

MILPER Number: 24-495

Proponent
AHRC-PDV-PO

Title

Fiscal Year 2025 (FY25) Reserve Component (RC), Lieutenant Colonel (LTC), Army Medical Department (AMEDD), Army National Guard of the United States (ARNGUS), Army Reserve Active Guard Reserve (AR AGR), and Army Reserve Non-Active Guard Reserve (AR Non-AGR)

...Issued:[13 Dec 2024]...

- A. Title 10, United States Code (U.S.C.). Section 14102
- B. Department of Defense Instruction (DODI) 1320.04, (Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation), 3 Jan 14, Incorporating Change 1, Effective 30 Jun 20.
- C. DoDI 1320.14 (DoD Commissioned Officer Promotion Program Procedures), 16 Dec 20.
- D. DoDI 1327.07 (Career Intermission Program (CIP) for Service Members), 18 Oct 18, Incorporating Change 1, Effective 21 Jun 22.
- E. AR 135-155 (Promotion of Commissioned Officers and Warrant Officers), 13 Dec 22.
- F. AR 350-1 (Army Training and Leader Development), 10 Dec 17.
- G. AR 600-8-104 (Army Military Human Resource Records Management), 29 Jun 23.
- H. AR 600-37 (Unfavorable Information), 2 Oct 20.
- I. AR 623-3 (Evaluation Reporting System), 14 Jun 19.

J. HQDA Policy Notice 600-4 (Policies and Procedures for Reserve Component Officer Selection Boards), 13 Feb 24.

K. Memorandum, SAMR-ZA (Subject: Guidance for Adverse Information Screening for Officer Promotions), 5 Nov 23.

L. MILPER Message 24-385, issued 20 Sep 24, subject: HQDA Centralized Promotions Board Guidance regarding Candidate Data Cards in the Army Selection Board System Version 2.0, expires NLT 20 Sep 25.

1. This MILPER message will expire no later than (NLT) 13 Dec 25.

2. Policy.

a. Mandatory Department of the Army (DA) promotion selection boards will convene on or about 4 Mar 25 to consider eligible Army Medical Department (AMEDD) Majors (MAJ) on the Reserve Active Status List (RASL) for promotion to Lieutenant Colonel (LTC). The boards will recess on or about 21 Mar 25. Selective Continuation (SELCON) boards may convene at the conclusion of this PSB to consider those officers two or more times non-selected for promotion as a result of this board.

b. The Merit Based Promotion is permitted pursuant to Title 10, U.S.C., §14108(f). This board may recommend AR AGR officers of particular merit from those officers recommended for promotion, to be placed higher on the promotion list. This authority allows the Army to recognize and reward personnel based on their performance, rather than simply based on their time-in-grade.

c. The zones of consideration for this board consist of all RASL AMEDD MAJs, whose date of rank (DOR) falls within the following dates:

Component	Zone	From	To
AGR & Non-AGR	Above the Zone	31 Jan 19 and earlier	
AGR & Non-AGR	In the Zone	1 Feb 19	31 Jan 20

Component	Zone	From	To
ARNGUS	Above the Zone	31 Mar 19 and earlier	

d. HRC will submit the names of eligible officers to the selection board. Selections will be made using the methods provided in the forthcoming Memorandum of Instruction for members sitting on the board.

e. Pursuant to Title 10 U.S.C. §14105(b), the names and DORs of the senior and junior officers in the promotion zone must be identified. As of the date of this announcement, the senior and junior officers in each competitive category are as follows:

AN

(ARNGUS)

Senior Officer: MAJ: Lee, Brandon T. DOR: 2 Nov 12

Junior Officer: MAJ: Smartschan, Neil G. DOR: 13 Mar 20

(AR AGR)

Senior Officer: MAJ: Canoy, Emmanuel A. DOR: 1 Dec 17

Junior Officer: MAJ: Huff, Dexter D. DOR: 5 Dec 19

(AR Non-AGR)

Senior Officer: MAJ: Blomgren, April M. DOR: 8 May 04

Junior Officer: MAJ: Goodwin Kevin F. DOR: 31 Jan 20

DC

(ARNGUS)

Senior Officer: MAJ: Payne, Nicholas B. DOR: 28 Aug 18

Junior Officer: MAJ: Ingersoll, Tyler J. DOR: 29 May 13

(AR Non-AGR)

