

**Milper Message Number  
13-357**

**Proponent  
AHRC-PLP**

**Title  
FY14 OFFICER SEPARATION BOARDS (OSB) AND (ENHANCED) SELECTIVE EARLY RETIREMENT  
BOARDS (E-SERB), MAJOR (MAJ), ARMY COMPETITIVE CATEGORY (ACC)**

**...Issued: [06 Dec 13]...**

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- A. TITLE 10, UNITED STATES CODE, SECTIONS 638A, 3911.
  - B. ARMY DIRECTIVE 2013-14 (TEMPORARY EARLY RETIREMENT AUTHORITY), 10 JUNE 2013.
  - C. AR 600-8-104, ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT, 2 AUGUST 2012.
  - D. AR 623-3, EVALUATION REPORTING SYSTEM, 5 JUNE 2012.
  - E. DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 1332.32, 27 DECEMBER 2006.
  - F. AR 600-8-24, OFFICER TRANSFERS AND DISCHARGES, 12 APRIL 2006.
  - G. AR 635-10 PROCESSING PERSONNEL FOR SEPARATION (\*RAR 001, 15 SEPTEMBER 2011), 10 JUNE 1987.
  - H. MILPER 13-231, TEMPORARY EARLY RETIREMENT AUTHORITY, 22 AUGUST 2013.
  - I. MILPER 12-383, ACTIVE ARMY (AA) STOP MOVEMENT PROGRAM FOR UNITS SCHEDULED TO DEPLOY OCONUS IN SUPPORT OF OPERATION ENDURING FREEDOM (OEF), 6 DECEMBER 2012.
1. THIS MILPER MESSAGE IS EFFECTIVE IMMEDIATELY AND WILL EXPIRE NLT 30 APRIL 2016.
  2. GENERAL.
    - A. THE CONTENTS OF THIS MESSAGE ARE OF SUCH IMPORTANCE THAT SENIOR LEADERS MUST ENSURE SUBORDINATE PERSONNEL MANAGERS TAKE IMMEDIATE ACTION ON THIS MESSAGE.
    - B. BACKGROUND. IN ORDER TO MEET THE ARMY'S CONGRESSIONALLY MANDATED END-STRENGTHS BY FY19, THE SECRETARY OF THE ARMY (SECARMY) HAS AUTHORIZED OFFICER SEPARATION BOARDS (OSB) AND ENHANCED SELECTIVE EARLY RETIREMENT BOARDS TO CONVENE TO CONSIDER ELIGIBLE MAJORS IN THE ARMY COMPETITIVE CATEGORY (ACC) FOR EARLY RETIREMENT OR SEPARATION (AS APPROPRIATE). ELIGIBILITY CRITERIA IS IN PARAGRAPH 3 BELOW.
  3. BASIC ELIGIBILITY CRITERIA, CONVENE, AND MY BOARD FILE (MBF) DATES:
    - A. E-SERB ELIGIBLE OFFICERS: REGULAR ARMY (RA) OFFICERS IN THE ACC AND ON THE ACTIVE DUTY LIST IN THE GRADE OF MAJOR WITH A DATE OF RANK TO MAJOR OF 2 OCTOBER 2008 TO 29 APRIL 2013, AND WHO HAVE 18 YEARS OR MORE OF ACTIVE FEDERAL SERVICE (AFS) AS OF THE CONVENE DATE OF THEIR BOARD WILL BE CONSIDERED BY AN E-SERB PROVIDED THEY ARE NOT ON A LIST OF OFFICERS RECOMMENDED FOR PROMOTION TO THE NEXT HIGHER GRADE.
    - B. OSB ELIGIBLE OFFICERS: REGULAR ARMY (RA) OFFICERS IN THE ACC AND ON THE ACTIVE DUTY LIST IN THE GRADE OF MAJOR WITH A DATE OF RANK TO MAJOR OF 2 OCTOBER 2008 TO 29 APRIL 2013, WHO HAVE SERVED AT LEAST ONE YEAR ACTIVE DUTY IN THE GRADE CURRENTLY HELD AS OF THE CONVENE DATE OF THEIR BOARD, AND WHO WILL HAVE LESS THAN 18 YEARS OF ACTIVE FEDERAL SERVICE AS OF THE CONVENE DATE OF THEIR BOARD WILL BE CONSIDERED BY AN OSB IF THEY ARE NOT ON A LIST OF OFFICERS RECOMMENDED FOR PROMOTION TO THE NEXT HIGHER GRADE.
    - C. CONVENE DATES AND MY BOARD FILE (MBF) OPEN AND CLOSE DATES FOR OFFICERS IN THE CONSIDERED POPULATIONS ARE REFLECTED IN THE CHART BELOW. THE OSB AND E-SERB WILL CONVENE BY YEAR GROUP/DATES OF RANKS WITH THE CORRESPONDING E-SERB CONVENING IMMEDIATELY FOLLOWING THAT CONSIDERED

