

Headquarters
 Department of the Army
 Washington, DC
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Personnel—General

Policies and Procedures for Reserve Components Officer Selection Boards

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

Proponent and exception authority. The proponent of this memorandum is the Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary of the Army (Manpower and Reserve Affairs) has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The Assistant Secretary of the Army (Manpower and Reserve Affairs) may delegate this approval authority in writing to a general officer within the Office of the Deputy Chief of Staff, G-1.

	Paragraph	Page
Purpose	1	1
References	2	2
Explanation of abbreviations and terms	3	2
Uses	4	3
Responsibilities	5	5
Oaths	6	5
General requirements	7	5
Conduct of the selection board and disclosure of information	8	5
Information to be considered or prohibited from consideration	9	6
Criteria for selection	10	8
Officer evaluation reports	11	9
Appendix A		10
Appendix B		15
Appendix C		17
Appendix D		19

1. Purpose

This memorandum establishes policy and prescribes procedures for Headquarters, Department of the Army (HQDA), warrant, company, and field grade officer selection boards for the Reserve Components (RC) and provides Department of Defense (DOD) guidance regarding the communication and disclosure of personal information. This memorandum will be used by board members, the Secretariat for Department of the Army (DA) selection boards—Reserve Components, and other agencies that may be authorized to conduct United States Army Reserve (USAR) position vacancy boards and administrative support personnel.

2. References

a. Required publications.

- (1) Army Regulation (AR) 135–155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers). (Cited in paras 6, 8, 9, 10, and apps A, B, and D.)
- (2) AR 135–175 (Separation of Officers). (Cited in apps A, C, and D.)
- (3) AR 600–8–24 (Officer Transfers and Discharges). (Cited in apps A, C, and D.)
- (4) AR 600–9 (The Army Weight Control Program). (Cited in para 10.)
- (5) AR 623–105 (Officer Evaluation Reporting System). (Cited in para 11.)
- (6) DA Pamphlet (Pam) 600–3 (Commissioned Officer Professional Development and Career Management). (Cited in para 10.)
- (7) DA Pam 600–4 (AMEDD Officer Development and Career Management). (Cited in para 10.)
- (8) DA Pam 600–11 (Warrant Officer Professional Development). (Cited in para 10 and app D.)

b. Related publications.

- (1) AR 135–91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).
- (2) DOD Instruction (DODI) 6000.13 (Medical Manpower and Personnel). (Available at www.dtic.mil/whs/directives.)
- (3) DODI 1320.14 (Commissioned Officer Promotion Program Procedures). (Available at www.dtic.mil/whs/directives.)
- (4) 10 USC 12205 (Armed Forces: Commissioned officers: appointment; educational requirement). (Available at www.gpoaccess.gov/uscode/index.html.)

c. Referenced forms.

- (1) DA Form 2-1 (Personnel Qualification Record—Part II).
- (2) DA Form 67-9 (Officer Evaluation Report).
- (3) DA Form 71 (Oath of Office—Military Record).
- (4) DA Form 4213 (Supplemental Data for Army Medical Service Medical Service Reserve Officers).
- (5) DA Form 5074-1-R (Record of Award of Entry Grade Credit (Health Services Officers)).
- (6) Department of Defense (DD) Form 214 (Certificate of Release or Discharge from Active Duty). (Available from www.dior.whs.mil.)
- (7) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty). (Available from www.dior.whs.mil.)
- (8) National Guard Bureau (NGB) Form 22 (Report of Separation and Record of Service). (Available from www.ngbpd.c.ngb.army.mil.)

3. Explanation of abbreviations and terms

a. Abbreviations.

- (1) AAR: after action report.
- (2) ACOM: above center of mass.
- (3) AER: academic evaluation report.
- (4) AGR: Active Guard and Reserve.
- (5) AMEDD: Army Medical Department.
- (6) APL: Army promotion list.
- (7) AR: Army regulation.
- (8) ARNGUS: Army National Guard of the United States.
- (9) BZ: below the zone.
- (10) COM: center of mass.
- (11) CW3, CW4, CW5: chief warrant officer 3, 4, 5
- (12) CY: calendar year.
- (13) DA: Department of the Army.
- (14) DC: Dental Corps

- (15) DCS, G-1: Deputy Chief of Staff, G-1.
- (16) DD: Department of Defense (for forms).
- (17) DOD: Department of Defense.
- (18) DODI: Department of Defense instruction.
- (19) HQDA: Headquarters, Department of the Army.
- (20) IRR: Individual Ready Reserve.
- (21) MC: Medical Corps
- (22) MOI: Memorandum of Instruction.
- (23) MOS: military occupational specialty.
- (24) NGB: National Guard Bureau.
- (25) OER: officer evaluation report.
- (26) OMPF: official military personnel file.
- (27) OPMS: Officer Personnel Management System.
- (28) ORB: officer record brief.
- (29) PAM: pamphlet
- (30) PQR: Personnel Qualification Record-Part II (DA Form 2-1).
- (31) PVB: position vacancy promotion board.
- (32) RC: Reserve Components.
- (33) SA: Secretary of the Army.
- (34) STRAP: Specialized Training Assistance Program.
- (35) SWOT: Senior Warrant Officer Training
- (36) TPU: troop program unit.
- (37) USAR: United States Army Reserve.
- (38) WO: warrant officer, to include a commissioned warrant officer
- (39) WOAC: Warrant Officer Advanced Course.
- (40) WOBC: Warrant Officer Basic Course.
- (41) WOES: Warrant Officer Education System.

b. Terms. For purposes of this memorandum, the term “officer” means a commissioned or warrant officer of the Reserve Components.

4. Uses

a. This memorandum contains guidance that applies to all RC centralized promotion selection boards and USAR position vacancy promotion boards (PVBs). It also provides the oath to be sworn by the board members and recorders, explains the standards of conduct expected of board members, delineates information to be considered, outlines the criteria to use in deliberations, and establishes guidance to ensure fairness in the selection process. Board specific provisions are highlighted in italics.

b. The appendixes provide guidance and procedures that pertain to specific categories of officers or types of selection boards. Board members will be advised by the convening authority that appendixes pertain to the board on which they are serving. Table 1 provides a guide to the appendixes to this memorandum.

**Table 1
Guide to appendixes**

Promotion board type	Appendix A	Appendix B	Appendix C	Appendix D
Army promotion list (APL): Captain Major Lieutenant colonel Colonel	Section I and II apply to all grades	Section I applies to all grades (see para B-1)	Applies to all grades	Applies to all grades
*Army Medical Department: Captain Major Lieutenant colonel Colonel	Section I and III apply to all grades	Section II applies to all grades (see para B-2)	Applies to all grades	Applies to all grades
Chaplains: Captain Major Lieutenant colonel Colonel	Section I and II apply to all grades	Section III applies to all grades (see para B-3)	Applies to all grades	Applies to all grades
Warrant officer (WO): Chief warrant (CW) 5	Section I and II apply	Section IV applies (see para B-4)	Applies in total	Applies in total (see para D-4)
WO: CW3 CW4	Sections IV and V apply	Section IV applies (see para B-4)	Applies in total	Applies in total (see para D-3)
Position vacancy promotion board (APL, Army Medical Department (AMEDD), Chaplains, WO): CW3 CW4 CW5 Captain Major Lieutenant colonel Colonel	Sec I Sec V	All	All	All

Notes:

* Includes Army Nurse Corps, Dental Corps (DC), Medical Corps (MC), Army Medical Specialist Corps, and Veterinary Corps.

