

UNCLAS

SUBJECT: 2004 ZONE OF CONSIDERATION FOR PROMOTION TO RESERVE OF THE ARMY CHAPLAIN LIEUTENANT COLONEL AND COLONEL

1. REFERENCES:

- A. AR 135-155, DATED 13 JULY 2004
- B. AR 623-1
- C. AR 623-105
- D. AR 600-8-104

2. THIS MESSAGE REQUIRES IMMEDIATE ATTENTION OF PSC COMMANDERS, MANAGEMENT SECTIONS, PROMOTION ACTIVITIES AND EVALUATION REPORT PROCESSING ACTIVITIES.

3. SELECTION BOARDS WILL CONVENE ON OR ABOUT 18 OCTOBER 2004, TO CONSIDER RESERVE OF THE ARMY CHAPLAIN MAJORS FOR PROMOTION TO LIEUTENANT COLONEL AND ARMY CHAPLAIN LIEUTENANT COLONELS FOR PROMOTION TO COLONEL.

4. OFFICERS IN THE PROMOTION ZONE OF CONSIDERATION FOR THE ABOVE LISTED COMPETITIVE CATEGORY CONSIST OF ALL RESERVE OF THE ARMY CHAPLAIN MAJORS WITH A DOR OF 1 APRIL 1998 THROUGH 31 MARCH 1999 AND ARMY CHAPLAIN LIEUTENANT COLONELS WITH A DOR OF 1 APRIL 2000 THROUGH 31 MARCH 2001.

OFFICERS ABOVE THE ZONE OF CONSIDERATION FOR THE ABOVE LISTED COMPETITIVE CATEGORY CONSIST OF ALL RESERVE OF THE ARMY CHAPLAIN MAJORS WITH A DOR OF 31 MARCH 1998 OR EARLIER AND ARMY CHAPLAIN LIEUTENANT COLONELS WITH A DOR OF 31 MARCH 2000 OR EARLIER. THE SENIOR OFFICER IN THE ZONE FOR PROMOTION TO LIEUTENANT COLONEL IS MAJ JOHN WILSON BETLYON, WITH A DOR OF 1 APRIL 1998 AND THE JUNIOR OFFICER IS MAJ STEPHEN TERRY HALL, WITH A DOR OF 18 MARCH 1999. THE SENIOR OFFICER IN THE ZONE FOR PROMOTION TO COLONEL IS LTC DORIAN MARK STOKER, WITH A DOR OF 13 JUNE 2000 AND THE JUNIOR OFFICER IS LTC WILLIAM B. LEONE, WITH A DOR OF 20 MARCH 2001.

5. BOARD FILES CONSISTING OF THE PERFORMANCE PORTION OF THE OFFICIAL MILITARY PERSONNEL FILE, THE OFFICER RECORD BRIEF OR DA FORM 2-1 AND PHOTOGRAPH, WILL BE PROVIDED ELECTRONICALLY TO THE BOARD. SELECTIONS WILL BE MADE UNDER THE BEST QUALIFIED CRITERIA AS DESCRIBED IN REF A AND TITLE 10, U.S. CODE SECTION 14108.

6. OFFICERS WHOSE ESTABLISHED SEPARATION OR RETIREMENT DATE IS NOT MORE THAN 90 DAYS AFTER THE BOARD CONVENE DATE WILL NOT BE CONSIDERED BY THIS SELECTION BOARD (10 USC 14301). OFFICERS AFFECTED BY THIS POLICY FOR THIS SELECTION BOARD ARE THOSE WHOSE ESTABLISHED SEPARATION OR RETIREMENT DATE IS ON OR BEFORE 16 JANUARY 2005.

7. EVALUATION REPORTS: EVALUATION REPORTS PREPARED FOR PERSONNEL UNDER CONSIDERATION BY A PROMOTION SELECTION BOARD MUST BE PROCESSED THROUGH THE EVALUATION SYSTEM AND SHOULD ARRIVE AT THE SECRETARIAT FOR DA SELECTION BOARDS (RC) PRIOR TO THE CONVENE DATE OF THE BOARD. OFFICERS THAT ARE OTHERWISE ADMINISTRATIVELY CORRECT BUT ARRIVE AT THE DA

SECRET- TARIAT AFTER THE CONVENE DATE, MAY BE PROCESSED FOR REVIEW BY THE BOARD. THE DOCUMENT CUT-OFF FOR ADMINISTRATIVELY CORRECT OERS WILL BE ESTABLISHED IN ACCORDANCE WITH AR 135-155, PARAGRAPH 3-12D(2) AND THE BOARDS MEMORANDUMS OF INSTRUCTIONS.

