



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 407
FORT KNOX, KY 40122-5407

AHRC-PDV-PO

14 Jul 20

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Application Instructions for the FY20 Reserve Component (RC), Army Reserve, Non-Active Guard Reserve, Promotion Vacancy Board (PVB) for Troop Program Unit (TPU) Positions

1. References:

- a. AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 Jul 04
- b. AR 623-3, Evaluation Reporting System, 14 Jun 19
- c. AR 600-8-104, Army Military Human Resource Records Management, 07 Apr 14
- d. AR 140-10, Assignment, Attachment, Details, and Transfers, 25 Apr 18
- e. AR 350-1, Army Training and Leader Development, 10 Dec 17

2. Introduction:

- a. The United States Army Reserve (USAR) PVB program is designed to promote officers to fill vacancies in Troop Program Units (TPU) that cannot be filled with qualified officers of the authorized grade already assigned to the unit, assigned to other nearby units, or assigned to the Individual Ready Reserve (IRR).
- b. The FY20 PVB will convene on or about 5 Oct 20 to consider eligible USAR officers for promotion selection based on authorized vacant TPU positions.

3. Responsibilities of DA Officer Promotions:

- a. Generate, staff and distribute the Application of Instruction Letter
- b. Screen applicants for eligibility

4. Responsibilities of Unit Commanders (CDR):

- a. For positions designated to be occupied by an officer of a specific basic branch or specific functional area, count only officers assigned to that basic branch or functional area. For positions designated to be occupied by an officer of a special branch, count only officers assigned to that special branch. Special branches include Army Medical Department

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(AMEDD), Judge Advocate General (JAG), and Chaplain (CH). Count only authorized positions, by grade. All officers will be counted in their current rank, except promotable officers serving in a higher graded position.

b. For assignment of basic branch officers to positions designated as “Branch immaterial” (01A/02A), count all officers to include those assigned overstrength (with special branch exceptions). AMEDD, other than IMA and TPU MS officers with MFA 70-series and 67A-D AOCs, and CH officers cannot request promotion in 01A/02A positions.

c. Positions authorized for fill by Active Guard Reserve (AGR), Active Army (AA), or Individual Mobilization Augmentation (IMA) will not be considered. Personnel who are AGR, AA, or IMA will not be counted as part of the assigned strength for TPU position vacancy for promotion purposes.

d. Lieutenant Colonel (LTC) and Colonel (COL) command positions cannot be used for PVB selections.

e. In accordance with (IAW) AR 135-155, paragraph 2-13c, applicable UIC TPU commanders are required to query the IRR of the same grade as the position vacancy. As an exception, a commander may advertise the position vacancy for a 30-day period on the US Army Reserve Command (USARC), Readiness Division (RD), 7th Mission Support Command (MSC), 9th MSC websites as applicable. This provides an opportunity for all qualified officers who hold the required rank to be considered for the position. If no qualified officer holding the required rank for the position is assigned to the position vacancy within a 30-day period, then area commanders or their delegates may recommend the position for position vacancy fill.

f. Officers must not be considered by a DA mandatory promotion board that will convene 90 days before or 90 days after the convene date of the FY20 PVB. This paragraph does not apply to officers being considered by a mandatory promotion board as below the zone.

g. Officers must meet the minimum time in grade (TIG) requirement for promotion to the next higher grade per AR 135-155, Tables 2-1 and 2-3. The TIG requirement must be met one day prior to the convene date of the board. Officers must be on the Reserve Active Status List (RASL) or the Active Duty List (ADL) (or a combination of both lists) during the one-year period ending on the convene date of the PVB. Warrant officers are not on the RASL but must be in an active Reserve status. Warrant Officer One, Chief Warrant Officer Four, and Second Lieutenants are not eligible for PVB consideration.