5. Responsibilities

- a.* The Director of Military Personnel Policy, DCS, G-1 will prepare and staff for approval the SA Memorandum of Instructions (MOI). Information and guidance pertaining to a specific selection board, to include selection capability and skill guidance, will be included in the convening authority's memorandum.
- b.* The DA Secretariat will provide the SA MOI and DA Memo 600-4 to the board members.

6. Oaths

Each board member, recorder, and administrative support personnel will be administered the oath as required by AR 135-155, paragraph 3-10*d*.

7. General requirements

- a.* The Secretariat will furnish the names and personnel records of the officers to be considered and will assign a board recorder to provide administrative support to the board. Questions from board members regarding personnel records, eligibility of officers, and administrative procedures will be directed to the recorder(s) who will obtain clarification or additional information from proper authority.
- b.* The recommendations of a board will be determined by a majority of the board members. The board president has no authority to constrain what the majority recommends.
- c.* After the board report is signed by each board member and the board recorder, but prior to recess, the board president will provide the Deputy Chief of Staff, G-1 (DCS, G-1), with an after action report (AAR). The DCS, G-1 or a designated representative will provide administrative assistance in preparing the report or necessary addendum and will receive the signed report. After the board report is signed and a draft AAR is submitted to the DCS, G-1, board members are authorized to discuss promotion board proceedings with the Assistant Secretary of the Army (Manpower and Reserve Affairs), DCS, G-1, or their representative(s) prior to recess. Board members will not disclose specifics pertaining to the selection or nonselection of individuals during such a discussion.
- d.* No board member or supporting staff member may reveal board membership until the board approval authority has approved the board report.
- e.* The board will not recess until authorized to do so by the final approval authority or his or her designee. The board will adjourn after the convening authority has acted upon the recommendations of the board; board members will be notified when this happens.

8. Conduct of the selection board and disclosure of information

- a.* Except as discussed below, board members may not communicate with anyone except a recorder or the convening authority concerning the board.
- b.* Board members, recorders, and administrative support personnel will maintain the integrity and independence of the board and will foster the careful consideration, without prejudice or partiality, of all eligible officers. Board members, recorders, and administrative support personnel will read and comply with AR 135-155 and this memorandum. Further instructions to the board will comply with provisions of chapter 3, AR 135-155. DODI 1320.14 contains specific rules governing the conduct of RC promotion selection boards. Board members, recorders, and administrative support personnel will read all of DODI 1320.14 for general guidance.
- c.* Board members will not receive, initiate, or participate in communications or discussions involving information that the convening authority has precluded from consideration by this memorandum or amendments thereto. The board will base its recommendations on the material in each officer's board consideration file, other information provided to the board in accordance with these instructions, and any information communicated by individual eligible officers. The board will not discuss matters precluded in law, DOD directive, Army regulation, or this memorandum. The board will not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board under the provisions of these instructions.
- d.* All communications with the board, other than those that are clearly administrative, must be in writing,

given to each board member, and made part of the board's record. The convening authority or designee will designate in writing those persons authorized to provide routine administrative information to the board.

e. The board's recommendations are FOR OFFICIAL USE ONLY and will be so marked until approved lists are announced by HQDA. Board membership will not be revealed until the board report has been approved by proper authority.

f. Board members will not disclose statistical analyses, details of the board proceedings, or specific information pertaining to the selection or nonselection of individual officers, unless authorized to do so by proper authority. After approved lists are announced by HQDA, board members may familiarize other officers with board procedures in general.

g. Before the report of the board is signed, the recommendations may be disclosed only to members of the board, recorders, and administrative support personnel who have been designated in writing by the convening authority or designee. After the board members have signed the board report, only the recommendations of the board may be disclosed, and disclosure will be limited to those who process the board report for approval and release. Except as authorized by the convening authority, the proceedings of the board may not be disclosed to any person who is not a board member, board recorder, or administrative support personnel serving on the specific board.

h. If a board member cannot in good conscience perform his or her duties as a member of the board without prejudice or partiality, he or she has the duty to request relief by the convening authority. If the board member believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, by misconduct by the board president or a member, or by any other action, he or she has a duty to request from the convening authority or, if necessary, from the Secretary of Defense, relief from the obligation to not disclose board proceedings and, upon receiving it, to report the basis for this belief.

i. Upon the completion of board deliberations, the board will be required to certify in its report to the convening authority that, to the best of each board member's knowledge, the board complied with all applicable guidance governing the conduct of the board. Appendix D outlines the board's reporting requirements.

9. Information to be considered or prohibited from consideration

a. The board consideration file.

(1) The board will consider the following information, which will be provided by the Secretariat, in the board consideration file for each officer:

(a) The performance portion of the officer's official military personnel file (OMPF).

(b) The service data portion of the OMPF when applicable.

(c) Documents provided in accordance with paragraphs 9b through 9d.

(d) Official photo, if available.

(e) Written communications, which may include the opinion of third parties about the officer concerned, submitted to the board in accordance with AR 135-155, paragraph 3-12, by the officer under consideration by the board.

(f) Officer record brief (ORB) for USAR Active Guard and Reserve (AGR), individual mobilization augmentee, and Individual Ready Reserve (IRR) officers, or DA Form 2-1 (Personnel Qualification Record-Part II, or PQR) for USAR Troop Program Unit (TPU) and all Army National Guard of the United States (ARNGUS) officers, except Title 10 Active Guard Reserves, who use the biographical record brief.

(2) The information in the service data section of the OMPF or the service microfiche may be used to verify military and/or civilian education requirements or to confirm a soldier's release from active duty when such information is otherwise not present in the promotion consideration file; specifically, DD Forms 214 (Certificate of Release or Discharge from Active Duty) and/or 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), DA Form 71 (Oath of Office—Military Personnel), NGB Form 22 (Report of Separation and Record of Service) and Memoranda of Appointment.

b. Access to the restricted portion.

(1) The board president may request that the board review information contained on the restricted portion of an officer under consideration. The board president will state the specific reasons for submitting the request. The DCS, G-1 or a designee will consider each request case by case. Only information directly related to the request may be provided to the board. If the request is approved, the OMPF custodian will place a copy of the approved request on the officer's restricted fiche

(2) An officer under consideration may request that the board review information contained on his or her restricted portion. Such requests will be honored, and the OMPF custodian will place a copy of the request on the officer's restricted fiche.

c. Additional information.

(1) Information that is determined by proper authority to be relevant to the board's selection process may be added to the board file or made available to the board as a reference. The referral of such information to the board will be made a matter of record.

(2) The DCS, G-1 or a designee may approve written requests for exception (normally signed by a general officer) to permit the board to consider evaluation reports that have been accepted for filing in the OMPF, but arrive at the site at which the board convened after the announced cutoff date. The recorder will add such approved reports to the officer's board consideration file and retain the written approval of the request for exception as a matter of record.