Senior Officer: MAJ: Dong, Patty S. DOR: 22 Mar 11

Junior Officer: MAJ: Chang, Hsin T. DOR: 13 Jan 20

MC

(ARNGUS)

Senior Officer: MAJ: Kirkpatrick, Del T. DOR: 1 Apr 13

Junior Officer: MAJ: Koedam, Tyler J. DOR: 3 Feb 20

(AR Non-AGR)

Senior Officer: MAJ: Dean, Byron R. DOR: 28 Apr 09

Junior Officer: MAJ: Smith, Nathaina F. DOR: 18 Jan 20

MS

(ARNGUS)

Senior Officer: MAJ: Sabatine, Jill M. DOR: 24 Jun 10

Junior Officer: MAJ: Carroll, Jeffery K. DOR: 13 Mar 20

(AR AGR)

Senior Officer: MAJ: Felton, Katrina M. DOR: 2 Nov 12

Junior Officer: MAJ: Massaglia, Anne M. DOR: 12 Nov 19

(AR Non-AGR)

Senior Officer: MAJ: Martinez, Michael D. DOR: 1 Jun 02

Junior Officer: MAJ: Marcinak, Jaquelyn S. DOR: 29 Nov 19

SP

(ARNGUS)

Senior Officer: MAJ: Krueger, Scott L. DOR: 1 May 14

Junior Officer: MAJ: Penatzer, Jacob P. DOR: 31 Mar 20

(AR Non-AGR)

Senior Officer: MAJ: Carruth, Tyler N. DOR: 15 Dec 11

Junior Officer: MAJ: Fulcer, Ryan L. DOR: 14 Jan 20

VC

(ARNGUS)

Senior Officer: MAJ: Ciccolini, Andrew J. DOR: 1 Jul 17

Junior Officer: NA/No additional candidate DOR: NA

(AR Non-AGR)

Senior Officer: MAJ: Foreman, Stephanie L. DOR: 3 Jul 10

Junior Officer: MAJ: Hennig, Romina A. DOR: 18 Sep 19

f. The names and records of the following officers shall be excluded from consideration:

- (1) Pursuant to Title 10, U.S.C. §14301(f), officers with an approved retirement or separation date from the RASL within 90 days of the convene date (2 Jun 25) and earlier are not eligible for promotion consideration by this board.
- (2) Pursuant to AR 135-155, paragraph 2-7a(1) and 2-11g(1), officers with less than one year of continuous performed service on either the reserve active-status list or the active-duty list (or on a combination of both) before the board convene date.
- (3) Pursuant to Title 10, U.S.C. § 710(g) and DoDI 1327.07, officers participating in the Army Career Intermission Program (CIP) are not eligible for promotion consideration while participating in the CIP.
- (4) Pursuant to AR 135-155, paragraph 2-7a(3), those officers on an existing promotion list resulting from a prior mandatory Promotion Selection Board, Position Vacancy Board, Unit Vacancy Board, Special Selection Board, or approved for Federal Recognition in the higher grade and nominated for reserve promotion on that basis.

3. 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 suspense dates 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, paragraph 3-9a(9)(f). Senior raters may consider submitting an optional Officer Evaluation Report (OER) based upon intervening suspense dates as appropriate in order to ensure it is seen by the board. Reminder, optional reports are at the discretion of the rating chain.
- b. For the board to consider an evaluation, all mandatory or optional OER / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 25 Feb 25. Senior raters must make certain that evaluation reports for eligible officers are expeditiously processed and submitted to HRC by the suspense date.
- c. All OERs must be prepared and submitted to HRC via the Evaluation Entry System (EES) website at <https://evaluations.hrc.army.mil>. If unable to access and submit evaluations within EES, a hard copy DA Form 67-10 series OERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407. If unable to access EES, a DA Form 67-10 series OERs can be downloaded from

the Army Publishing Directorate's webpage at <https://armypubs.army.mil>.

(1) Sending OERs by email is only authorized for deployed units or deployed rating officials and should only be used for deployed units who created .pdf evaluations outside of EES. A standard operating procedure covering the process for scanning and emailing OERs from deployed units is available upon request at usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil

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

d. Complete-the-Record Report (Code 09).

(1) A code 09, Complete-the-Record OER, is optional for officers who meet the criteria in accordance with (IAW) AR 623-3, paragraph 3-57.

(2) The required "thru date" for "Complete-the-Record" OERs (code 09) is 27 Nov 24. All "Complete-the-Record" OERs for this board must be prepared and submitted on the appropriate DA Form 67-10 as described in paragraph 3.b. above.