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h. Officers must meet the civilian education requirements, as applicable, in AR 135-155, Paragraph 2-9. Except for Army Nurses, an officer must have proof of, at a minimum, a baccalaureate degree from an accredited college or university for promotion to Captain (CPT). Army Nurses who are not nurse anesthetists Area of Concentration (AOC) 66F, appointed after 30 Sep 09, must have a minimum of a Baccalaureate Degree in Nursing for promotion to Major (MAJ). Army nurses who are AOC 66F may hold a baccalaureate degree in any field for promotion to MAJ. Army Nurses appointed before 30 Sep 09 must possess an Associate in Science Degree in Nursing or graduate from a nursing diploma program. Proof of educational qualification must be evident in the officer's board file. Officers who are not educationally qualified the day before the convene date of the board will not be considered. There are no civilian educational waivers.

i. Officers must meet the military educational requirements per AR 135-155, Tables 2-2 and 2-3, one day prior to the convene date of the PVB. The FY20 PVB checklist (Encl 1) outlines the military and civilian educational requirements by grade and branch. There are no military educational waivers for the PVB.

j. Officers must be qualified in the branch or specialty of the position for which they are being considered when the position so requires. Warrant officers are eligible for promotion consideration only in their primary or proponent certified additional WOMOS.

k. LTCs not selected to COL by a mandatory promotion board will not be considered by a PVB unless the Secretary of the Army finds that the LTC is the only qualified officer available to fill the vacancy. Any such request must be IAW the procedures outlined in AR 135-155, Appendix B and accompany the application. CPT through LTC will not be considered if not selected by the mandatory board.

l. IAW AR 135-155, paragraph 4-9, officers selected by the PVB will not be promoted if the vacancy no longer exists due to reorganization. Officer who are selected for a position but not promoted will be removed from the recommended list and will not be considered to have failed of selection for promotion.

m. An AGR officer considered for a TPU PVB must understand that if he/she is selected for that position, he/she must be removed from the AGR Program by HRC before the promotion order can be published. Therefore, the officer must submit written verification from their HRC Assignment Officer stating that they will release the AGR officer from the AGR Program if selected to fill the higher grade TPU vacancy. "Packets that do not contain this statement will not be boarded for PVB consideration."

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n. The Judge Advocate General (JAG) has determined there is no requirement for JAG officers to be considered by the FY20 PVB; therefore, JAG officers are ineligible for consideration.

o. Unit commanders must review PVB application for completeness and submit to the respective Readiness Division (RD), 7th MSC or 9th MSC. All requests must be complete, in full, and emailed to the appropriate address below, no later than 15 Aug 20. PVB Packets that are sent to HRC directly from officers or their Geographical and Functional Commands, will be returned without action.

5. Packet Submission:

a. Required documents for PVB consideration are as follows:

- (1) FY20 PVB Checklist (*Encl 1*)
- (2) Accept/Declination Statement (*Encl 2, Sample*)
- (3) 30-day Certification Memorandum (*Encl 3, Sample*) or Finder DA Form 4935
- (4) Mobilization Policy for PVBs (*Encl 4, Information Only Do not include in the packet*)
- (5) AHRC Form 4152/4152-1 Instructions (*Encl 5*)
- (6) AHRC Form 4152 (*Encl 6 Sample*)
- (7) AHRC Form 4152-1 (*Encl 7 Sample*)
- (8) Order verifying Mobilization Status/REFRAD Date. (Document sent to HRC if applicable)
- (9) HRC Memo for AGR Officers (*contact your AO*). (Document sent to HRC if applicable)
- (10) Certified true signed UMR current FY (*page position being considered for fill only*)
- (11) PVB Candidate List (*Encl 8*)

b. Packets to be emailed to the appropriate Command:

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- (1) 63d RD: usarmy.usarc.63-rrc.mbx.omb@mail.mil
- (2) 81st RD: usarmy.usarc.81-rsc.mbx.officer-management-branch@mail.mil
- (3) 88th RD: usarmy.usarc.88-rsc.mbx.officer@mail.mil
- (4) 99th RD: usarmy.usarc.99-rsc.list.dhr-officer-management-branch@mail.mil
- (5) 9th MSC: roland.l.kido.civ@mail.mil
- (6) 7th MSC: usarmy.rheinland-pfalz.7-civ-spt-cmd.mbx.g1@mail.mil

6. Responsibilities of RDs, 7th MSC, 9th MSD:

a. RDs, 7th MSC and the 9th MSC, must validate the unit applications and submit the following items to usarmy.knox.hrc.mbx.tagd-board-pvb@mail.mil no later than 28 Aug 20. PVB Candidate Lists received by Promotions Branch after 28 Aug 20 will not be considered.