(3) If, before the board signs its report, the respective evaluation agency receives a document that is accepted for filing on the performance portion of the OMPF of any officer under consideration by the board, and the commander of the respective agency determines that the information presented in the document would warrant an officer's referral to a promotion review board if the officer were on a promotion selection list, the commander of the respective agency will forward the document to the board for consideration. If the board receives the document after the board has voted the officer's file, the board may, based on the documentation, revote the officer's file and, if necessary and applicable, adjust the officer's standing on the Order of Merit List. The board recorder will add the document to the officer's board file and make the approval a matter of record.

d. Personal knowledge.

(1) Board members will not use personal knowledge in their deliberations unless authorized to do so under the following procedures. In the event a board member has personal knowledge of an officer's performance or conduct that is not documented in the record provided to the board, and the board member feels the information is of great significance, the board member will summarize the information in writing and provide it in a sealed envelope to the board recorder.

(2) The board recorder will seek guidance from proper authority. Until authorized to do so through the recorder, the board member will not disclose or discuss the information with any other board member nor disclose or discuss the identity of the officer concerned.

e. Other considerations.

(1) *Opinions.*

(2) *Marital status and employment or volunteer work of spouses of military personnel.* Board members will not consider the marital status of a military member or the employment, education, or volunteer service of an officer's spouse in discharging the responsibilities for this board. In addition, the law and DOD directives require that officer evaluation reports (OERs) not contain any information regarding the employment, education, or volunteer service activities of the officer's spouse or reflect favorably or adversely on an individual based solely on marital status. If any records under review by this board contain such prohibited information, board members must disregard it.

(3) *Medical profiles.* Board members will presume that officers with medical profiles have been determined to be medically qualified for assignment to any position commensurate with their designated career fields. In case of doubt, the board will notify the recorder who will bring this matter to the attention of proper authorities.

(4) *Informational briefings.* Administrative support personnel designated in writing by the convening authority or designee may brief the board on matters such as the demographics of the population under

consideration, the OER system, and officer personnel management policies. These briefings do not constitute additional guidance to the board.

10. Criteria for selection

a. No evaluation of demonstrated professionalism or potential for future service can be complete or objective without review of the entire record. Accordingly, no single factor should become overriding. However, the board may properly base nonselection on a major disciplinary action, relief for cause, demonstrated cowardice, moral turpitude, professional ineptitude, or lack of integrity.

b. Undue emphasis will not be placed on the diversity of assignments or the level at which duties are performed. All assignments are important to sustain a trained and ready Army. For example, the absence of command, combat experience, or support of deployed forces should not be a basis for nonselection. Because the Army's future combat strategy will be one of limited forward presence, quick and rapid power projection, and expandability, future conflicts may be of short duration. Many officers will not be involved, and the combat experience gained from participation in such conflicts will not be reflected throughout the officer corps. Officers who did not get the opportunity to participate in combat or deployments in support of contingency or humanitarian relief operations will not be penalized.

c. The decisions of the board will be weighed in terms of each officer's demonstrated character and performance and the potential of that officer for further outstanding service. The following framework will be used to evaluate each officer's potential:

(1) *Military bearing and physical fitness.* The board will evaluate the officer's fitness for duty, considering the standards of AR 600-9 and the officer's overall appearance, but will limit its review to height and weight data on the official photograph (when one is present), on the ORB and PQR, and in entries on evaluation reports. Board members should be made aware that when height and weight information is on the ORB, it is soldier generated. The preferred method of verifying height and weight is from the use of a photo, the ORB and PQR, and evaluation reports.

(2) *Military education and training.* The board will evaluate the appropriateness and extent of military education and training as outlined in DA Pam 600-3 (or DA Pam 600-4 for AMEDD officers) and DA Pam 600-11. Constructive credit is equivalent to a resident or nonresident course. Military education requirements are established in AR 135-155, chapter 2.

(3) *Civilian education and training.* The board will evaluate the appropriateness and extent of civilian education and training. Except as provided in the MOI, an officer may not be selected for promotion to the grade of captain or above unless, prior to the convene date of the board, that officer has been awarded a baccalaureate degree by a qualifying educational institution. Other civilian education requirements for promotion to grades above captain are established in AR 135-155, chapter 2.

(4) *Assignment history and professional development.* The board will evaluate the officer's assignment history to assess his or her professional development. Duty descriptions on the ORB or PQR and OER indicate developmental experience. DA Pam 600-3 (or DA Pam 600-4 for AMEDD officers) and DA Pam 600-11 are general guides to help evaluate career field and skill qualifications.

(5) *Performance.* The board will evaluate how well the officer performed in various assignments throughout the periods of service. The board will consider the manner of performance and the professional attributes and quality of character expected of a commissioned officer as shown on evaluation reports.

(6) *Professional attributes and ethics.* The board will evaluate how well the officer fulfills the commitment to serve the nation. This requires a summary evaluation of the officer's dedication, professional deportment, respect for fellow soldiers, desire to excel, and adherence to the professional Army ethic. The board will review comments on evaluation reports, commendatory and disciplinary information, and professional certification entries on the ORB or PQR and keep the following in mind:

(a) *Integrity and character.* These attributes constitute the real foundation of successful leadership. Officers must set a positive personal example and demonstrate an unequivocal commitment to the values of the professional Army ethic as outlined in DA Pam 600-3. Absolute integrity of word, deed, and signature

is a matter that permits no compromise. An officer who has sacrificed his or her integrity has forfeited the respect and trust of those with whom he or she serves.

(b) *Attitude, dedication, and service.* The board will pay particular attention to the selfless officer whose record reflects a consistent willingness to make personal sacrifices to accomplish the mission and to the bold and innovative officer who demonstrates a willingness to take calculated, but not indiscriminate, risks.

(c) *Concern for soldiers and families.* Soldiers are the Army's most important resource. The board must select the officer who exhibits imagination in challenging subordinates; who treats soldiers, civilians, and their families with dignity and respect at all times; and who has sympathy and compassion for others.

11. Officer evaluation reports

a. The basic and most important document in an officer's record is the OER.

b. Each OER should be closely examined to assess patterns of strengths and weaknesses over a period of time. Reports conducted by civilian or sister service raters hold equal weight as ratings by Army officials. Such reports should not be used as a basis to distinguish between officers with similar performance records.

c. DA Form 67-8 (Officer Evaluation Report) was replaced in 1997 with DA Form 67-9 (Officer Evaluation Report). However, DA form 67-8 will still be seen in the official military personnel file of officers who were rated under that system. DA Form 67-8 emphasized the duty description, included a structured performance narrative, increased the role of more senior officials in the rating chain, and provided a mechanism to track the variability of senior raters. All aspects of DA Form 67-8 were significant, but among the features that merit particular attention are—

(1) The scope and degree of responsibility in terms of resources, people, facilities, and dollars managed as outlined in the duty description.

(2) Part IV, professionalism, with trends viewed over a series of reports, as opposed to isolated instances.

(3) The rater's performance evaluation, with particular attention given to the narrative that deals with the specifics of performance (what the officer did and how it was done).

(4) The rater's assessment of the officer's potential and the accompanying narrative comments that address the potential to serve in positions of greater responsibility.

