

PROMOTION BOARD FREQUENTLY ASKED QUESTIONS

By [CW5 Gabriel Watts](#), OPMS SWO

Q: When will the board meet?

A: The selection board will convene on **29 January 2008**.

Q: When will the board end?

A: The board recess is **20 February 2008**

Q: When will the list be released?

A: Do not know at this time

Q: What are the Zones of Consideration for this promotion board?

A:

AVIATION MOSs 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 03** AND EARLIER

PROMOTION ZONE: CW2S WITH AN ADOR OF **1 OCT 03** THRU **30 SEP 04**

BELOW THE ZONE: NONE

FOR CW4:

ABOVE THE ZONE: CW3S WITH AN ADOR OF **30 SEP 03** AND EARLIER

PROMOTION ZONE: CW3S WITH AN ADOR OF **1 OCT 03** THRU **30 SEP 04**

BELOW THE ZONE: NONE

FOR CW5:

ABOVE THE ZONE: CW4S WITH AN ADOR OF **30 SEP 02** AND EARLIER

PROMOTION ZONE: CW4S WITH AN ADOR OF **1 OCT 02** THRU **30 SEP 03**

BELOW THE ZONE: CW4S WITH AN ADOR OF **1 OCT 03** THRU **30 SEP 04**

ALL TECHNICAL SERVICES WARRANT OFFICER MOS(S) INCLUDING AVIATION MOS 151A:

FOR CW3:

ABOVE THE ZONE: CW2S WITH AN ADOR OF **30 SEP 04** AND EARLIER

PROMOTION ZONE: CW2S WITH AN ADOR OF **1 OCT 04** THRU **30 SEP 05**

BELOW THE ZONE: NONE

FOR CW4:

ABOVE THE ZONE: CW3S WITH AN ADOR OF **30 SEP 04** AND EARLIER

PROMOTION ZONE: CW3S WITH AN ADOR OF **1 OCT 04** THRU **30 SEP 05**

BELOW THE ZONE: NONE

FOR CW5:

ABOVE THE ZONE: CW4S WITH AN ADOR OF **30 SEP 03** AND EARLIER

PROMOTION ZONE: CW4S WITH AN ADOR OF **1 OCT 03** THRU **30 SEP 04**

BELOW THE ZONE: CW4S WITH AN ADOR OF **1 OCT 04** THRU **30 SEP 05**

Q: What will the promotion board see?

A: The promotion board will see your photo, the performance portion of your OPMF, your ELECTRONICALLY signed ORB and hard copy, last minute additions to your file (latest OER, memorandums to the president of the board). The board will not see your restricted OPMF unless very special circumstances dictate it.

Q: I'm currently deployed and do not have a current photo on file. Can I have someone take a photo of me in DCUs/ACUs for the board?

A: **No!** 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.

Q: What do you mean when you tell us to get our file "squared away for the board?"

A: In a nutshell, have a recent photo taken with all your awards and decorations. Look at your ORB and make sure that the entire document is accurate. View your OMPF online and ensure all your award certificates (or orders if not available), OERS, AERs and applicable training certificates are on it. Once you have all three items; photo, ORB and OMPF together, you need to perform a "crosswalk" across all three. In other words, what you have on your uniform should also appear on your ORB and OMPF. Access to view MY BOARD FILE will be open on **30 November 07** and close on **23 January 08**. MBF ICON at [HTTP://WWW.HRC.ARMY.MIL](http://www.hrc.army.mil) OR [HTTPS://ISDRAD16.HOFFMAN.ARMY.MIL/MYBOARDWEB/MAINPAGES/LDAPLOGON.JSP](https://isdrad16.hoffman.army.mil/myboardweb/mainpages/ldaplogon.jsp)

Q: How can I check to see if my photo or OER has made it to HRC in time for the board?