## POPULATION'S OSB.

MAJOR						
YEAR GROUP	DATES OF RANK:	CONVENE DATES:	MBF OPEN:	MBF CLOSE:	HAS 18+ YRS AFS AS OF CONVENE DATE	HAS LESS THAN 18 YRS AFS AS OF CONVENE DATE
YG 1999:	2 OCT 2008 - 31 AUG 2009	22 APR - 09 MAY 14	O/A 19 JAN 14	14 APR 14	E-SERB	OSB
YG 2000:	1 SEP 2009 - 31 MAY 2010	22 APR - 09 MAY 14	O/A 19 JAN 14	14 APR 14	E-SERB	OSB
YG 2001:	1 JUN 2010 - 31 MAY 2011	22 APR - 09 MAY 14	O/A 19 JAN 14	14 APR 14	E-SERB	OSB
YG 2002:	1 JUN 2011 - 30 APR 2012	29 APR - 13 MAY 14	O/A 20 JAN 14	21 APR 14	E-SERB	OSB
YG 2003:	1 MAY 2012 - 29 APR 2013	29 APR - 13 MAY 14	O/A 20 JAN 14	21 APR 14	E-SERB	OSB

4. AFTER THE SECARMY APPROVES THE BOARD REPORTS, OFFICERS SELECTED BY THESE BOARDS FOR EARLY RETIREMENT OR SEPARATION WILL BE PERSONALLY NOTIFIED OF THEIR SELECTION, FOLLOWED BY OFFICIAL CORRESPONDENCE. NO LIST WILL BE PUBLICLY RELEASED.

5. SECARMY APPROVAL OF THE BOARD REPORT IS FINAL ACTION. NO "RELOOK" OR "STANDBY" BOARDS WILL BE ESTABLISHED, NOR IS THERE AN APPEAL PROCESS. OFFICERS WHO BELIEVE THAT THEIR SELECTION FOR EARLY RETIREMENT OR SEPARATION (AS APPROPRIATE) RESULTED FROM AN ERROR IN THEIR MILITARY RECORDS OR THAT THEIR SELECTION CONSTITUTES AN INJUSTICE, MAY SEEK RELIEF FROM THE ARMY BOARD FOR CORRECTION OF MILITARY RECORDS (ABCMR).

6. FOR OSB-ELIGIBLE OFFICERS ONLY:

A. OFFICERS WITH APPROVED UNQUALIFIED RESIGNATION REQUESTS OR OFFICERS PLANNING TO SUBMIT REQUESTS FOR UNQUALIFIED RESIGNATIONS WILL REMAIN IN THE OSB CONSIDERED POPULATION UNLESS THE RESIGNATION EFFECTIVE DATE IS PRIOR TO THE OSB CONVENE DATE. IF THE OFFICER IS SELECTED FOR SEPARATION BY THE OSB AND THE EFFECTIVE DATE OF THE OFFICERS RESIGNATION IS AFTER THE MANDATORY SEPARATION DATE DESIGNATED BY THE SECARMY, THE OFFICERS SEPARATION DATE WILL BE ADJUSTED TO NOT LATER THAN THE MANDATORY SEPARATION DATE DESIGNATED BY THE SECARMY.

B. OSB SEPARATION DATE: OFFICERS WHO ARE SELECTED FOR SEPARATION WILL BE RELEASED FROM ACTIVE DUTY ON A DATE DESIGNATED BY THE SECARMY. FOR PLANNING PURPOSES, THIS DATE WILL NOT BE EARLIER THAN THE FIRST DAY OF THE 9TH (NINTH) MONTH FOLLOWING THE APPROVAL OF THE BOARDS' REPORTS (EXPECTED TO BE IN AUGUST 2014). FOR EXAMPLE, IF THE SECARMY APPROVES THE OSB BOARD REPORT IN AUGUST 2014, THE FIRST DAY OF THE 9TH MONTH WOULD BE 1 MAY 2015. SELECTED OFFICERS MAY REQUEST AN EARLIER SEPARATION DATE.

C. OFFICERS SELECTED FOR SEPARATION WHO WILL HAVE 15 OR MORE YEARS (180 MONTHS) OF ACTIVE FEDERAL SERVICE(AFS) AND LESS THAN 20 YEARS (240 MONTHS) AFS AS OF THE DATE OF MANDATORY SEPARATION, MAY REQUEST RETIREMENT IAW PROVISIONS OF REFERENCES B. AND H. ABOVE. OFFICERS SHOULD CONTACT THE CHIEF OF OFFICER RETIREMENT/SEPARATIONS, HRC, OPMD (AHRC-OPL-R) (CONTACT INFORMATION AT THE END OF THIS MESSAGE) WITH QUESTIONS REGARDING THEIR SPECIFIC CIRCUMSTANCES.