(5) The senior rater's evaluation consisting of three distinct elements: the potential box check, signifying the rated officer's placement in the 100-officer model for his or her grade grouping; the individual senior rater profile, recording the senior rater's general rating tendency; and the senior rater's narrative comments. Elements of the senior rater's evaluation must be considered as one entity. Focus should not be unduly on either the potential box check or its relationship to the senior rater's profile, as it may produce a distorted picture of the officer.

(a) The "center of mass" concept is the best method for interpreting the senior rater profile. The box(es) checked most frequently by the senior rater create a center of mass that may be compared to the box checked for the rated officer to determine if that officer is in, above, or below the center of mass of the senior rater's profile.

(b) The relative weight the board gives to the rated officer's potential rating, as indicated by his or her ranking in relation to the senior rater's center of mass, depends on both the senior rater's profile and the narrative evaluation of the rated officer's potential.

(c) The narrative lends meaning and interpretation to other elements of the senior rater's evaluation, assesses the rated officer's potential for school or command, and may address specific aspects of performance.

d. The following guidance pertains to DA Form 67-9.

(1) The DA Form 67-9 OER system is specifically designed to ensure that senior raters limit their above center of mass (ACOM) ratings to less than 50 percent of their total profile for each grade. AR 623-105 makes senior raters personally responsible for ensuring that completed reports are processed at their respective agencies (HRC or NGB) in the desired sequence, regardless of the method used to forward them.

In accordance with AR 623-105, paragraph 3-22c(2)(a), the intent is for the senior rater to use this ACOM box to identify those officers he or she considers to be in the upper third of each grade. However, to maintain a creditable profile, the senior rater must have less than 50 percent of the ratings of a grade in the ACOM box. A notable reduction in ACOM evaluations, especially in a senior rater's initial evaluations using DA Form 67-9, may be present. Therefore, expect center of mass (COM) evaluations to be the norm for initial evaluations using DA Form 67-9.

(2) Board members also must watch for OERs given under the OER system when the senior rater's profile is immature and/or when the senior rater rates a small number of officers. This information is available in the senior rater portion of the OER (part VIIa and DA label). In these cases, the senior rater has little or no capability to give an ACOM senior rating. Therefore, board members should expect COM ratings and should pay particularly close attention to the senior rater's narrative. Officers should not be disadvantaged merely because they were rated under these circumstances.

e. The following guidance pertains to masking officer evaluation reports:

(1) In accordance with current Army policy, all lieutenant OERS have been "masked" or transferred from the performance to the restricted fiche, for all officers who have been promoted to captain or above. Such reports will remain removed or masked for promotion consideration for the remainder of the officers' careers.

(2) In accordance with the doctrine introduced under Officer Personnel Management System (OPMS) III, warrant officers considered for promotion to the grade of chief warrant officer 4 (CW4) in CY1999 and after have their warrant officer one evaluation reports removed or "masked." Such reports will remain removed or masked for promotion consideration to CW5.

f. Successful OER appeals result in amendment, revision, or elimination of the reports in question. Correspondence on appeals denied after 1 May 1978 is placed in the restricted portion of the OMPF. No stigma should be attached to the fact that an OER appeal was not favorably considered. No adverse inference should be drawn from revised or omitted documents in the OMPF that may have resulted from a successful OER appeal.

Appendix A Officer Promotions

Section I All Officer Promotions

A-1. General

The board will recommend the number of officers specified in the MOI to meet the needs of the Reserve of the Army.

a. Before the board convenes, the DCS, G-1 or his/her designee may increase or decrease the number of officers to be selected (for example, selection capability and skill or specialty selection goals or requirements) to reflect changes in the population under consideration or strength in a particular skill or specialty against projected requirements. After a promotion board convenes, the DCS, G-1 may only decrease the number of officers to be selected (overall selection capability) but may increase or decrease skill or specialty selection goals or requirements. Normally this will be based on strength changes.

b. The board will give full and fair consideration to all officers under consideration. No one will be nonselected for promotion solely because of a previous nonselection. Nonselection is not a stigma; all officers compete equally.

c. To be eligible for selection, an officer who meets the eligibility requirements of AR 135-155 must be in an active status, a commissioned officer other than a commissioned warrant officer, serving on the Reserve active-status list, and participating satisfactorily in Reserve training. For promotion purposes, an officer is deemed to be a satisfactory participant and in full compliance with the commander's instructions if, within the 12 months prior to the convene date of the board, the officer has not been reassigned,

transferred, or separated as an unsatisfactory participant under AR 135-91, chapter 6, and is not being processed for such action on the selection board convene date.

A-2. Below-the-zone consideration

a. The Secretary of the Army may, when the needs of the Reserve of the Army require, authorize the consideration of officers for promotion to major, lieutenant colonel, and colonel from below the promotion zone.

b. Officers will not be selected from below the zone (BZ) solely to satisfy a skill or specialty selection goal or requirement, or an equal opportunity goal. Officers selected from BZ replace those who otherwise would be promoted from those in and above the promotion zone; therefore, they must be clearly superior to those who would otherwise be promoted.

Section II

Best Qualified Promotions (Captain through Colonel, Army Promotion List, Chaplains, and Chief Warrant Officer 5)

A-3. General

The board, as a matter of law, may recommend only officers first considered to be fully qualified for promotion. The board president has no authority to constrain the board from recommending for promotion fully qualified officers whom the majority finds best qualified to meet the needs of the Army as defined in the SA MOI.

A-4. Procedures

a. *Phase I.* The board will identify fully qualified officers from among those under consideration.

(1) Each board member will evaluate the entire record of every officer under consideration and award a numerical score to assess each officer's promotion potential. Additionally, the board will identify any officer whose conduct or performance merits consideration for involuntary separation.

(2) The board will produce a single relative standing list of all officers under consideration by merging board members' scores.

(3) The board will set aside for further review the records of officers whose conduct or performance merit consideration for involuntary separation.

b. *Phase II.* If authorized, the board will identify potential BZ selectees (does not apply to promotion to CW5 and captain).

(1) Each board member will review the entire record of every BZ officer and identify officers who merit consideration for accelerated promotion. Additionally, the board will identify officers who merit consideration for possible involuntary separation.

(2) For those officers selected for further BZ consideration, each board member will award a numerical score to assess each officer's promotion potential.

(3) The board will produce a relative standing list of potential BZ officers by merging board members' scores.

(4) The board will identify from the relative standing list those officers who possess the potential for promotion ahead of their contemporaries, complying with any guidance on minimum and maximum BZ selections provided as a separate enclosure to the convening authority's memorandum.

(5) The board will integrate the tentative BZ selectees into the relative standing list of all other officers under consideration.

c. *Phase III.* The board will identify those best qualified for promotion.

(1) From the relative standing list from phase I or, if the board is authorized to select officers from below the zone, from the integrated relative standing list from phase II, the board will tentatively identify officers who are considered best qualified for promotion based upon the maximum number of selections stipulated in the convening authority's memorandum to the board.

(2) If the board receives additional information concerning an officer under consideration that may be

considered by the board under the provisions of AR 135–155 and this DA memo, it may revoke the officer’s file and, if necessary, adjust the final relative standing list and the selection list.

(3) The number of officers whose names appear on the final selection list will not exceed the maximum selection capability specified in the MOI.