A: The quickest and most accurate way is to go to the MY BOARD FILE web site to view your actual promotion board file. You may access the site starting **30 NOV 07**. You can access the site by going to the MY BOARD (MBF) icon at [HTTP://WWW.HRC.ARMY.MIL](http://www.hrc.army.mil) OR TYPE THE SPECIFIC URL [HTTPS://ISDRAD16.HOFFMAN.ARMY.MIL/MYBOARDWEB/MAINPAGES/LDAPLOGON.JSP](https://isdrad16.hoffman.army.mil/myboardweb/mainpages/ldaplogon.jsp).

Q: Does the board see all of my OERs?

A: WO1 and CW2 OERs are seen for CW2s being considered for CW3. Once an officer is selected for promotion to CW3, his WO1 OERs are masked. CW3/4 all CW2 OERs and later are seen. All AERs are seen by the board.

Q: When I reviewed my OMPF Online, I noticed I was missing the awards from my enlisted days. How can I get this corrected?

A: Send copies of the award certificates (orders if not available) to Officer Records at HRC. offrcds@conus.army.mil

Q: I don't feel like my OERs and awards tell the whole story about me. Should I write to the president of the board?

A: We normally advise against writing the president of the board except in certain cases where an officer needs to point something out that may not be readily evident in his file but may make a difference. One example of this is when an officer has been actively pursuing a college degree during off duty and will graduate shortly. In this example, the degree may not be posted to the ORB. The officer should write a memo to the president of the board and include his transcripts and a letter from the college's registrar specifying when he will graduate. Officers that have specific questions about writing the board should call their career manager for guidance.

Sample Below

DEPARTMENT OF THE ARMY
HEADQUARTERS, 211TH AIR DEFENSE ARTILLERY BRIGADE
FORT COOK, TEXAS 12345-2525

AFVJ-B

4 April 2007

MEMORANDUM FOR, President, FY08 CW3, CW4 and CW5 Promotion Selection Board
ATTN: AHRCC-MSB, 200 Stovall Street, Alexandria, Virginia 22332-0441

SUBJECT: College Degree

1. I, CW3 XXXX X. XXXX, 000-00-0000, respectfully request consideration of my Bachelor of Science Degree completion during the Promotion to CW4 Selection Process. Having attended classes in my off-duty time, I will complete all required course work in July 2008. (please see enclosed University of _____ letter)
2. Thank you for considering this information in your selection process.

Xxxxxxx xxxxxx
CW3, USA
Brigade Maintenance Officer

Q: I don't really want to get promoted. I'd rather retire at 20 years but I am too far out to put in for retirement right now. What should I do to keep the board from selecting me?

A: This is one definite instance where an officer should write the president of the board to make his intentions known. **Sample Below**

DEPARTMENT OF THE ARMY
HEADQUARTERS, 211TH AIR DEFENSE ARTILLERY BRIGADE
FORT COOK, TEXAS 12345-2525

AFVJ-B
April 2007

4

MEMORANDUM FOR, President, FY01 CW3, CW4 and CW5 Promotion Selection Board
ATTN: AHRC-MSB, 200 Stovall Street, Alexandria, Virginia 22332-0441

SUBJECT: Declination for Promotion Consideration

1. I, CW3 XXXX X. XXXX, 000-00-0000, respectfully request not to be consider for selection by the FY 08 CW3/4/5 promotion. I have an approved retirement.

2. Thank you for considering this information in your selection process.

Xxxxxxx xxxxxx
CW3, USA
Brigade Maintenance Technician

Note :

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 THESE 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

Q: What are the rules on closeout OERs? Are officers being considered below-the-zone eligible for a closeout OER?

A: Officers being considered below-the-zone are **NOT** eligible for a special OER.