A. CODE 11, PROMOTION REPORT:

A MAJOR OR LIEUTENANT COLONEL CHAPLAIN WHO WAS PREVIOUSLY CONSIDERED BUT NOT SELECTED FOR PROMOTION BY THE RESERVE OF THE ARMY 2003 LIEUTENANT COLONEL AND COLONEL CHAPLAIN PROMOTION SELECTION BOARDS WHICH RECESSED ON 24 OCTOBER 2003 WILL REQUIRE A CODE 11, PROMOTION REPORT. A MAJOR OR LIEUTENANT COLONEL CHAPLAIN WHO HAS RECEIVED AN OER/AER WITH A THRU DATE OF 19 OCTOBER 2003 OR LATER IS NOT ELIGIBLE FOR THIS TYPE OF REPORT. THE REQUIRED "THRU DATE" FOR CODE 11 PROMOTION REPORTS WILL BE 20 JULY 2004. NOTE THE FOLLOWING MINIMUM REQUIREMENTS:

(1) 120 DAYS FOR NATIONAL GUARD (MDAY) AND USAR TROOP PROGRAM UNIT OFFICERS.

(2) 90 DAYS FOR ACTIVE GUARD RESERVE OFFICERS.

(3) FOR INDIVIDUAL MOBILIZATION AUGMENTEE AND INDIVIDUAL READY RESERVE OFFICERS PROCEDURES IAW PARAGRAPH 4-7, AR 623-105.

B. CODE 21, COMPLETE-THE-RECORD REPORT:

(1) A COMPLETE-THE-RECORD REPORT IS OPTIONAL.

(2) THE REQUIRED "THRU DATE" FOR CODE 21, COMPLETE-THE-RECORD REPORTS WILL BE 20 JULY 2004.

C. COMMANDERS AT ALL LEVELS SHOULD MAKE A SPECIAL EFFORT TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

8. OFFICERS UNDER CONSIDERATION WILL BE NOTIFIED BY E-MAIL. THEY SHOULD GO ON-LINE USING THEIR ARMY KNOWLEDGE ON-LINE ACCOUNT TO VIEW THE PROMOTION FILE. IF THEY DO NOT HAVE AN AKO ACCOUNT GO TO [HTTPS://WWW.US.ARMY.MIL/PORTAL/PORTAL/HOME.JHTML](https://www.us.army.mil/portal/portal/home.jhtml) TO RECEIVE ONE. IT IS A REQUIREMENT THAT ALL U.S. ARMY PERSONNEL HAVE AN AKO ACCOUNT. THERE IS ALSO AN AKO HELP DESK WHICH CAN BE CONTACTED VIA EMAIL, HELP@US.ARMY.MIL OR 1-877-256-8737. IF THEY DO NOT HAVE ACCESS TO THE INTERNET A PERFORMANCE FICHE FOR THIS BOARD MAY BE REQUESTED BY CALLING 1-877-215-9834, EXT 5445. ANY MISSING DOCUMENTS SHOULD BE FORWARDED IN ACCORDANCE WITH THEIR NOTIFICATION LETTER. IAW REF A, PARAS 3-3, AN OFFICIAL DEPARTMENT OF THE ARMY COLOR PHOTO IS REQUIRED. FOR IRR/IMA SOLDIERS WHO CANNOT OBTAIN AN OFFICIAL DA PHOTO, AN UNOFFICIAL 4" X 10", COLOR PHOTO TAKEN IN CLASS A UNIFORM IN FRONT OF A SOLID BACKGROUND, STANDING AT A THIRTY (30) DEGREE ANGLE, PLACING THE LEFT SHOULDER NEAREST TO THE CAMERA, WILL BE ACCEPTED. THE ABOVE DOCUMENTS SHOULD BE FORWARDED TO COMMANDER, PERSCOM, 2004 LTC/COL CHAPLAIN SELECTION BOARDS, ATTN: AHRC-MSL-P, 1 RESERVE WAY, ST. LOUIS, MO. 63132-5200. SOLDIERS ASSIGNED TO AN AREA, (INCLUDING HOSTILE FIRE AREAS), WHERE PHOTOGRAPHIC FACILITIES ARE NOT

AVAILABLE OR CONDITION PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM SUBMITTING A NEW PHOTOGRAPH.

9. COMMANDERS WILL ENSURE THAT THE LOCAL RECORD OF EACH OFFICER ELIGIBLE FOR CONSIDERATION IS REVIEWED TO DETERMINE IF THE OFFICER HAS RECEIVED ALL REQUIRED EVALUATION REPORTS, HAS AN AUDITED COPY OF THE ORB OR DA FORM 2-1 SENT TO THIS OFFICE, AND HAS A CURRENT PHYSICAL EXAM AS DEFINED IN AR 40-501.