(4) At the conclusion of the deliberative process, the board will conduct a formal vote to ensure that no officer is recommended as best qualified for promotion unless he or she receives the recommendation of a majority of the members of the board. Each member has an equal vote in this process. The board’s collective judgment is the final determination of an officer’s qualifications to meet the Army’s needs.

d. Phase IV. The board will identify officers for “show cause.”

(1) The board will reconsider the records of officers identified for possible involuntary separation and identify officers who, in the opinion of the majority of the board, should be required to show cause for retention on active status under provisions of AR 135–175 or AR 600–8–24, as appropriate.

(2) Criteria that may merit recommendation to show cause for retention include substandard performance of duty, misconduct, moral or professional dereliction, or actions clearly inconsistent with national security.

Section III Best Qualified Promotions (Captain through Colonel, Army Medical Department)

A–5. General

The board, as a matter of law, may recommend only officers first considered to be fully qualified for promotion. The board president has no authority to constrain the board from recommending for promotion fully qualified officers whom the majority finds best qualified to meet the needs of the Army as defined in the SA MOI.

A–6. Procedures

a. Phase I. The board will identify fully qualified officers from among those under consideration.

(1) Each board member will evaluate the entire record of each officer under consideration. Each board member will award a numerical score to assess each officer’s promotion potential. Additionally, each board will identify any officer whose conduct or performance merits consideration for possible involuntary separation.

(2) Each board member will produce a single relative standing list, by competitive category, of all officers under consideration by merging board members’ scores.

(3) Each board member will set aside for further review the records of officers whose conduct or performance merit consideration for possible involuntary separation.

b. Phase II. If authorized, the boards will identify potential BZ selects (does not apply to promotion to captain).

(1) Each board member will review the entire record of every BZ officer and identify officers, by competitive category (Army Nurses Corps, DC, MC, Medical Service Corps, Army Medical Specialist Corps, Veterinary Corps), who merit consideration for accelerated promotion. Additionally, each board will identify officers who merit consideration for possible involuntary separation.

(2) For those officers selected for further BZ consideration, each board member will award a numerical score to assess each officer’s promotion potential.

(3) The board will produce a relative standing list, by competitive category, of potential BZ officers by merging board members’ scores.

(4) The board will identify from the relative standing lists those officers who possess the potential for promotion ahead of their contemporaries, complying with any guidance regarding minimum and maximum BZ selections provided as a separate enclosure to the convening authority’s memorandum.

(5) The board will integrate, by competitive category, the tentative BZ selectees into the relative standing list of all other officers under consideration.

c. Phase III. The board will identify those best qualified for promotion.

(1) From the relative standing list from phase I or, if any board is authorized to select officers from

below the zone, from the integrated relative standing list from phase II, the board will tentatively identify officers who are considered best qualified for promotion, by competitive category, based upon the maximum number of selections stipulated in the convening authority's memorandum to the board.

(2) If any board receives additional information concerning an officer under consideration that may be considered by the board under the provisions of AR 135-155 and this DA memo, it may revoke the officer's file and, if necessary, adjust the final relative standing list and the selection list.

(3) The number of officers whose names appear on the final selection list will not exceed the maximum selection capability by competitive category.

(4) At the conclusion of the deliberative process, the board will conduct a formal vote to ensure that no officer is recommended as best qualified for promotion unless he or she receives the recommendation of a majority of the members of the board. Each member has an equal vote in this process. The board's collective judgment is the final determination of an officer's qualifications to meet the Army's needs.

d. Phase IV. The board will identify officers for "show cause."

(1) The board will reconsider the records of those officers identified for possible involuntary separation and identify those officers who, in the opinion of the majority of that board, should be required to show cause for retention on active status under provisions of AR 135-175 or AR 600-8-24, as appropriate.

(2) Criteria that may warrant a recommendation for involuntary separation include substandard performance of duty, misconduct, moral or professional dereliction, or actions clearly inconsistent with national security.

Section IV

Fully Qualified Promotions (Chief Warrant Officer 3 and 4)

A-7. General

Warrant officers recommended for promotion to CW3 and CW4 grades must be fully qualified for promotion. There are no numerical constraints on the number of officers recommended for promotion, and all officers found to be fully qualified will be recommended for promotion.

A-8. Procedures

Board members will use the following general procedures in evaluating records of officers under consideration:

a. Phase I. The initial relative standing list of officers will be determined by the following:

(1) The board will consider and evaluate the entire record of each officer under consideration in and above the promotion zone. Each board member will also identify any officer in and above the promotion zone whose conduct or manner of performance potentially merits consideration for involuntary separation.

(2) The board will then merge scores to produce a single relative standing list of all officers in and above the promotion zone.

(3) The board may recommend only those officers considered to be fully qualified for promotion.

(4) At the completion of this phase, the board will set aside for further review the records of officers whose conduct or manner of performance merit consideration for involuntary separation.

(5) If the board receives additional information concerning an officer under consideration, which may be considered by the board under the provisions of AR 135-155, this memo, or the MOI, it will revoke the officer's file and, if necessary, it may adjust the final relative standing list and the selection list.

(6) At the conclusion of the deliberative process described above, the board will conduct a formal vote to ensure that no officer is recommended as fully qualified for promotion unless he or she receives the recommendation of a majority of the members of the board. Each member of the board has an equal vote in this process. The board's collective judgment is the final determination of an officer's qualifications to meet the Army's needs.

b. Phase II. The board will identify those CWs for "show cause:"

(1) The board will reconsider the records of those officers identified for possible involuntary separation during phase I and identify those officers who, in the opinion of the majority of the board, should be

required to show cause for retention on active status under provisions of AR 135–175 or AR 600–8–24, as appropriate.

(2) Criteria that may warrant a recommendation for involuntary separation include substandard performance of duty, misconduct, moral or professional dereliction, or actions clearly inconsistent with national security.

Section V USAR Position Vacancy Promotions (Army Promotion List, Army Medical Department, Chaplains, Warrant Officers)

A–9. General

The board will consider officers to fill authorized USAR AGR or TPU position vacancies through promotion of the best qualified officers available. The USAR PVB promotion system is designed to promote officers to fill vacancies that cannot be filled by local commanders or agency chiefs with qualified officers of the authorized grade.

A–10. Requirement to be fully qualified

The boards may recommend only officers first considered to be fully qualified for promotion. No board president has the authority to constrain the board from recommending for promotion fully qualified officers whom the majority finds best qualified to meet the needs of the Army as defined in these instructions.

A–11. Procedures

a. Phase I. The board will identify fully qualified officers from those under consideration.

(1) Each board member will evaluate the entire record of each officer under consideration and award a numerical score to assess each officer's promotion potential. Additionally, each board will identify any officer whose conduct or performance merits consideration for involuntary separation.

(2) The board will produce a standing list of all officers under consideration for each boarded position by merging board members' scores.

(3) The board will set aside for further review the records of officers whose conduct or performance merits consideration for involuntary separation.

b. Phase II. The board will identify those best qualified for promotion for each boarded position.

(1) If the board receives additional information which may be considered by the board under the provisions of AR 135–155 and this DA memo concerning an officer under consideration, it may revoke the officer's file and, if necessary, adjust the final relative standing list and the selection list.