7. FOR RETIREMENT- ELIGIBLE OFFICERS ONLY:

A. VOLUNTARY RETIREMENT. OFFICERS WITH APPROVED RETIREMENTS OR RETIREMENT ELIGIBLE OFFICERS PLANNING TO SUBMIT RETIREMENT REQUESTS WILL REMAIN IN THE CONSIDERED POPULATION FOR THE E-SERB UNLESS THEIR RETIREMENT EFFECTIVE DATE IS PRIOR TO THE CONVENE DATE OF THEIR BOARD. VOLUNTARY RETIREMENT APPLICATIONS MUST BE SUBMITTED IAW AR 600-8-24, FIGURE 6-2, OFFICER TRANSFER AND DISCHARGES AND NOTE "SUBJECT: VOLUNTARY RETIREMENT- E-SERB-CONSIDERED POPULATION. SUBMIT VOLUNTARY REQUESTS FOR RETIREMENT TO THE COMMANDING GENERAL (CG), ARMY HUMAN RESOURCES COMMAND (HRC), ATTN: AHRC-OPL-R. ALL VOLUNTARY RETIREMENT REQUESTS MUST BE PROCESSED THROUGH THE APPROPRIATE CHAIN OF COMMAND, MILITARY PERSONNEL DIRECTORATE AND INSTALLATION TRANSITION CENTER, PRIOR TO BEING FORWARDED TO CG, HRC.

B. E-SERB SEPARATION DATE: IF SELECTED FOR EARLY RETIREMENT BY THE E-SERB, OFFICERS WILL BE RETIRED ON A DATE DETERMINED BY THE SECARMY FOR SEPARATION. FOR PLANNING PURPOSES, THIS DATE WILL NOT BE EARLIER THAN THE FIRST DAY OF THE 9TH MONTH FOLLOWING THE SECARMY'S APPROVAL OF THE BOARD REPORT (EXPECTED TO BE IN AUGUST 2014) UNLESS THE OFFICER REQUESTS AN EARLIER RETIREMENT DATE. FOR EXAMPLE, IF THE SECARMY APPROVES THE E-SERB BOARD REPORT IN AUGUST 2014, THE FIRST DAY OF THE 9TH MONTH WOULD BE 1 MAY 2015. OFFICERS SELECTED FOR SEPARATION WHO WILL HAVE 18 OR MORE YEARS (216 MONTHS) OF ACTIVE FEDERAL SERVICE (AFS) AND LESS THAN 20 YEARS (240 MONTHS) AFS AS OF THE FIRST DAY OF THE 9TH MONTH FOLLOWING THE SECARMY'S APPROVAL OF THE BOARD REPORT, WILL BE RETAINED UNTIL THEY REACH RETIREMENT

ELIGIBILITY (20 AFS) OR THOSE OFFICERS MAY REQUEST EARLY RETIREMENT IAW PROVISIONS OF REFERENCES B. AND H. ABOVE. OFFICERS WITH APPROVED VOLUNTARY RETIREMENT REQUESTS WHO ARE SELECTED FOR EARLY RETIREMENT MAY RETIRE AT THEIR PREVIOUSLY APPROVED EFFECTIVE DATE IF THAT DATE IS EARLIER THAN THE DATE DETERMINED BY THE SECARMY.

8. OFFICERS IN THE CONSIDERED POPULATION WHO ARE ALSO UNDERGOING THE INTEGRATED DISABILITY EVALUATION SYSTEM (IDES) WILL BE CONSIDERED BY THE BOARDS. IF SELECTED FOR SEPARATION OR EARLY RETIREMENT (AS APPROPRIATE), SEPARATION DATES WILL BE HANDLED ON A CASE BY CASE BASIS. IF COMPLETION OF IDES REQUIRES ADDITIONAL TIME PAST THE MANDATORY RETIREMENT/SEPARATION DATE, REQUESTS FOR AN EXTENSION MUST BE PROCESSED THROUGH MEDCOM OFFICE OF THE SURGEON GENERAL FOR REVIEW AND RECOMMENDATION PRIOR TO ACTION BY HQDA.

9. OFFICER'S BOARD FILE. THE BOARDS WILL REVIEW AN OFFICER'S PERFORMANCE IN THE ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) WHICH WILL INCLUDE PRE-SCREENED LIMITED PORTIONS OF THE RESTRICTED (R) AMHRR/IPERMS (IF ONE EXISTS), THE OFFICER RECORD BRIEF (ORB), THE OFFICIAL PHOTOGRAPH, AND AUTHORIZED COMMUNICATIONS FROM EACH OFFICER IN THE OSB OR E-SERB CONSIDERED POPULATION. THE DOCUMENTS ON THE R-AMHRR/IPERMS (RESTRICTED FICHE) THAT WILL BE SEEN BY THE BOARD MAY INCLUDE THE FOLLOWING:

A. ARTICLE 15 OR OTHER UCMJ ACTIONS RECEIVED AS AN ENLISTED MEMBER OR AS AN OFFICER THAT HAVE NOT BEEN SET ASIDE BY PROPER AUTHORITY. HOWEVER, PUNISHMENT UNDER ARTICLE 15 OR OTHER UCMJ ACTIONS IN A SOLDIER'S EARLY CAREER (SPECIALIST/CORPORAL AND BELOW WITH FEWER THAN 3 YEARS OF SERVICE) WILL NOT BE CONSIDERED IN DELIBERATION.