(3) Refer to AR 623-3, paragraph 3-57, to determine eligibility for submitting a Complete-the-Record report. All of the criteria detailed in the regulation must be met in order to submit this type of OER.

(4) All other reports (mandatory or optional), excluding "Complete-the-Record" reports (code 09), will have a "thru date" that reflects the end date of the event that justified the report.

e. Reports received by HRC Evaluations Branch by 25 Feb 25 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 Evaluations Branch, not for submission to AMHRR. If an evaluation is seen as working in the Evaluation Reporting System (ERS) with a received by date of 25 Feb 25 or earlier, and the evaluation is free of errors, it will be completed in time for the selection board.

f. Officers with missing OERs from their AMHRR should first check the status of the report in either EES or ERS. This will identify any evaluations not completed (either on hold, returned, or rejected) due to errors. Officers with questions about OER policy or procedural matters can contact an Evaluations Branch point of contact (POC) for resolution at either commercial (502) 613-9019 (option 3), DSN 983-9019 or: usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil. Officers should not be concerned if an evaluation in the AMHRR is not yet in their board file.

Board Support personnel will ensure all board files are updated prior to the board convene date. The Point of Contact for G-1s is HRC, Chief, Army Evaluations Systems and Policy listed in paragraph 9 of this message.

g. AERs.

(1) AERs prepared on 1 Nov 15 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 1 Nov 15 will no longer be utilized for AERs with a thru date of 1 Sep 19 or after. DA Form 1059 series AERs dated 1 Nov 15 received having a thru date of 1 Sep 19 or later are invalid and will not be processed.

(2) AERs prepared on 1 Mar 19 dated forms are prepared by using EES or on a fillable .pdf version form. Only the military school or institute of training that issued the AER is authorized to upload and submit the completed AER in EES.

(a) Effective 1 Dec 19, DA Form 1059 or DA Form 1059-2 AERs dated 1 Mar 19 will be initiated, processed, and submitted using EES. There are no exceptions or alternate means for submission of these AERs. Email 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 1 Mar 19 .pdf-f forms are the only reports authorized to use the AER File Upload tool in EES.

h. Career/Talent Managers, board support personnel, and interactive Personnel Electronic Records Management System (iPERMS) support personnel are not authorized to place evaluations directly into the AMHRR. OERs that are not processed by the HRC Evaluations Branch will not be seen by the board.

4. Education Requirements.

a. The civilian education (CIVED) requirement is presumed for all.

b. AR 135-155, Table 2-1 lists the prerequisite military education (MILED) requirements for promotion to LTC. The completion of this requirement is presumed for the following, branches: Army Nurse Corps, Dental Corps, Medical Corps, Medical Service Corps (MS) (non-67J, and 70 series only), Medical Specialist Corps, and Veterinary Corps..

(1) AMEDD MS officers with Area of Concentration/Medical Functional Area of 67J, or 70 series must be MILED qualified by completing Intermediate Level Education Common Core (ILE-CC) with an approved credentialing course before the convene date of the board.

(2) In addition, completion of the Legacy Command and General Staff Officer Course (CGSOC), the 10-month resident ILE course, or the resident/non-resident ILE-CC curriculum course meets this MILED requirement. All officers commissioned on or after 1 Jan 94 must have completed ILE-CC no later than the day before the board convenes. Officers commissioned on or prior to 31 Dec 93 who have completed CGSOC, or the ILE-CC course meet the minimum MILED requirement. However, pursuant to AR 135-155, paragraph 2-7b, officers may be eligible to request an exception in accordance with 2-9, (e and f below).

(3) Confirmation of CIVED completion includes official college or university transcript(s). DA Form 5074-1-R [Record of Award of Entry Grade Credit (Health Service Officers)] in their AMHRR and MBF.

c. HQDA G-3/5/7 is the approval authority for MILED constructive credit, to include sister service MILED completion. USAR G-3/5/7 is the approval authority for MILED equivalent credit. For ARNG officers, CNGB/DARNG G-3/5/7 is the approval authority for MILED equivalent credit.

d. Confirmation of completion include but are not limited to the DA Form 1059 (Service School Academic Evaluation Report, Feb 19 and earlier), the DA Form 1059-2 (Senior Service and CGSC AER, Mar 19 and later), diploma, or supporting verification memorandum from HRC Officer Promotions Branch. These documents must be in the My Board File (MBF).