(2) At the conclusion of the deliberative process, the board will conduct a formal vote to ensure that no officer is recommended as best qualified for promotion unless he or she receives the recommendation of a majority of the members of the board. Each member has an equal vote in this process. Each board's collective judgment is the final determination of an officer's qualifications to meet the Army's needs.

c. Phase III. The board will identify officers for "show cause".

(1) The boards will reconsider the records of officers identified for possible involuntary separation. Each board will identify officers who, in the opinion of the majority of the board, should be required to show cause for retention in an active status under provisions of AR 135–175 or AR 600–8–24, as appropriate.

(2) Criteria that may merit a recommendation to show cause for retention include substandard performance of duty, misconduct, moral or professional dereliction, or actions clearly inconsistent with national security.

Appendix B Officer Personnel Management

B-1. Assignments and professional development

a. *The Officer Personnel Management System III.* This doctrine is the Army's approved life-cycle career management program for the 21st century. It was developed to ensure the Army has the highest quality officers with the skills to meet the requirements of the Future Force and the Army After Next. The unique characteristics of the ARNGUS/USAR pose a challenge in the life-cycle management of the officers under OPMS III. It is essential that the ARNGUS/USAR be flexible in its implementation of OPMS III. The ARNGUS/USAR program must emphasize the specialization of the RC officer corps while allowing officers the ability to transfer within the career fields, area of concentration, and functional areas because of structural or geographic constraints on career progression. In today's Army, the specialist has a role and responsibility equal to that of the traditional generalist. The board should not evaluate the specialized or generalized nature of an officer's development. Rather, the point to be evaluated is whether the officer has demonstrated the ability and potential to meet the challenges expected of an officer at the next higher grade.

b. *Command.* Command assignments contribute significantly to an officer's professional development. At the same time, it must be realized that the number of command positions is more limited than other types of duty and is primarily a matter of assignment over which the individual has little control. In the RC, such assignments are further restricted by the distribution of units and the geographic availability of qualified personnel who may be assigned to those positions. For officers of the technical and administrative services, such positions are even more limited. For those officers who have not been afforded the opportunity to command, the board must weigh carefully other assignments and compare the degree of responsibility, managerial skill, and personal leadership with the same elements found in command assignments for the same grade.

c. *Staff.* Normal development of an officer's potential requires assignment to staff positions throughout his or her career at various grade levels. The indication of a successful staff assignment is a significant measure of an officer's ability and potential. All staff assignments should be judged by the officer's manner of duty performance and the requirement of the assignment.

d. *Joint duty assignments.* The board will give appropriate consideration to the performance of officers who are serving, or have served, in joint duty assignments.

e. *Commissions.* Army officers receive their commissions from a number of sources, including Reserve Officers Training Corps, the United States Military Academy, Officer Candidate School, and direct appointment. The Army does not discriminate among its officers on the basis of their source of commission. The source of an officer's commission is not a factor to be considered in determining potential for service at a higher grade.

B-2. Army Medical Department Officer Personnel Management

a. *Participation in reserve training.*

(1) Many health care professionals are unable to participate regularly in military training because of professional commitments. Many of these individuals possess special skills (for example, orthopedic surgeons and operating room nurses) that will be critically needed in the event of mobilization. Their files may not contain OERs or academic evaluation reports (AERs). They should not be denied promotion, and ultimately separated, because their professional obligations do not permit them to participate in military training as extensively as some other RC officers.

(2) The board should not find that an officer is not fully qualified merely because that officer is a member of the IRR rather than the Selected Reserve (AGR/individual mobilization augmentee/TPU). Board members should focus on the larger question of whether the officers under consideration possess the potential, based on education and civilian professional experience, as documented by DA Form 4213, American Medical Association profile, credentialing information, curriculum vitae, or the status of their

civilian credentials, to perform successfully the duties of the next higher grade during periods of mobilization.

(3) Boards considering officers in a health-professional competitive category for promotion to grades below colonel will consider an officer's clinical proficiency and skill as a health professional at least as much as they do the officer's administrative and management skills.

(4) AMEDD officers receive their commissions from a number of sources, including Reserve Officer Training Corps, the United States Military Academy, Officer Candidate School, and direct appointment. The Army does not discriminate among its officers on the basis of their source of commission. The source of an AMEDD officer's commission is not a factor to be considered in determining potential for service at a higher grade.

(5) In determining an officer's potential for service in the AMEDD in a higher grade, the board must consider an officer's proficiency in a given assignment and not be unduly influenced by the diversity of assignments or the level at which the duties are performed.

b. Medical Corps and Dental Corps.

(1) Board certification is considered evidence of professional accomplishment. It should be kept in mind that board examinations often cannot be taken until a given period of time passes after completion of training. If an MC or DC officer has not completed the requisite time period for board certification, lack of board certification should not be held against the individual. Additionally, credit should be given for having completed part one of multiple part boards.

(2) While board certification is an excellent objective indicator of achievement, the board may determine that MC and DC officers who are not board certified are fully qualified and may recommend the officers for promotion as best qualified in those cases where there is evidence of truly exceptional potential for contribution or extenuating circumstances. However, board certification remains the most objective and consistent standard for clinical excellence in the AMEDD.

(3) The MC officer's attendance at the Officer Advanced Course or equivalent should not be used as a sole criterion for selection for promotion. The board will not establish selection for, or attendance at, any military education as a criterion for selection for promotion except as identified in AR 135-155.

(4) The board should be aware that MC and DC officers who received OERs while undergoing professional training on active duty may have lower than expected ratings in professional competence and lower than normal rankings in performance and potential blocks because of the mistaken belief by some raters that officers in training should not be as highly rated as those who have completed training.

c. Veterinary Corps.

(1) Veterinary Corps officers may attend specialty training in veterinary pathology. This training program is usually accomplished through 3 years of residency training in veterinary pathology. The training qualifies the individual for specialty board eligibility but does not award a postgraduate degree.

(2) Active duty list officers in the Veterinary Corps often spend 3 to 4 years in long-term civilian training and, as a result, their evaluation reports for that training period will be AERs. Board members should attribute the same importance to AERs as to OERs.

(3) Reserve Component officers in the Veterinary Corps may have spent 3 to 4 years in long-term civilian training while serving on the active duty list and, as a result, their evaluation reports for that training period will be AERs. Board members should attribute the same importance to AERs as to OERs.

d. Army Medical Specialist Corps.

(1) When physician assistants, area of concentration 65D, transitioned into the Army Medical Specialist Corps in 1992, they did not have the opportunity or expectation to complete education beyond the advanced course. Currently all of Army Medical Specialist Corps branch officers have equal opportunity to obtain military education beyond the officer advanced course. The board should understand that physician assistants would not have had the opportunity to complete Command Staff College, as did officers from the other areas of concentration.

(2) These officers' past WO records are now included in the OMPF. Many physician assistants may have more OERs as a WO than as a commissioned officer, and they should not be penalized as a result.