B. DA SUITABILITY AND EVALUATION BOARD (DASEB) FILING OF UNFAVORABLE INFORMATION.

C. PROMOTION LIST REMOVAL DOCUMENTS WHEN THE OFFICER IS REMOVED FROM THE LIST.

D. PUNITIVE OR ADMINISTRATIVE LETTERS OF REPRIMAND, ADMONITION, OR CENSURE.

10. MEMORANDA/LETTERS TO THE BOARD: OFFICERS IN THE ZONES OF CONSIDERATION MAY, IF DESIRED, SUBMIT CORRESPONDENCE TO THE PRESIDENT OF THE BOARD.

A. INDIVIDUAL MEMORANDA/LETTERS SHOULD INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN THE CONSIDERATION OF AN OFFICER'S RECORDS. THEY SHOULD BE ADDRESSED TO PRESIDENT, FY14 MAJ OFFICER SEPARATION BOARD OR THE FY14 MAJ (ENHANCED) SELECTIVE EARLY RETIREMENT BOARD, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVE, FORT KNOX, KY 40122-5407. SIGNED MEMORANDA MAY BE SCANNED AND EMAILED TO: [USARMY.KNOX.HRC.MBX.TAGD-BOARD-AC-OFFICER@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-BOARD-AC-OFFICER@MAIL.MIL). LETTERS MUST ARRIVE PRIOR THE CONVENE DATE OF THE BOARD IN ORDER TO BE CONSIDERED.

B. ANY MEMORANDUM CONSIDERED BY A BOARD WILL BECOME A MATTER OF RECORD FOR THAT BOARD AND WILL BE RETAINED IN THE BOARD FILES. MEMORANDA TO THE BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN AN OFFICER'S AMHRR. DO NOT SEND THIS DOCUMENT TO IPERMS.

C. COMMUNICATIONS OR LETTERS/MEMORANDA FROM OTHER PARTIES ON BEHALF OF OFFICERS IN THE CONSIDERED POPULATION WILL NOT BE PROVIDED TO THE BOARD UNLESS FORWARDED AS AN ENCLOSURE TO A LETTER/MEMORANDUM TO THE BOARD FROM THE OFFICER BEING CONSIDERED.

11. EVALUATION REPORTS.

A. IN ORDER TO BE CONSIDERED BY THE BOARD, ALL MANDATORY OR OPTIONAL OFFICER EVALUATION REPORTS (OER) / ACADEMIC EVALUATION REPORTS (AER) MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HRC NLT AND BY CLOSE OF BUSINESS ON 31 MAR 14 FOR MAJORS. OERS/AERS RECEIVED ON 31 MARCH 2014 BUT AFTER CLOSE OF BUSINESS WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. BECAUSE HRC MUST PHYSICALLY TRANSFER ELECTRONIC SUBMISSIONS OR RECEIVE MAIL AND PROCESS SEPARATELY, THE DATE/TIME OF SUBMISSION IS NOT ALWAYS DATE/TIME OF HRC ACCEPTANCE AND RECEIPT. TO ENSURE REPORTS ARE RECEIVED AT HRC BY THIS DATE AND TIME, COMMANDERS AT ALL LEVELS SHOULD MAKE SPECIAL EFFORTS TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR CONSIDERED OFFICERS ARE EXPEDITIOUSLY PROCESSED.

B. ALL OERS MUST BE SUBMITTED TO HRC VIA AKO FORMS WHICH REQUIRES DIGITAL SIGNATURES AND A CURRENT VERSION OF THE EVALUATION FORM. HRC ENCOURAGES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AND SUBMIT IN AKO FORMS WHENEVER POSSIBLE BUT ALLOWS DEPLOYED UNITS TO DIGITALLY-SIGN OR INK-SIGN, PRINT AND SCAN, AND SUBMIT OERS BY EMAIL TO: [USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL).

C. NOTE THAT AR 623-3, PARA 3-56A, DOES NOT AUTHORIZE "COMPLETE THE RECORD" OERS ON THE BASIS OF PENDING CONSIDERATION BY AN OSB OR ESERB.

D. SENDING OERS BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSION IS NOT AVAILABLE. A STANDARD OPERATING PROCEDURE (SOP) COVERING

STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR AT THE POINT OF CONTACT (POC) WEBSITE.