e. Verification memorandums (VM) for MILED request are available on demand as an exception to policy, only for officers whose appropriate level prerequisite course per AR 135-155, Table 2-1 and para 2-9a(3) is scheduled for completion between the convene and recess date of this PSB. Officers must route VM requests through their Career/Talent Manager, along with a current copy of their ATRRS printout. This exception does not apply to newly enrolled course attendees. Requests will demonstrate current active participation. Requests that demonstrate enrollment only will not be considered. Career/Talent Managers will forward documents with endorsement to usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil, Subject: VM FY25 RC LTC AMEDD PSB, NLT: 18 Jan 25. Once received, promotions will tag the officers board file to reflect MEQ (this update will not be visible to the officer). Authorized VMs are only valid for the current board year considered.

f. ARNGUS and USAR Officers eligible to apply for a MILED waiver as an exception to policy must submit their request with unit command endorsement memorandum(s), for DA

Promotion's approval consideration, to usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil ,email Subject: MILED Waiver FY25 RC LTC AMEDD PSB NLT: 18 Jan 25. If approved, authorized MILED waivers are only valid for the current board year considered. The approved MILED waivers will be uploaded into ASBS, and the board file will be tagged MEQ.

g. Entries on the Candidate Data Cards are for information purposes only and will not be used to verify MILED and/or CIVED requirements.

h. Officers not deemed MILED qualified (NM) will have their MBF tagged not military educationally qualified NM by the requisite management authority office within ASBS 2.0 and will not be selected for promotion.

i. Questions concerning military education or board file education qualification status, should be directed to Career/Talent Managers (USAR) <https://www.usar.army.mil/ARCG/ARCG-CMO/> or Officer Personnel Managers (ARNGUS) <https://www.milsuite.mil/book/docs/DOC-379811>. Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), and AGR officers may visit the following website for information regarding their career/talent manager: <https://www.hrc.army.mil/content/Army%20Reserve%20Officer%20Directory>.

j. Furthermore, officers who successfully complete the appropriate level prerequisite MILED per AR 135-155, Table 2-1, between the issue date of this message, and the convene date of this board, will immediately inform their Career/Talent Manager of its completion, provide a copy of the DA Form 1059, and/or give notice that this document is available in their Army Military Human Resource/iPERMs Records for review and retrieval, (regardless of a previous approved education verification memorandum).

5. My Board File (MBF):

a. Opens: 3 Jan 25 EST and closes: 2359 EST 22 Feb 25.

b. This board will utilize the My Board File (MBF) application in Army Selection Board System (ASBS 2.0). MBF is a secure, web-based application with DMDC sign on and authentication to allow officers in the zones of consideration one location to review and certify their entire board file. It is comprised of files from the Performance folder of the AMHRR and a Candidate Data Card that summarizes files from your AMHRR.

c. MBF is available to all service members regardless of their status on a promotion or selection board. A separate tile is created on MBF when the member meets eligibility criteria. Ensure that

MBF Certification and Review Guide questionnaire steps are completed under the respective board tile. Service members should take advantage of the live promotion board file to make corrections before being placed on a promotion board.

d. Officers must review and certify their board files electronically at <https://mbf.hrc.army.mil/>.

e. Certification options have changed and reflect the following elections. These elections are only made available once a Soldier has been identified as eligible for a promotion or selection board. After reviewing the MBF, officers must select one of the following options:

(1) "Reviewed with no actions taken."

(2) "I have reviewed the information in My Board File, and I will take action to make corrections to my file."

(3) "I certify that the information in My Board File is correct and complete to the best of my knowledge."

(4) "I have not viewed the documents."

f. Talent Managers will not review individual board files since this is each individual officer's responsibility. Talent Managers are limited to ensuring service members within their branch are present and correctly identified as eligible. Detailed DA Secretariat board preparation tools are located at the following link: <https://www.hrc.army.mil/content/Selection%20Boards>. It is highly recommended that each officer eligible for this board review these tools for their own professional development as well as to ensure that they fully understand the associated board process to assist them in preparation for this board.

g. MBF should be validated against IPPS-A and IPERMS data. Where errors exist and corrections cannot be made by unit HR Professionals due to security or scope of the change, the service member should contact their career/talent manager. Current Career/Talent Managers can be identified at the following URL:

https://www.hrc.army.mil/content_list/Reserve%20Component%20Services. Career/Talent Managers do have the ability to see MBF records with service members they manage.