B-3. Chaplain personnel management

a. In addition to other guidance contained in this DA memo, particular attention should be given to the supervisory and leadership capabilities of Chaplains considered. A selected Chaplain will be required to possess the leadership qualifications that will allow supervision of other Chaplains and Chaplain assistants from various denominations in a sensitive and professional manner.

b. The Army and the chaplaincy benefit from the unique skills possessed by certain Chaplains. These skills, sometimes highly specialized, may require the continuous assignment of a Chaplain to similar positions. Chaplains selected for similar positions may not necessarily rotate between troop and staff assignments. The fact that these Chaplains have not rotated between troop and staff assignments does not mean that they should be considered less qualified.

c. The Army is a multiethnic, multifaith, pluralistic environment. Chaplains must, therefore, while keeping within the tenets of their faith, minister to the various spiritual needs of soldiers who represent numerous different religious denominations. Denominational diversity within the structure of the chaplaincy contributes to mission accomplishment and fosters vitality within the chaplaincy itself. Maintaining reasonable promotion opportunities for Chaplains of diverse denominations is considered to enhance denominational diversity.

B-4. The Total Warrant Officer System

a. Warrant officers are by definition skilled technicians and trainers whose career patterns are narrowly focused on their technical qualifications. Their assignments will normally be repetitive in order to maintain their technical skills at a high level. In those instances where warrant officers have been employed in jobs outside their specialties, the quality of their performance may be considered to bear upon their versatility and potential, but it is only under special circumstances that such assignments may be viewed as amplifying or improving the technical skills for which they are trained.

b. The board must be aware that warrant officer assignment and duty patterns may vary greatly between the Active Army and the RC. Assignments for RC members are characterized by geographical stability and repetitive duty assignments in the same organization. Such assignment stability is consistent with the specialization in warrant officer career management fields.

c. Although education is an important factor in enhancing a warrant officer's potential value to the Army, comparison of nominees on the basis of either civilian or military education attainments must be tempered by an awareness that educational opportunities vary widely by warrant officer specialty and location. College credit and degree attainment can be viewed as indicators of individual initiative dependent on the opportunity to attend courses.

**Appendix C
Reporting Requirements**

C-1. Reports

The following board reports to the SA will be completed prior to recess.

a. The board will identify all officers considered, placing them in one of the two status groups listed in table C-1 and submit the lists in the board report to the SA.

Table C-1
Required board reports

Status	Competitive category
Recommended for promotion	APL, Chaplains, Army Nurse Corps, DC, MC, Medical Service Corps, Army Medical Specialist Corps, Veterinary Corps, CW3, CW4, CW5
Not recommended for promotion	APL, Chaplains, Army Nurse Corps, DC, MC, Medical Service Corps, Army Medical Specialist Corps, Veterinary Corps, CW3, CW4, CW5

b. Preface each of the above lists as follows:

(1) *Recommended.* “The board, acting under oath and having in view the special fitness of officers and the efficiency of the Army, has carefully reviewed the record of every officer submitted to it for consideration as specified in the MOI. In the opinion of the majority of the members, the officers named on the enclosures are fully and best qualified (fully qualified for CW3 and CW4) through ability, length of service, and particular skills to assume the duties of the next higher grade and to meet the needs of the Army as depicted in the instructions to the board. They are hereby recommended for promotion.”

(2) *Not recommended.* “The board, acting under oath and having in view the special fitness of officers and the efficiency of the Army, has carefully reviewed the record of every officer submitted to it for consideration as specified in the MOI. In the opinion of the majority of the members, the officers named on the enclosures are not considered fully and best qualified (fully qualified for CW3 and CW4) to perform the duties or assume the responsibilities normally expected of the next higher grade to meet the needs of the Army as depicted in the instructions to the board. Therefore, they are not recommended for promotion.”

c. On completion of board deliberations, the board president, board members, and board recorder (recorders for multipanel mandatory boards, or if more than one recorder is assigned to a single panel or USAR position vacancy board) will certify in the board report items (1) through (6), below—

(1) That, to the best of your knowledge, the board complied with the instructions given to it.

(2) That board members were not subject to, or aware of, any censure, reprimand or admonishment resulting from the recommendations of the board, or the exercise of any unlawful function within the authorized discretion of the board.

(3) That board members were not subject to, or aware of, any attempt to coerce or improperly influence any action in the formulation of the board’s recommendation.

(4) That board members were not party to, or aware of, any attempt at unauthorized communications.

(5) That, to the best of your knowledge, the board carefully considered the records of every officer whose name was furnished to the board.

(6) That the officers recommended for promotion are, in the opinion of the majority of the board members, fully qualified and best qualified (fully qualified for CW3 and CW4) to meet the needs of the Army among officers whose names were furnished to the board.

d. Statistical summaries to indicate component and skill or specialty selection results, as appropriate, will be attached to the report. The board recorder will provide appropriate formats. Additionally, any shortfalls in meeting competitive category, military occupational specialty (MOS)/specialty objectives, or grade (CW3, CW4, and CW5) objectives will be addressed.

C-2. Show cause

a. Separate attest rosters for ARNGUS (to be considered by captain through colonel mandatory promotion selection boards only) and USAR officers (to be considered by CW3 through colonel mandatory promotion

selection boards and USAR position vacancy boards) will be prepared for officers recommended to be required to show cause for retention in an active status.

b. The above list(s) should be prefaced as follows: “*Consideration for ‘show cause’*. The board, acting under oath and having in view the special fitness of officers and the efficiency of the Army, has carefully reviewed the case of every officer submitted to it for consideration, as specified in the instructions to the board. In the opinion of the majority of the members, the officers named on the enclosure(s) should be required to show cause for retention in an active status in accordance with AR 135–175 or AR 600–8–24 as appropriate.”

c. Case summaries that present the board’s rationale for each recommendation to show cause for retention in an active status will be attached to the report.

C–3. After action report

a. The board president will highlight collective observations, concerns, and recommendations of the board with regard to the selection process and officer personnel management. In particular, the AAR will address specific personnel management concerns that relate to the board’s inability to meet any selection objective, goal, or requirement. The convening authority may request, in writing, that the board president address specific questions in the AAR.

b. The board recorder will provide a sample format. The board president may modify this format in order to record the comments of the board in a concise, logical manner and may include additional observations or address other issues.

c. The board president will attach to the AAR—

(1) Additional statistical summaries in the appropriate format as provide by the board recorder.

(2) Case summaries that present the board’s rationale for each recommendation for involuntary separation. The DCS, G–1 or a designee will use these case summaries in deciding whether to initiate involuntary separation action.

Appendix D Officer Education

D–1. Military education and professional training for other than warrant officers

Officers competing for promotion must satisfy the military education requirements set forth in AR 135–155, chapter 2, for their respective grades.

a. Officers participating in the Specialized Training Assistance Program (STRAP) do not have to complete the AMEDD resident Officer Basic Course until 3 years after the completion of their STRAP training program (the end of their stipend phase). For the purposes of this board, officers participating in the STRAP program in their stipend phase, or those officers who have completed their stipend phase within the last 3 years as of the convene date of the board, are exempt from the military education requirements set forth in this MOI and AR 135–155.

b. Former warrant officer PAs now commissioned officers designated in the Army Medical Specialist Corps with area of concentration 65D (physician assistant) who successfully completed either the Warrant Officer Orientation Course, the Warrant Officer Entry Course, or Warrant Officer Basic Course (WOBC) are granted constructive credit for the AMEDD Officer Basic Course.

c. The military education requirements of AR 135–155, table 2–2, do not apply with regard to the promotion to the grades of major, lieutenant colonel, and colonel for all AMEDD officers, except Medical Service Corps officers with medical functional area 70 or area of concentration 67J.