E. ALL NONDEPLOYED UNITS OR RATING OFFICIALS WITH INK-SIGNED OR OLDER VERSION FORMS NOT USABLE IN AKO FORMS MUST MAIL PRINTED OER TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT# 470, FORT KNOX, KY 40122-5407.

F. THE RECEIVE NO LATER THAN DATE IS 31 MAR 14 FOR MAJORS . REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS (1700 EST) ON 31 MAR 2014 WILL BE PLACED IN THE OFFICER'S ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) AND THEIR BOARD FILE PRIOR TO BOARD VOTING, ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUATIONS BY HRC, EVALUATION REPORTS BRANCH, NOT FOR COMPLETION TO AMHRR. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 31 MAR 14 FOR MAJORS, 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.

G. ASSIGNMENT OFFICERS/CAREER MANAGERS, BOARD SUPPORT PERSONNEL AND INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS) ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN AMHRR. ALL EVALUATIONS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE AMHRR AND THEN INTO THE SOLDIER'S BOARD FILE. OERS WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

H. DA FORM 1059 (AER) CAN BE DISTRIBUTED ELECTRONICALLY TO HRC USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS). OTHERWISE, HARD COPY AERS WILL BE MAILED TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT #470, FORT KNOX, KY 40122-5407.

I. OFFICERS WITH MISSING OERS IN THEIR BOARD FILES OR AMHRR SHOULD FIRST CHECK THE ONLINE APPLICATION IWRS ([HTTPS://KNOXHRC16.HRC.ARMY.MIL/IWRS/](https://knoxhrc16.hrc.army.mil/iwrs/)). 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 POC FOR RESOLUTION AT [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL).

## 12. OFFICIAL PHOTOGRAPHS.

A. THIS BOARD WILL REVIEW THE OFFICIAL PHOTOGRAPH IN DIGITAL FORMAT STORED IN DEPARTMENT OF THE ARMY PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS). IN VIEW OF THE EMPHASIS ON OFFICIAL PHOTOGRAPHS, OFFICERS ARE ENCOURAGED TO REVIEW THEIR OFFICIAL PHOTOGRAPH IAW THE GUIDELINES IN AR 640-30. IF NEEDED, GO TO [HTTP://WWW.VIOS.ARMY.MIL](http://www.vios.army.mil) TO FIND THE NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 17 APRIL 2014 TO ALLOW FOR REQUIRED PROCESSING TIME.

B. THE MINIMUM OFFICIAL PHOTOGRAPH FREQUENCY FOR OFFICERS IS EVERY FIVE YEARS. HOWEVER, A MAJOR CHANGE IN PHYSICAL AND/OR UNIFORM APPEARANCE, SUCH AS A CHANGE IN WEIGHT (GAIN OR LOSS), AWARDS (ARMY COMMENDATION MEDAL OR HIGHER), AND/OR RANK, REQUIRE AN OFFICIAL PHOTOGRAPH UPDATE.

C. OFFICERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR WHERE CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM SUBMITTING NEW PHOTOGRAPHS IAW THE FIVE YEAR REQUIREMENT. THESE OFFICERS WILL BE PHOTOGRAPHED WITHIN 90 DAYS OF RETURN TO AN AREA WHERE PHOTOGRAPHIC FACILITIES ARE AVAILABLE. ADDITIONALLY, FEMALE OFFICERS WHO ARE DUE FOR A REQUIRED UPDATE DURING PREGNANCY ARE EXEMPT FROM THE REQUIREMENT UNTIL SIX MONTHS AFTER PREGNANCY. ANY PHOTOGRAPH THAT IS OLDER THAN FIVE (5) YEARS WILL BE AUTOMATICALLY DELETED PER AR 640-30.

D. ONLY THE CLASS A GREEN UNIFORM OR ARMY SERVICE UNIFORM IS AUTHORIZED, IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED.

## 13. THIS BOARD WILL UTILIZE THE MY BOARD FILE (MBF) APPLICATION FOR ALL OFFICERS IN THE ZONE OF CONSIDERATION. MBF IS A SECURE, WEB-BASED APPLICATION WITH AKO SIGN ON AND AUTHENTICATION TO ALLOW OFFICERS IN THE ZONES OF CONSIDERATION ONE LOCATION TO REVIEW AND CERTIFY THEIR ENTIRE BOARD FILE.

A. MY BOARD FILE FOR THESE BOARDS ARE COMPRISED OF FILES FROM THE PERFORMANCE SECTION OF THE AMHRR, DA PHOTO (DAPMIS), OFFICER RECORD BRIEF (ORB), TOTAL OFFICER PERSONNEL MANAGEMENT INFORMATION SYSTEM (TOPMIS) AND ITEMS IN THE OFFICER'S RESTRICTED FICHE AS SPECIFIED IN PARAGRAPH 9.