h. Candidate Data Cards: MBF will leverage ASBS 2.0 Candidate Data Cards, specifically designed for the promotion and selection process, as a summarized document representing a servicemember's AMHRR. Data is sourced from IPPS-A assignments, job data, and person profile. Evaluation data summarized on the Candidate Data Card is sourced from EES. If significant discrepancies are discovered and cannot be corrected through IPPS-A, Soldiers may

submit a Letter to the Board President by following paragraph 5 of this message. Candidate Data Cards will replace the record brief in ASBS 2.0.

i. Candidate Data Cards are not source documents; they are used as a summary of information for selection boards. Participating Board Members will be reminded that the Candidate Data Card may not contain up-to-date information and, if needed, they should review the Soldier's AMHRR. The Army has transitioned to the Integrated Personnel and Pay System - Army (IPPS-A). During this transition, data on the selection board Candidate Data Card may not accurately reflect information contained in a Soldier's file. Any inconsistencies, errors, or blank data noted on the Candidate Data Card should not be viewed as a failure on the Soldier's part to update the promotion file and should not reflect negatively on the individual.

j. ARNGUS Officers. In order to update the MBF, officers must contact their S-1 or State/Territory OPM. The office of the ARNGUS G-1 is unable to make updates or changes to the Candidate Data Card. Requests must be submitted as soon as possible, but NLT 7 Feb 25. Officers with questions concerning their board file should contact their state OPM. <https://www.milsuite.mil/book/docs/DOC-379811>.

k. USAR Officers. In order to update the MBF, officers must contact their UA, S-1, RPAC, or HR Section. AGR officers assigned to units outside of the USARC must contact their HRC Talent Manager for assistance in updating their Candidate Data Card in their MBF. To allow sufficient time for corrections to be processed, requests must be submitted as soon as possible, but NLT 7 Feb 25.

l. Do not contact iPERMS or Promotions Branch for questions or inquiries as seen in MBF. Instead send inquiries via email to usarmy.knox.hrc.mbx.tagd-board-ltccolamedd@army.mil .

m. Adverse Information: As directed by the Office of the Secretary of Defense (OSD), Title 10 U.S.C. §14107, FY20 National Defense Authorization Act, and the Guidance for Adverse Information Screening for Officer Promotions described in reference K; all derogatory information in an officer's AMHRR (Performance and Restricted folder) will be seen by the Board. Please note that derogatory information in an officer's AMHRR will NOT be referred to the officer for comment. If the officer would like to comment on the derogatory information in their My Board File, the officer should submit a Letter to the Board.

6. Updating the AMHRR.

a. Officers may view their AMHRR online at <https://iperms.hrc.army.mil>.

- b. TPU and USAR AGR officers. Submit AMHRR documents through the Unit Administrator (UA), S-1, Reserve Personnel Action Center (RPAC), or Human Resources (HR) section. AGR officers who have no iPERMS operator support may submit their documents through their HRC career/talent manager.
- c. IRR and IMA officers. Submit AMHRR documents through an HRC talent manager. Officers may contact the Officer IRR/IMA Management Team by calling (502) 613-5566, DSN 983-5566, or by email at usarmy.knox.hrc.mbx.rpmd-ima-irr-branch@army.mil.
- d. ARNGUS Officers. Submit AMHRR required documents through the S1 or State / Territory Officer Personnel Managers as soon as possible, but NLT: 21 Feb 25. OPMs / officers should contact the ARNGUS NGB DA Boards Team at ng.ncr.ang.mbx.ang-hrp-r-da@army.mil if they have an issue that cannot be resolved at the state level.
- e. For additional information on updating board documents in iPERMS refer to <https://www.hrc.army.mil/content/10927>.
- f. Please see your local unit HR professional to submit required AMHRR board documents into iPERMS using the web upload feature. Please ensure the DOD ID number is included in the body of the document(s) or written in the upper right-hand corner of the document(s).
- g. All AMHRR update submissions must be received as soon as possible, but NLT: 21 Feb 25 to allow for sufficient processing time. Ensure the word “board” is in the comment 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 board file but there is typically a delay involved.
- h. The iPERMS Board Support Team does not have access to systems that update the board file, Candidate Data Card, or IPPS-A. The DA Secretariat will synchronize your My Board File with your iPERMS record for any updates or changes that were made in your iPERMS/AMHRR Performance folder.
- i. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:
 - (1) Enlisted documents that do not transfer from the enlisted to officer ranks are masked (Basic Training, ALC, DLC, etc.). If both can earn the document, it 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) Prior enlisted DA Form 1059s need to be masked by submitting a [Board Correction Form](#) to usarmy.knox.hrc.mbx.ipermbs-board-support@army.mil.