- (1) Order verifying mobilization status/REFRAD date (if applicable)
- (2) Certified true signed UMR current FY (*page with position being considered for fill only*)
- (3) PVB Candidate List (*Encl 8- IAW AR 135-155, paragraph 2-13c*)
- (4) HRC Memo for AGR Officers (if applicable)

b. Ensure all vacancies submitted to HRC have at least one candidate application for that vacancy. Any vacancies without at least one dedicated applicant are subject to be returned to the RD.

c. Ensure all candidates competing for more than one vacancy have a preference or priority listed on the PVB Candidate List.

7. Updating the Army Military Human Resources Record (AMHRR):

a. All qualified officers should review their AMHRR on-line at <https://iperms.hrc.army.mil>, before their MBF becomes available on-line.

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b. Documents sent to the iPERMS board support e-mail address (para 11c) for filing into iPERMS will not be accepted, please contact your HR professional, S-1/Unit Administrator (UA)/Military Personnel Division (MPD)/Director of Human Resource (MHR) Offices or your Career/Branch Managers for assistance. These staff members are authorized to submit required AMHRR document into iPERMS using the web upload feature. Click <https://www.hrc.army.mil/asset/14900> to access the AMHRR required document list. All documents must include your full name and complete 10 digit Department of Defense Identification number (DODID). If the DODID is not available, documents must include complete 9-digit Social Security Number.

c. All AMHRR update submissions must be received NLT 25 Sep 20 to allow for sufficient processing time. Ensure S-1, MPD, UA, MIL HR, or CM type the word "BOARD" in the container field of the batch for priority processing. Write down the batch number for future reference. All updates to the Performance folder of the AMHRR will populate your MBF application, but there is typically a delay involved. This is normal; plan accordingly.

d. Do not submit Officer Evaluation Reports (OER) or Academic Evaluation Reports (AER) DA Form 1059 to iPERMS, the reports must be submitted to the evaluations branch for processing. Follow the procedures in Paragraph 9 of this message for all evaluation related documents and issues.

e. HRC Board Support Administrative personnel do not have access to systems to update board files or the ORB.

f. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:

(1) Enlisted documents which do not cross over from enlisted to officer ranks are masked. If the document can be earned by both officer and enlisted ranks, then the document will not be masked (i.e., airborne school, combat lifesaver course, etc).

(2) Awards, decorations and certificates of achievement will not be masked and will be seen by the board.

(3) OERs will be placed in the Performance folder of the official AMHRR file IAW AR 623-3.

(4) All enlisted DA Form 1059 need to be masked.

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g. For resolution of duplicate, inverted, misfiled documents or request for corrections, submit [Board Correction Form](#) to usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Correctly filed authorized documents will not be removed.

h. Transcripts submitted to iPERMS must be in compliance with AR 600-8-104, Required Document List.

8. To access MBF, the officer will go to: <https://www.hrc.army.mil>, click on Self-Service, and click on the MBF icon. Log in using the Army Knowledge On-line (AKO) user name and password. Click the icon for "Reserve Record", and then click "Board File" under the navigation menu. Follow the instructions on the page to review the MBF. If the officer does not have an AKO account, which is a requirement for all U.S. Army personnel, then go to: <https://www.us.army.mil/suite/login/welcome.html> and request one.