B. IF THERE IS AN ERROR OR MISSING DOCUMENT IN YOUR MBF, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR AMHRR, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE MBF TO BE UPDATED. SEE INSTRUCTIONS IN THE FOLLOWING PARAGRAPH TO CORRECT/UPDATE YOUR AMHRR.

C. MY BOARD FILE DATES CAN BE FOUND IN THE TABLE IN PARAGRAPH 3.

D. OFFICERS MAY VIEW THEIR AMHRR ONLINE AT [HTTPS://IPERMS.HRC.ARMY.MIL/RMS/](https://iperms.hrc.army.mil/rms/).

E. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH MY BOARD FILE. TO ACCESS MBF, OFFICERS SHOULD GO TO THE HRC WEB-SITE AT [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil), CLICK ON SELF-SERVICE, AND THEN CLICK ON THE MBF ICON.

F. AFTER REVIEWING THE MBF, OFFICERS MUST SELECT ONE OF THE FOLLOWING THREE OPTIONS WHEN VIEWING MY BOARD FILE:

(1) "I HAVE NOT VIEWED THE DOCUMENTS."

(2) "I CERTIFY THAT THE INFORMATION IN 'MY BOARD FILE' IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE."

(3) "I HAVE REVIEWED THE INFORMATION IN 'MY BOARD FILE', AND I WILL TAKE ACTION AND SUBMIT THE FOLLOWING CORRECTIONS/CHANGES TO MY FILE."

G. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR ASSIGNMENT OFFICER/CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MBF. CAREER BRANCH HOMEPAGE:

[HTTPS://WWW.HRC.ARMY.MIL/OFFICER/OFFICER%20PERSONNEL%20MANAGEMENT%20DIRECTORATE](https://www.hrc.army.mil/officer/officer%20PERSONNEL%20MANAGEMENT%20DIRECTORATE). ALL CAREER BRANCH MANAGERS HAVE THE ABILITY, WHILE MBF IS OPEN, TO PULL IN A NEW DA PHOTO AND NEW ORB, AS NEEDED. AS SUCH, YOUR CAREER BRANCH MANAGER IS YOUR PRIMARY POINT OF CONTACT IN THE PROCESS.

#### 14. ACTIVE DUTY SERVICE OBLIGATIONS (ADSO).

A. OFFICERS WHO MEET THE ELIGIBILITY CRITERIA IN PARAGRAPH 3 ABOVE WITH A NON-STATUTORY ADSO (I.E., AN ADSO INCURRED UPON ENROLLMENT OR COMPLETION OF MILITARY SCHOOLING, PERMANENT CHANGE OF STATION, GRADUATE SCHOOL/BRANCH OF CHOICE/POST OF CHOICE AGREEMENT) WILL BE CONSIDERED BY THIS BOARD. IF RECOMMENDED FOR RETIREMENT OR SEPARATION, THE NON-STATUTORY ADSO WILL BE WAIVED.

B. OFFICERS WHO MEET THE ELIGIBILITY CRITERIA IN PARAGRAPH 3 ABOVE WITH A STATUTORY ADSO (I.E., INITIAL COMMISSIONING SOURCE, TUITION ASSISTANCE, ADVANCED CIVIL SCHOOLING, CRITICAL SKILLS RETENTION BONUS, CRITICAL SKILLS ACCESSION BONUS) WILL BE CONSIDERED BY THIS BOARD. IN ACCORDANCE WITH THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A, CHAPTER 2, IF RECOMMENDED FOR SEPARATION OR EARLY RETIREMENT AS A RESULT OF FORCE STRUCTURE REDUCTIONS, THE ADSO WILL BE WAIVED AND THE OFFICER WILL NOT BE REQUIRED TO REPAY ANY UNEARNED PORTION OF THE PAY OR BENEFIT RECEIVED IN EXCHANGE FOR THE ADSO. HOWEVER, IAW 10 USC 1174, AS A CONDITION OF RECEIVING SEPARATION PAY (FOR OSB OFFICERS ONLY), OFFICERS MUST SERVE IN THE READY RESERVE FOR A PERIOD OF NOT LESS THAN THREE YEARS FOLLOWING THE OFFICER'S DISCHARGE AND THE THREE YEAR OBLIGATION DOES NOT BEGIN UNTIL THE DAY AFTER THE DATE THE OFFICER COMPLETES THE STATUTORY SERVICE OBLIGATION.