A. IN THOSE INSTANCES WHERE AN OFFICER'S PHYSICAL EXAM AND/OR SECURITY CLEARANCE IS NOT CURRENT, THE OFFICER SHOULD TAKE THE NECESSARY MEASURES TO RECTIFY THIS SITUATION AND ENSURE THAT APPROPRIATE ENTRIES APPEAR ON HIS/HER DA FORM 2-1. IN ORDER TO HAVE PERSONNEL RECORDS UPDATED, THE COMPLETE PHYSICAL EXAMINATION SHOULD BE SENT TO THE APPROPRIATE PERSONNEL MANAGER. PHYSICAL EXAMINATION RESULTS SHOULD NOT BE INCLUDED AS AN ENCLOSURE SENT TO THE OFFICE OF PROMOTIONS. A PROMOTION LETTER CANNOT BE ISSUED UNLESS A CURRENT PHYSICAL AND SECURITY CLEARANCE ARE RECORDED IN THE DATA FIELD.

B. EACH UNIT OFFICER WILL BE GIVEN AN OPPORTUNITY TO AUDIT HIS/HER DA FORM 2-1 BEFORE IT IS FORWARDED TO U.S. TAPC, ATTN: AHRC-MSL-P, 1 RESERVE WAY, ST. LOUIS, MO 63132-5200. THE FOLLOWING STATEMENT IS TO BE ENTERED IN SECTION V, BLOCK 27 OF THE DA FORM 2-1: "I HAVE VERIFIED EACH ITEM OF INFORMATION ON THIS FORM TO BE CORRECT AND TRUE".

SIGNED:

DATE:

UNAUDITED FORMS FORWARDED TO THE BOARD MUST BE ANNOTATED IN SECTION V, BLOCK 27 THAT THE OFFICER WAS NOT AVAILABLE TO AUDIT HIS/HER FORM.

10. LETTERS OF COMMUNICATION TO THE BOARD WILL BE ACCEPTED FROM ALL OFFICERS UNDER CONSIDERATION WHO DESIRE TO SUBMIT CORRESPONDENCE AUTHORIZED

IAW REF A, PARA 3-13. CORRESPONDENCE RECEIVED WILL BE SCANNED AND ADDED TO THE PROMOTION FILE.

A. INDIVIDUAL LETTERS SHOULD INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN CONSIDERATION OF AN OFFICER'S RECORD. THEY SHOULD BE ADDRESSED TO PRESIDENT, 2004 LTC/COL CHAPLAIN SELECTION BOARDS, ATTN: AHRC-MSL-P, 1 RESERVE WAY, ST. LOUIS, MO 63132-5200.

B. ANY LETTER CONSIDERED BY A BOARD WILL BECOME A MATTER OF RECORD FOR THE BOARD AND WILL BE RETAINED BY CDR, U.S. AHRC. LETTERS TO THE BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN AN OFFICER'S OFFICIAL MILITARY PERSONNEL FILE.

C. COMMUNICATIONS OR LETTERS OF RECOMMENDATION AND APPRECIATION FROM OTHER PARTIES ON BEHALF OF RESERVE OF THE ARMY OFFICERS ELIGIBLE FOR CONSIDERATION SENT DIRECTLY TO THE BOARD WILL NOT BE PROVIDED TO THE BOARD NOR WILL ANY COMMUNICATION WHICH CONTAINS CRITICISM OR NEGATIVELY REFLECTS UPON THE CHARACTER, CONDUCT, OR MOTIVES OF ANY INDIVIDUAL.

11. PERSONNEL CENTERS WILL RECEIVE A BY-NAME LISTING OF ELIGIBLE OFFICERS UNDER SEPARATE COVER. COMMANDERS WILL ENSURE THAT THE LIST

INCLUDES ALL ELIGIBLE OFFICERS ASSIGNED TO THEIR COMMANDS. FORWARD NOTIFICATION OF OMISSION OF AN OFFICER'S NAME OR INCLUSION OF AN OFFICER WHO IS NOT ELIGIBLE WITH DOCUMENTATION TO CDR, U.S. ARMY HUMAN RESOURCES COMMAND, (AHRC-MSL-P), TO ARRIVE NLT 19 AUGUST 2004.

12. POC FOR PROMOTION ADMINISTRATIVE AND PROCEDURAL MATTERS IS THE OFFICE OF PROMOTIONS, RESERVE COMPONENTS, BOARD SUPPORT BRANCH, TEAM B, ATTN: AHRC-MSL-PI, DSN 892-1212, TOLL FREE 1-877-215-9834 OR FAX (314) 592-1206, OR EMAIL ADDRESS, PROMO.E.BOARDS@ARPSTL.ARMY.MIL.