a. Submit documents that are not part of the AMHRR, such as Memorandum to the President the Board or ORB, in a scanned PDF format via email to the following address: usarmy.knox.hrc.mbx.tagd-board-pvb@mail.mil NLT 18 Sep 20. Officers must include their name on all documents. Hard copy documents will become part of the board record and will not be returned. If further assistance is required, please call 502-613-6446 or submit inquiries via email to usarmy.knox.hrc.mbx.tagd-board-pvb@mail.mil. Please allow an additional five working days for newly posted AMHRR documents to transfer to the MBF and be viewable.

b. Communications or Memorandum of Recommendation from other parties on behalf of an officer will not be provided to the board. Memorandums that criticize or reflect on the character, conduct, or motives of any officer under consideration for promotion will not be given to the board. Copies of incomplete OERs or AERs that are not a part of the AMHRR will not be provided to the board. Officers desiring to write to the President of the Board should refer to AR 135-155, paragraph 3-13, for guidance and AR 25-50 for instructions on properly formatting an Army letter. Failure to comply with these instructions will be viewed as a "lack of due diligence" on the officer's part and may not be used as the basis for requesting an SSB.

c. The critical documents in the MBF are OERs, AERs, and educationally qualifying documents (military/civilian). If proof of college/university transcripts is not present in the officer's AMHRR, please follow the submission guidance in Paragraph 6e.

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9. Evaluation Reports:

a. Senior raters should provide a current and accurate evaluation for officers considered by the selection board. HRC will carefully screen evaluations for format inconsistencies or impermissible content. To that end, the suspenses listed below are established to ensure sufficient processing time prior to the board convene date. Senior raters retain the authority to submit regular reports up to 90 days from the thru date of the report, as specified in AR 623-3, para 3-9a(9)(f). Senior raters may consider submitting an optional OER based upon intervening suspenses as appropriate in order to ensure it is seen by the board. Reminder, optional reports are at the discretion of the rating chain.

b. In order to be considered by the board, all mandatory or optional OERs must be received, error free, by the HRC Evaluations Branch NLT 18 Sep 20. To ensure reports are received by HRC by this date, Commanders at all levels must ensure any applicable evaluation reports for eligible officers are expeditiously processed.

c. OERs will be prepared on the appropriate DA Form 67-10 Series OER Form within the Evaluation Entry System (EES) and submitted to HRC via the EES. If you are unable to access and submit evaluations within EES, hard copy DA Form 67-10 Series OERs can be prepared and mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Div Ave, Dept #470, Fort Knox KY 40122-5407. Access to the EES is available at the following link: <HTTPS://EVALUATIONS.HRC.ARMY.MIL>. If you are unable to access the EES, DA Form 67-10 Series OERs can be obtained from the Army Publishing Directorates Webpage at the following link: <HTTP://WWW.APD.ARMY.MIL>.

(1) Sending OERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created PDF-F evaluations outside of EES. A Standard Operating Procedure covering standards for scanned and emailed OER's from deployed units is available upon request.

(2) All non-deployed units or rating officials with ink-signed or older version forms not useable in EES must mail printed OER to CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave. Dept #470, Fort Knox, KY 40122-5407.

d. Complete-the-Record (Code 09) OER:

(1) A Code 09, Complete-the-Record OER, is "optional" for officers who meet the criteria IAW AR 623-3, Paragraph 3-57.

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(2) The required "thru date" for Complete-the Record (Code 09) OER is 30 Jun 20. All Complete-the-Record OER's for this board will be required to be prepared and submitted on the appropriate DA Form 67-10 within EES or found on the Army Publishing Directorates webpage.

(3) Refer to AR 623-3, paragraph 3-57 to determine eligibility for submitting a Complete-the-Record OER. All criteria must be met to receive this report.