15. IMPACT ON MONTGOMERY GI BILL AND POST-9/11 GI BILL BENEFITS: IF YOU OTHERWISE MEET DEPARTMENT OF VETERANS AFFAIRS MONTGOMERY GI BILL OR POST-9/11 GI BILL ELIGIBILITY REQUIREMENTS, YOUR SELECTION FOR INVOLUNTARY SEPARATION WILL NOT IMPACT BENEFITS FOR YOUR OWN USE. IN ADDITION, MEMBERS WHO TRANSFERRED BENEFITS TO DEPENDENTS PRIOR TO SELECTION WILL RETAIN THEIR TRANSFER AND NOT FACE RECOUPMENT IF THEY AGREE TO SERVE UNTIL THE MANDATORY DATE OF SEPARATION ESTABLISHED FOR THEM BY THE SEC ARMY. HOWEVER, OFFICERS WHO ELECT TO VOLUNTARILY SEPARATE IN LIEU OF OSB OR E-SERB CONSIDERATION WITHOUT COMPLETING THEIR POST-9/11 GI BILL ACTIVE DUTY SERVICE COMMITMENT WILL FORFEIT THE TRANSFERRED BENEFIT, AND ANY BENEFITS THAT DEPENDENTS USED WILL BE TREATED AS AN OVERPAYMENT SUBJECT TO RECOUPMENT BY THE DEPARTMENT OF VETERANS AFFAIRS (DVA). FOR QUESTIONS REGARDING GI BILL BENEFITS CONTACT HRC EDUCATION INCENTIVES BRANCH AT [USARMY.KNOX.HRC.MBX.TAGD-POST-911-GI-BILL@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-POST-911-GI-BILL@MAIL.MIL).

16. TRANSITION ASSISTANCE: BY LAW, ALL SERVICE MEMBERS WITH 180 OR MORE DAYS OF CONTINUOUS TITLE 10 ACTIVE DUTY SERVICE ARE REQUIRED TO RECEIVE PRE-SEPARATION COUNSELING AND VA BENEFITS BRIEFINGS PRIOR TO THEIR SEPARATION DATE. OFFICERS IN THE CONSIDERED POPULATIONS ARE ENTITLED TO TRANSITION ASSISTANCE PROGRAM AND SERVICES THAT ARE AVAILABLE THROUGH THE ARMY CAREER & ALUMNI PROGRAM (ACAP) AT INSTALLATIONS ACROSS THE ARMY AND ON LINE. SUCH SERVICES ARE DESIGNED TO HELP MAKE TRANSITIONING SOLDIERS AND THEIR SPOUSES "CAREER READY." SOLDIERS AND THEIR SPOUSES MAY CHOOSE TO PARTICIPATE IN A FULL RANGE OF ADDITIONAL COUNSELING AND TRANSITION ASSISTANCE/JOB SEARCH SERVICES, INCLUDING: ONE-ON-ONE ASSISTANCE WITH DEVELOPMENT OF AN INDIVIDUAL TRANSITION PLAN, PARTICIPATION IN A DEPARTMENT OF LABOR EMPLOYMENT WORKSHOP, AND WORKSHOPS ON HIGHER EDUCATION, TECHNICAL TRAINING AND STARTING A SMALL BUSINESS. OTHER RELATED SERVICES INCLUDE, FINANCIAL PLANNING/MANAGEMENT, SPOUSE EMPLOYMENT ASSISTANCE, RELOCATION ASSISTANCE AND GENERAL INFORMATION AND REFERRAL. COMMANDERS SHOULD DIRECT OFFICERS IN THE OSB AND E-SERB CONSIDERED POPULATIONS TO INITIATE THE ACAP PROCESS IMMEDIATELY IN ORDER TO TAKE FULL ADVANTAGE OF THE RESOURCES THAT ARE AVAILABLE TO THEM.

RESERVE COMPONENT OPPORTUNITIES: OFFICERS ARE HIGHLY ENCOURAGED TO CONTACT YOUR RESERVE COMPONENT CAREER COUNSELORS (RCCC) EARLY IN THE TRANSITION PROCESS TO PROVIDE INFORMATION TO THOSE IDENTIFIED FOR EARLY SEPARATION. THE RCCC PERSONNEL CAN PROVIDE SUPPORT AND INFORMATION PERTAINING TO VARIOUS RESERVE COMPONENT OPPORTUNITIES TO THOSE AFFECTED BY ARMY DRAWDOWN PROGRAMS,

THEREBY HIGHLIGHTING OTHER OPPORTUNITIES AVAILABLE FOR INDIVIDUALS TO CONTINUE THEIR MILITARY SERVICE TO OUR NATION. THE ATTACHED LINK [HTTPS://WWW.HRC.ARMY.MIL/STAFF/RESERVE%20COMPONENT%20TRANSITION%20BRANCH](https://www.hrc.army.mil/staff/reserve%20component%20transition%20branch) PROVIDES ADDITIONAL INFORMATION ABOUT THE RESERVE COMPONENTS TO INCLUDE A LINK TO THE NEAREST RCCC.

17. IMPACT ON TEMPORARY CHANGE OF STATION (TCS) AND TEMPORARY DUTY (TDY) ASSIGNMENTS:

A. COMMANDER RESPONSIBILITIES: COMMANDERS SHOULD CAREFULLY CONSIDER PERSONAL AND OPERATIONAL IMPACTS BEFORE TASKING OFFICERS IN THE CONSIDERED POPULATION FOR ARMY REQUIREMENTS OR APPROVING IN-THEATER EXTENSIONS.