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

k. Transcripts submitted to iPERMS must comply with AR 600-8-104, Required Document List.

7. Letters to President of the Board.

a. All officers (ARNGUS included) in the zones of consideration may, if desired, upload correspondence to the President of the Board directly to their MBF while conducting their certification. Individual correspondence should include those matters deemed important in the consideration of an officer's record. Signed correspondence can also be emailed to: usarmy.knox.hrc.mbx.tagd-board-ltccolameed@army.mil. Pursuant to Title 10, U.S.C. § 14106, correspondence must arrive NLT 10 days prior to the board convene date or NLT 22 Feb 25, to be considered by the board. Correspondence arriving after this date will not be seen or considered by the board. All correspondence should be submitted as early as possible and addressed to:

MEMORANDUM FOR President of the FY25 RC LTC AMEDD Promotion Board ATTN: AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5407, SUBJECT: Individual Correspondence for Promotion Board.

b. Any correspondence considered by a board will become a matter of record for that board and will be retained in the board files. Correspondence to the board (including enclosures) will not be filed in an officer's AMHRR. Do not send this document to iPERMS.

c. Communications or memorandums of recommendation from other parties on behalf of officers eligible for consideration will not be provided to the board unless forwarded as an enclosure to a memorandum to the board from the officer being considered. Officers desiring to write to the President of a board should refer to AR 135-155, paragraph 2-6c(1), for guidance.

d. Unprocessed copies of OERs, resident AERs, or evaluation appeals that have not yet been adjudicated should not be sent as enclosures.

e. Officers with questions concerning their board file or letters to the President of the Board should contact the DA Secretariat's Office, POC Mr. Dudley R. Walden at DSN 983-6446, commercial (502) 613-6446, or email, usarmy.knox.hrc.mbx.tagd-board-ltccolamedd@army.mil

8. Summary Suspense dates are as follows:

OER/AER	NLT: 25 Feb 25
MILED Waiver Request	NLT: 18 Jan 25
Verification Memorandum (MILED)	NLT: 18 Jan 25
My Board File (MBF) availability	3 Jan 25 to 22 Feb 25
MBF/Candidate Data Card update Assistance	NTL: 7 Feb 25
Non-AMHRR Documents	NLT: 21 Feb 25
AMHRR Updates	NLT: 21 Feb 25
Letter to the President of the Board	NLT: 22 Feb 25

9. Points of Contact:

- a. For administrative and procedural promotion consideration matters, contact HRC Promotions Branch, (AHRC-PDV-PO), at DSN 983-9009, commercial (502) 613-9009 or email at: usarmy.knox.hrc.mbx.tagd-rc-officer-promotions@army.mil. The Point of Contact for G-1s is HRC, Chief, RC Officer Promotions, AHRC-PDV-PO, Mr. Eric R. Buckman, at DSN 983-8674 or commercial (502) 613-8674.
- b. Special Management Division (SMD) managed officers, for administrative and procedural promotion consideration matters, contact for G-1s is HRC, Chief, Control Files Branch (SMD), Mr. Robert "MAC" McDonald Jr., at Black: (502) 613-6822, DSN 993-6246, RED: 435-7729 or SIPR email at: robert.e.mcdonald40.civ@mail.smil.mil and angela.h.jones.civ@mail.smil.mil.
- c. Officers should direct questions concerning Candidate Data Card corrections to their S-1/UA/MPD/DHR/MHR or the appropriate Career/Talent Manager.
- d. For OER/AER procedural and policy matters, the POC is Evaluations Branch (Policy), (AHRC-PDV-EP), at DSN 983-9019, commercial (502) 613-9019 or email

at: usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil. The Point of Contact for G-1s is HRC, Chief, Army Evaluations Systems and Policy, Mr. David Griffey, at DSN 983-8743 or commercial (502) 613-8743.

e. For correction(s) to existing documents filed into your AMHRR/iPERMS record, please email request to usarmy.knox.hrc.mbx.iperm-support@army.mil.