(4) All other reports (mandatory or optional), excluding Complete-the-Record will have "thru dates" that reflect the date of the event that is the reason for the report. Reserve Component officers are not eligible for a Promotion (Code 11) OER.

e. Reports received by HRC, Evaluations Branch, for processing on 28 Sep 20, will be placed in the officer's AMHRR and then selection board files prior to selection board voting assuming the evaluation is free of errors. This suspense date is for receipt of evaluations by HRC, Evaluation Branch, and not for completion to AMHRR. If an evaluation is seen as working in EES with a received date of 28 Sep 20 or earlier and the evaluation is free of errors, it will be completed in time for the selection board. Officers may validate their board files even if an inbound evaluation is due to process.

f. Officers with missing OERs in their board files or AMHRR should first check the online application EES. This will identify any evaluations not completed (either on hold or rejected) due to errors. Officers with questions about OER policy or procedural matters can contact an Evaluations Branch point of contact for resolution at: usarmy.knox.hrc.mbx.taqd-eval-policy@mail.mil or commercial (502) 613-9019, DSN 983-9019.

g. For resolution of duplicate, inverted or misfiled OERs, submit the request to: usarmy.knox.hrc.mbx.iperm-board-support@mail.mil.

h. AER:

(1) AERs prepared on NOV 2015 dated forms having "THRU DATES" of 31 Aug 19 and earlier must be mailed hard copy to CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept #470, Fort Knox, KY 40122-5407. Emailing of AERs is not authorized and will not be accepted. DA Form 1059 series AERs, dated NOV 2015 will no longer be utilized for AERs having THRU dates of 1 Sep 19 or after. DA Form 1059 series AERs dated NOV 2015 received having a THRU date of 1 Sep 19 or later are invalid reports and will not be processed.

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(2) AERs prepared on MAR 2019 dated forms are prepared by using the Evaluation Entry System (EES) or on a fillable .pdf-f version form. Only the military school or institute of training that issued the AER is authorized to submit completed AERs in EES.

a. Effective 1 December 2019, DA Form 1059 or DA Form 1059-2 AERs dated MAR 2019 will be initiated, processed, and submitted using EES. There are no exceptions or alternate means for submission of these AERs. E-mail and hard copy submissions of a DA Form 1059 or DA Form 1059-2 AER will be considered invalid and will not be processed by HRC.

b. DA Form 1059-1 AERs dated MAR 2019 .pdf-f forms are the only reports authorized to use the AER File Upload tool in EES.

i. CMs, Board Support Personnel, IPERMS Support Personnel and Action Officers are not authorized to place any evaluations directly in AMHRR. All evaluations must process through the Evaluation Branch, HRC using normal processing channels into the AMHRR and then into the Soldier's board file. OERs which are not labeled (and profiled) by the Evaluations Branch will not be seen by the board.

10. The MBF will be the same file the selection board will review. Check the MBF to confirm that documents have arrived and have been processed. The MBF view will open on 4 Sep 20 and close at midnight on 28 Sep 20. After the convene date of this board, the DA Promotions Branch will not accept phone calls or e-mails pertaining to the board. Please do not call the DA Promotions Branch to inquire about the approval or release date of the board. If further assistance is needed, prior to the convene date of this board, contact this office via email at usarmy.knox.hrc.mbx.tagd-board-pvb@mail.mil or at 502-613-6446 (Commercial).

11. Points of Contact:

a. DA Office of Promotions Branch. The point of contact for administrative and procedural promotion consideration matters is the Officers Promotion Section, (AHRC-PDV-PO), at either 983-9012 (DSN), 502-613-9012 (Commercial), or usarmy.knox.hrc.mbx.tagd-board-pvb@mail.mil.

b. Evaluations Branch. Officers should direct questions concerning ORB changes/corrections to their servicing UA. The point of contact for OER procedural matters is the Evaluations Branch-Policy, (AHRC-PDV-EP), at either 983-9019 (DSN), 502-613-9019 (Commercial), or usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.

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c. For correction(s) to existing documents filled into your AMHRR/IPERMS record, contact the Army Soldier Records Branch, Board Support Team. Please email request to usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. The Board Support Team line is DSN 983-9990, press 2 or commercial (502) 613-9990, press 2. Do not send AMHRR documents to this e-mail address follow the procedures in paragraph 7 (above). Documents emailed for filing into iPERMS will not be accepted; please contact your HR professional for additional assistance if required.

8 Encls
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GERALD T. MAYER
Chief, DA Promotions

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