3. RULES - EVALUATION REPORTS.

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OFFICER EVALUATION REPORTS (**OERS**) **MUST BE RECEIVED**, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HRC-ALEXANDRIA (AHRC-MSE-R) **NLT 19 JANUARY 2008**. EMAIL: TAPCMSESR@CONUS.ARMY.MIL

B. CODE 11, PROMOTION REPORT:

(1) UP PARA 3-50, AR 623-3, A WARRANT OFFICER WHO WAS PREVIOUSLY CONSIDERED FROM EITHER ABOVE-THE-ZONE OR PROMOTION ZONE, BUT NOT SELECTED FOR PROMOTION BY THE BOARD WHICH CONVENED ON 30 JAN 07 WILL REQUIRE A PROMOTION REPORT (CODE 11) IF THE CRITERIA OF PARA 3-50, AR 623-3, ARE MET. WARRANT OFFICERS WHO HAVE RECEIVED AN OER WITH A "THRU DATE" OF 30 JAN 07 OR LATER ARE NOT ELIGIBLE FOR THIS REPORT.

(2) THE REQUIRED "**THRU DATE**" FOR PROMOTION REPORTS (CODE 11) IS **20 OCT 07**.

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

(1) UP PARA 3-60, AR 623-3, A (CODE 09) COMPLETE-THE-RECORD OER IS OPTIONAL FOR WARRANT OFFICERS WHO MEET THE CRITERIA OF PARA 3-60, AR 623-3.

(2) THE REQUIRED "**THRU DATE**" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS **20 OCT 07**.

D. REPORTS THAT ARRIVE ERROR FREE AT HRC-ALEXANDRIA (AHRC-MSE-R) ON OR BEFORE **18 JANUARY 2008** AND ARE ACCEPTED FOR FILING BY EVALUATION REPORTS BRANCH WILL BE MADE AVAILABLE TO THE SELECTION BOARD. OFFICERS DEPLOYED IN SUPPORT OF OPERATION

ENDURING FREEDOM OR OPERATION IRAQI FREEDOM, OR STATIONED IN UNITED STATES FORCES KOREA, (USFK) AND UNITED STATES ARMY JAPAN (USAJ) CAN NOW CONTACT THEIR SERVICING MPD/PSB/PD TO HAVE THEIR OFFICER EVALUATION REPORTS EMAILED OR TRANSMITTED TO HRC-ALEXANDRIA, EMAIL: TAPCMSESER@HOFFMAN.ARMY.MIL BY AN AUTHORIZED DIGITAL SENDER.

NOTE: OERs must arrive **error free** at HRC **NLT 18 JAN 08** . **Original** OERs must be sent to the OER branch, NOT to the Career Manager. Copies are NOT allowed. See the last question for addresses.

Q: I am below the zone of consideration can I get a CODE 09, complete-the-record report?

A: **No**, you are not eligible for a complete-the-record report.

Q: My career manager and I had a falling out. Any chance of the promotion board finding out about it?

A: **No**. The promotion board is run by the DA Secretariat which is not a part of HRC. Career Managers are strictly prohibited from ANY contact with board members.

Q: I recently returned to active duty under one of the recall programs. How do I know whether or not I am eligible for promotion consideration by this upcoming board?

A: In addition to meeting the date of rank requirements specified in the promotion board announcement message, you must have completed a minimum of **two years time in grade while serving on active duty** (to include prior service) as of **31 JAN 2008**. Experience has proven that the files of officers who have been recalled are often incomplete. We suggest that recalled officers in this category review their records in a timely manner.

Officers serving under a retiree recall program are not eligible for promotion consideration.

Q: I have an approved retirement. Will I be considered for promotion?

A: Officers who have approved retirement or separation dates **after 28 APR 08** will be considered for promotion.

Q: Where do I send documentation for the board?

A: Address for original, signed and error free OERs:
Commander HRC
ATTN: AHRC-MSR-S
200 Stovall Street
Alexandria, VA 22332-0444

Address for submitting correspondence to the board:
President, FY06 CW3, CW4, CW5 Promotion Selection Board
ATTN: AHRC-MSB
200 Stovall Street
Alexandria, VA 22332-0441

Q: Where do I send my signed ORB?

A: Signed ORBs are not required for this board. Eligible Officers must certify their board files electronically through MY BOARD FILE

CHECK YOU AKO ACCOUNT ON A REGULAR BASIS. NEW FEATURES WILL BE AVAILABLE IN MY BOARD FILE