers may obtain a DA Form 2-1 from their unit administrative section. Entries on the DA Form 2-1 are for information purposes only. They cannot be used to verify military and/or civilian education.

c. Title 10, National Guard Officers may include a Biographical Record Brief (BRB) in lieu of DA form 2-1.

8. Photographs taken at Army installations since 1 Oct 2002 and stored on Department of the Army Photograph Management Information System (DAPMIS) will be imported directly into the BCF. Photographs taken at non-DAPMIS installations must be mailed hardcopy for scanning into the BCF. Unofficial photographs should be taken per AR 640-30. All photographs must be less than five years old, as of the convene date of the board, and in current rank.

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All photographs must be in Class A uniform. No exceptions. Do not email or fax copies of photographs. If your photograph was taken at a DAPMIS location you do not need to mail in a hardcopy.

Note: Soldiers 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 a new photograph. Suggest this information be included in your letter to the board president.

9. For further information about the promotion board process download and review an information briefing located at:

<https://www.2xcitizen.usar.army.mil/soldierservices/pb/officerprocess.asp>

10. **Once again, approximately 60 days before the convene date of the board your BCF will be available to view on-line. The on-line file will be the same file the promotion board will review.** Check your on-line BCF to confirm that mailed documents have arrived. If further assistance is needed email **promo.eboards@arpstl.army.mil** or call our toll free number, **1-877-215-9834**. National Guard officers may also contact their chain of command, then MILPO, and then National Guard Bureau for any discrepancies, or variances between their OMPF and the BCF.

11. When a promotion board is approved and released, the results can be viewed via the Human Resources Command website (**<https://www.perscomonline.army.mil/select/promo.htm>**).

3 Encls

1. Authorized Documents
2. Missing Evaluation Reports
3. Example Unprofiled OERs

GERALD T. MAYER
LTC, GS
Chief, Office of Promotions,
Reserve Components

AUTHORIZED BOARD DOCUMENTS (also see AR 135-155, Para 3-3)

1. The following list is an **example** of documents that **may be** sent, as needed. Only send if not already part of the on-line board consideration file:

- Diplomas (military or civilian) or DA Form 1059 (Academic Evaluation Report) or Transcripts that validate graduation.
- Award certificates (send DA Form 638 (Recommendation for Award) **only** if missing award certificate)).
- Officer Record Brief (DA Form 4037) or Personnel Qualification Record (DA Form 2-1) and Supplemental Data for Army Medical Service Reserve Officers (DA Form 4213).
- Profiled OERS.
- Appointment memorandum/oath of office (used for administrative purposes only)
- Letter to the Board President

2. **DO NOT** send the following documents; they will not be part of the BCF:

- DD Form 149 (Request for Correction to Military Records).
- DA Form 1379 (Unit Record of Attendance, coded for IDT).
- Application for correspondence course enrollment.
- Subcourse completion certificates/subcourse completion grades.
- Individual reassignment orders.
- ADT-AT orders.
- Any medical records.
- APFT score card.
- Pay vouchers.
- Retirement Point Sheets.
- Promotion Orders.
- DA Form 1380 (Record of Individual Performance of Reserve Duty Training).
- Results of AGR entrance board.
- Letters of Appreciation.
- Biographical summaries or resumes (they are not authorized documents)
- **Exception: Title 10 National Guard Officers may submit a Biographical Record Brief in lieu of a DA Form 2-1**
- Body Fat Content worksheet (DA Form 5500-R (male) or DA Form 5501-R (female) as appropriate if screening weight is exceeded.

MISSING EVALUATION REPORTS

1. The most important documents in your Board Consideration File (BCF) are the Officer and Academic Evaluation reports.

2. If you note that evaluation reports are missing from your record, you should assist us in getting your file up to up to date. Though there are some things you need to know before you begin.

a. You must first determine if you were in a ratable status at the time. Members of the Individual Ready Reserve (IRR) are not in a ratable status and do not get evaluation reports. Therefore, during periods of assignment to the IRR, gaps will legitimately exist in your evaluation report history. If you were assigned to a Troop Unit (TPU), attached to a unit for points only, an Active Guard Reserve (AGR), or were an IMA on active tour for more than 11 days, you were in a ratable status and should have evaluation reports in your file covering these periods (see AR 623-105, Chapter 4). National Guard Officers should submit a narrative through their MILPO in order to obtain a NGB Form 25 to cover non-rated time.

b. Once confirmed you are missing an evaluation report contact the unit or your rating officials for assistance in locating it. Delayed or reconstructed evaluation reports for missing periods are acceptable provided the reports are prepared within two and one-half years from the through date of the report. If you were in the USAR at the time a report was not rendered and it is impossible to reconstruct one, then you or your unit should request HRC-STL, through your chain of command, to enter a non-rated statement in your Official Military Personnel File covering the gap. However, when a non-rated Statement is requested; you must supply sufficient information showing that you were serving in one of the ratable categories mentioned above.

c. Gaps in your evaluation report history do not always justify a rated period declaration. You must show that you were in a ratable status during the time and that the period should have been covered with an evaluation report. You do this by producing assignment/attachment orders, transfer/relief orders, pay records, and evaluation reports before and after the period in question. HRC-STL needs this information in order to determine if you were in a ratable status and establish the beginning and ending dates for the period. Also, you or your unit must explain why an evaluation report cannot be rendered.

d. Personal copies of evaluation reports with a cut-off date within 90 days of the board convening date will not be accepted. Army policy is to process the original OER. Until the report is overdue, personal copies will not be accepted in lieu of the original.

e. Photocopies of evaluation reports that you provide to complete the record will be included in your OMPF if they are administratively correct, have been certified by the concerned senior rater, or unit administrative officer, as a "certified true copy" of the original report, and accepted for file by HRC-STL Evaluation Support Branch. The certified copy must be an original by the signature of the before mentioned authorized officials. HRC-STL will accept and affix a senior rater profile on copies of properly done USAR reports. National Guard Officer Evaluations will be processed through the MILPOs, then National Guard Bureau, NGB-ARP-C, where they will affix a senior rater profile on properly processed OERs.

f. Officer Evaluation Reports without a senior rater profile will not be seen by the promotion board.