B. OFFICERS IN THE OSB OR E-SERB CONSIDERED POPULATION TASKED TO DEPLOY: ELIGIBILITY ALONE DOES NOT ELIMINATE AN OFFICER FROM DEPLOYMENT CONSIDERATION. OFFICERS IN THE CONSIDERED POPULATIONS REMAIN AVAILABLE FOR ARMY DEPLOYMENTS UNTIL AN ESTABLISHED RETIREMENT OR SEPARATION DATE LIMITS AVAILABILITY. COMMANDERS SHOULD DISCUSS RETIREMENT AND SEPARATION INTENTIONS WITH OFFICERS IN THE CONSIDERED POPULATION. DEPLOYED OFFICERS SELECTED BY THE OSB OR E-SERB WILL BE RETURNED TO HOME STATION WITHIN 30 DAYS OF NOTIFICATION TO CONDUCT TRANSITION PLANNING AND IF APPLICABLE RETIREMENT PREPARATION ACTIONS.

18. IMPACT ON PERMANENT CHANGE OF STATION (PCS) ASSIGNMENTS: HUMAN RESOURCES MANAGERS AT HRC WILL REVIEW THE PCS ASSIGNMENTS OF ALL OFFICERS IN THE CONSIDERED POPULATIONS ON A CASE BY CASE BASIS.

19. S1/MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCE OFFICES AND CAREER BRANCH MANAGERS WILL ENSURE THAT ALL OFFICERS IN THE CONSIDERED POPULATION ACCESS, THOROUGHLY REVIEW AND CERTIFY THEIR BOARD FILE.

20. S1/MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCE OFFICES AND CAREER BRANCH MANAGERS WILL USE THE WEB UPLOAD FEATURE IN IPERMS TO SUBMIT AUTHORIZED AMHRR DOCUMENT UPDATES, IAW AR 600-8-104, TABLE B-1. ALL DOCUMENTS MUST INCLUDE OFFICER'S FULL NAME AND COMPLETE 9 DIGIT SOCIAL SECURITY NUMBER (SSN). THE S1/ MILITARY PERSONNEL DIVISION/DIRECTOR OF HUMAN RESOURCES/MILITARY HUMAN RESOURCES OFFICE OR CAREER BRANCH MANAGER WILL:

A. TYPE THE WORD "BOARD" IN THE COMMENT FIELD OF THE BATCH.

B. SELECT "SAVE WORK" TO RECEIVE A BATCH NUMBER FOR FUTURE REFERENCE. THE BATCH NUMBER IS USED FOR TRACKING PURPOSES WHILE PROCESSING OCCURS IN IPERMS. THESE STEPS WILL ENSURE PRIORITY PROCESSING (48-72 HOURS). DO NOT SUBMIT UPDATES IN MULTIPLE CHANNELS AS THIS SLOWS DOWN THE ENTIRE SYSTEM. DO NOT DUPLICATE EFFORTS. PLEASE ASK S1/MILITARY PERSONNEL DIVISION (MPD) UNIT ADMINISTRATOR (UA) OR HR PERSONNEL FOR THE BATCH NUMBER.

C. SELECT "QUEUE TO INDEX/VALIDATION" FROM THE DROP DOWN MENU UPON COMPLETION.

D. ALL AMHRR UPDATE SUBMISSIONS MUST BE RECEIVED NLT 11 APRIL 2014 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ALL UPDATES TO THE PERFORMANCE PORTION OF THE AMHRR WILL POPULATE YOUR MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL; PLAN ACCORDINGLY.

E. DO NOT SUBMIT OERS OR AERS (DA FORM 1059) TO IPERMS, THEY MUST GO TO THE EVALUATIONS BRANCH FOR PROCESSING. FOLLOW THE PROCEDURES IN PARAGRAPH 13 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

F. THE RULES FOR MASKING DOCUMENTS WILL BE IAW AR 600-8-104 PARAGRAPH 3-8.

G. FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKING DOCUMENTS (EXCEPT OERS/AERS) HAVE YOUR (MPD), S1, UNIT ADMINISTRATOR, OR CAREER MANAGER, SUBMIT REQUESTS TO: [USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL). CORRECTLY FILED AND AUTHORIZED DOCUMENTS WILL NOT BE MASKED OR REMOVED.

21. RETIREMENT POC FOR THIS ACTION IS: OFFICER RETIREMENT/SEPARATIONS, HRC, OPMD (AHRC-OPL-R): LTC CORY MACK, [CORY.J.MACK.MIL@MAIL.MIL](mailto:CORY.J.MACK.MIL@MAIL.MIL), (502) 613-6609 OR 613-6600 OR 613-6451 OR 613-6608 (DSN 983).