D–2. Civilian education and professional training for other than warrant officers

The appropriateness and amount of education the officer has obtained from civilian institutions should be evaluated. Some officers have had considerable civilian schooling in support of their professional development. The type and importance of the schooling and achievement of the officer as a student must be

considered. Particular attention must be given to civilian education obtained at the direction of the Army. However, officers who do not have and who are not required to have such schooling must not be penalized. As with command, this may be a matter beyond their control.

a. Baccalaureate degree requirement.

(1) Except as provided below, officers under consideration must possess a baccalaureate degree from an accredited educational institution no later than the day prior to the convene date of the board in accordance with Section 12205, Title 10, United States Code, or AR 135–155, as appropriate.

(2) Army Nurse Corps officers are required to possess a baccalaureate degree in nursing for promotion to major. Nurse anesthetists (area of concentration 66F) who hold a baccalaureate degree in any field are considered educationally qualified.

(3) Officers appointed to the grade of major or lieutenant colonel before 1 October 1995 must possess a baccalaureate degree unless:

(a) The officer was appointed to the grade of captain before 1 October 1995; or

(b) The officer is appointed in or assigned for service in a health profession for which a baccalaureate degree is not a condition of original appointment or assignment.

b. Inapplicability or waiver of the baccalaureate degree requirement.

(1) *Captain.* Army Nurse Corps officers who were not ordered to active duty concurrently with their appointment as a reserve officer are not required to possess a baccalaureate degree for promotion to the grade of captain.

(2) *Major.* The following officers are not required to possess a baccalaureate degree for selection for promotion to the grade of major:

(a) Army Nurse Corps officers appointed before 1 October 1986.

(b) All officers, other than Army Nurse Corps officers, appointed before 1 October 1987.

(3) *Waiver.* Certain officers commissioned through the Army Officer Candidate School program may have received a waiver from the SA to the baccalaureate degree requirement. The files of those officers who have obtained a waiver from the SA have been annotated accordingly.

c. Methods of proof.

(1) RC AMEDD officers (other than Army Nurse captains who were not ordered to active duty concurrently with their RC appointment) are presumed to possess a baccalaureate degree.

(3) Judge Advocate General's Corps officers may be considered to possess a baccalaureate degree.

(4) Except for officers who have received a waiver of the degree requirement and Army Nurse captains who were not ordered to active duty concurrently with their Reserve appointment, officers appointed to, or Federally recognized in, the grade of captain or above after 30 September 1995 may be presumed to possess a baccalaureate degree from an accredited institution.

(5) All other officers must prove possession of a baccalaureate degree using one or more of the documents listed below (entries on the DA Form 2–1/ORB are insufficient):

(a) Transcript or diploma from an accredited institution.

(b) Active Army ORB contained on the soldier's OMPF.

(c) Official orders from the United States Military Academy, the United States Air Force Academy, or the United States Naval Academy that placed the officer on the active duty list.

(d) Official orders from the Coast Guard Academy that placed the officer on active duty.

(e) For officers commissioned through the Reserve Officers' Training Corps program after 15 May 1993 (except for those commissioned under the Early Commissioning Program under provisions of AR 145–1, section II) a DA Form 71.

(f) In addition to documents noted above, an Army Nurse Corps officer who has completed an extended tour of active duty prior to serving in the RC may establish proof of a baccalaureate degree by establishing proof of such active duty service. Only documents listed below may be used to establish proof of active duty service:

1. DA Form 5074–1–R.

2. Active Army ORB.

3. Assignment orders ordering the Army Nurse Corps officer to active duty for an extended tour of active duty.
4. DD Form 214 and/or DD Form 215 showing separation from active duty.

D-3. Warrant officer education

a. Changes affecting the structure of warrant officer training took effect 1 October 1993. At that time, the former Warrant Officer Training System was redesignated the Warrant Officer Education System (WOES) as a direct result of an initiative contained in the Warrant Officer Leader Development Action Plan approved by the Chief of Staff, Army, in February 1992. This was done in order to be in line with the officer and noncommissioned officer education systems—the Officer Education System and Noncommissioned Officer Education System, respectively. The WOES is outlined in DA Pamphlet 600-11 and consists of: Warrant Officer Candidate School, WOBC, Warrant Officer Advanced Course (WOAC), Warrant Officer Staff Course, and Warrant Officer Senior Staff Course.

b. The organization of the WOES, as outlined in paragraph D-3a, established the military education courses required for promotion; for promotion to—

(1) CW3, the necessary course is Warrant Officer Training or WOBC

(2) CW4, the necessary course is Senior Warrant Officer Training (SWOT) or WOAC (formerly SWOT).

(3) CW5, the necessary course is SWOT or WOAC and Master Warrant Officer Training or Warrant Officer Senior Staff Course.

c. For warrant officers appointed prior to 1 October 1987, there was no requirement for WOBC. Therefore, they are considered educationally qualified for promotion to CW3. Warrant officers appointed on or after 1 October 1987 must complete WOBC or be given constructive or equivalent credit by the appropriate proponent for promotion to CW2. Because there is no additional requirement for promotion to CW3, possessing the grade of CW2 and the appropriate MOS is deemed prima facie evidence of educational qualification and requires no additional documentation. For former commissioned officers tendered direct appointments, proof of completion of Warrant Officer Training/WOBC or constructive or equivalent credit from the appropriate proponent must be provided for selection to CW3. For aviators, the document awarding the aeronautical rating as an Army aviator is proof of completion of required training for selection to CW3.

d. CW3s selected for promotion to CW4 prior to 1 January 1994 received constructive credit for completion of WOAC. CW3s considered for promotion after 1 January 1994 must complete WOAC or have previously completed SWOT to be considered educationally qualified for selection.

e. The minimum military education requirement for promotion selection to CW4 for all specialties is completion of either SWOT or WOAC. Warrant officers possessing primary MOS specialty 640A (veterinary services technician) or 670A (health services maintenance technician) must attend the AMEDD Officer Advanced Course.

g. Warrant officers possessing the grade of Master Warrant 4/CW4 may be presumed to have completed SWOT/WOAC or have been granted a waiver from the appropriate authority. No further proof of attendance/waiver is required.

h. Completion of Master Warrant Officer Training/Warrant Officer Senior Staff Course is not required for selection to CW5. Upon selection for promotion to CW5, officers will be scheduled to attend the Warrant Officer Senior Staff Course. Accordingly, no proof of completion of these courses is required.

D-4. Civilian education and professional training

a. *Goals.* The civilian education requirement for appointment as a warrant officer is graduation from high school graduate or a school of comparable level, or passing the General Education Development test (high school level or higher). The civilian education goal for all warrant officers is the attainment of an associate degree (or its equivalent) by the 8th year of warrant officer service and a baccalaureate degree by the 13th year of warrant officer service. College credit and degree attainment can be viewed as indicators of individual initiative dependent on the opportunity to attend college courses.

b. Opportunity. Although education is an important factor in enhancing potential value to the Army, comparison on the basis of civilian education attainment must be tempered by an awareness that educational opportunities vary widely by MOS. For example, many warrant officers do not always have the opportunity to attend college classes because of the geographical requirements of their MOS.

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
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Distribution:

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