MILPER Message Number
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Proponent
AHRC-PDV-PE

Title
FY21 Regular Army (RA)/United States Army Reserve (USAR) Active Guard Reserve (AGR) Sergeant First Class (SFC) Evaluation Board Announcement Message

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https://www.hrc.army.mil/Milper/20-193

A. Army Directive 2019-15 (Enlisted Centralized Selection Boards), 4 Apr 19.

B. HQDA Memorandum (DAPE-ZA), 17 Jun 20, subject: HQDA FY21 NCO Evaluation Boards.

C. AR 350-1 (Army Training and Leader Development), 10 Dec 17.

D. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 19.

E. AR 600-8-104 (Army Military Human Resource Records Management), 7 Apr 14.

F. AR 601-280 (Army Retention Program), 1 Apr 16.

G. AR 614-200 (Enlisted Assignments and Utilization Management), 25 Jan 19.

H. AR 623-3 (Evaluation Reporting System), 14 Jun 19.

I. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 Dec 16.

J. AR 640-30 (Photographs For Military Human Resource Records), 9 Dec 19.

K. Army Directive 2016-19 (Retaining a Quality Noncommissioned Officer Corps), 26 May 16.

L. DA Pam 623-3 (Evaluation Reporting System), 27 Sep 19.

M. MILPER Message 19-210, 19 Jul 19, AHRC-EPF-M, subject: Procedures for the FY20 Qualitative Management Program (QMP).

N. HQDA Memorandum, DAPE-ZA, Expanded application of Headquarters, Department of the Army (HQDA) Bar to Continued Service.

1. This MILPER Message will expire NLT 21 Oct 21.

2. In accordance with (IAW) references (A and B), a Headquarters, Department of the Army (HQDA) Board is scheduled to convene at the DA Secretariat, Fort Knox, KY, on or about 20 Oct 20, to evaluate Sergeant First Class (SFC) Regular Army (RA) and United States Army Reserve, Active Guard Reserve (USAR AGR) Noncommissioned Officers (NCOs).

3. **Policy**.

a. Authorized by the Secretary of the Army (reference A), the Army continues to expand the application of order of merit lists (OMLs) generated by a Headquarters, Department of the Army (HQDA) centralized boards to improve readiness, noncommissioned officer (NCO) professional development, and professionalism of the NCO Corps. Board OMLs rank NCOs in accordance with Army doctrine and proponent guidance based on talent (skills, knowledge, and behaviors), identifying NCOs as most qualified (MQ), fully qualified (FQ), not fully qualified (NFQ), and not fully qualified for retention (NFQ-R). This remains a talent management effort.

b. This board will evaluate the performance and potential of all eligible NCOs based on Army doctrine and proponent guidance for the purpose of creating an OML to inform a myriad of human resource decisions designed to ensure individuals are employed within their talent set. These management decisions include, but are not limited to:

(1) Selection for training to attend the Master Leaders Course (MLC) for the purpose of satisfying the Army's Select, Train, Educate, Promote (STEP) policy and to further qualify NCOs for potential promotion to Master Sergeant (MSG) based on merit.

(2) Following the promotion of NCOs currently residing on the FY19 MSG Promotion Selection List, inform a monthly promotion selection process for pin-on to MSG based on requirements by military occupational specialty (MOS), as needed.

(3) Informing assignment decisions to key developmental positions or against strategic broadening opportunities to deliberately manage the talents each individual Soldier possesses instead of simply distributing people.

(4) Identify individual NCOs whose performance and potential is substandard (NFQ-R); resulting in the initiation of a Headquarters, Department of the Army Bar to Continued Service.

(5) Identify select SFC's for potential denial of continued service based on qualitative grounds (Qualitative Management Program (QMP) (reference l) based on the filing of a qualifying document within their Army Military Human Resource Record (AMHRR).

c. The established eligibility criteria for consideration by this board ensures identification of highly qualified, broadly skilled, and experienced NCO leaders who have been developed to assume higher levels of responsibility.

d. Once established as eligible for consideration by the board, Soldiers are not authorized to opt out of consideration. All eligible NCOs will be evaluated and placed on an OML.

e. Individuals will learn their OML standing through the Army Career Tracker. Based on this annual evaluation, NCOs will be able to identify how they compare with their peers by career progression MOS and rank. Instructions on how to access this will be provided when the board results are released.

f. All RA and USAR (AGR) NCOs previously selected for promotion who currently promotable to MSG based on their earlier selection for promotion (FY19 promotion selection lists and earlier) are grandfathered and not subject to the revised promotion policies established in this memorandum until such time they are either promoted to SFC or MSG or removed from the SFC or MSG promotion selection list for valid reasons (lose their promotable status). Both the RA and USAR AGR will fully transition from the previously approved promotion selection list policies (exhausting the FY19 MSG Promotion Selection Lists) prior to incorporating a revised month-to-month promotion selection process which will be announced at a later date. Additionally, the transition timeline and procedures for utilization of OMLs stemming from the NCO evaluation board process to inform monthly promotion selections for USAR TPU will also be announced at a later date.

4. **Board eligibility criteria** (for consideration and placement on an OML).

a. Eligibility criteria will be set and firmly established as of 30 Sep 20, 0001 EST for this board. Changes made after this DTG will not impact eligibility. It is essential all commanders, S-1s, and affected NCOs take appropriate action to ensure data accuracy prior to this established DTG. Eligibility data (rank, date of rank, basic active service date, and date of birth) changes after 30 Sep 20 will not impact board eligibility.

b. The board will consider and evaluate the Army Military Human Resource Record (AMHRR) of all RA and USAR AGR Soldiers meeting the following criteria:

RA / AGR	SFC
RA / AGR DOR	21 Apr 19 and earlier
RA / AGR BASD	30 Jun 00 and later
RA / AGR DOB	30 Jun 64 and later

5. **Ineligibility criteria**.

a. All NCOs previously selected for promotion to MSG by an FY19 MSG Promotion Selection Board (or earlier) who are actively in a promotable status and reside on a previously approved promotion selection list.

b. NCOs with an approved retirement/involuntary separation date under the QMP (IMREPER codes 9M and 9L).

c. Retiree recalls of USAR sanctuary Soldiers serving in an active status.

6. **Suspense dates** are as follows:

NCOER	NLT 9 Oct 20
Letter to the President of the Board	NLT 1700 EST/EDT 10 Oct 20
AMHRR updates	NLT 1700 EST/EDT 9 Oct 20
Photo accepted in DAPMIS	13 Oct 20
My Board File (MBF) availability timeline	22 Aug 20 – 13 Oct 20
Soldier Record Brief (SRB) updates for AGR NCOs	NLT 1700 EST/EDT 7 Oct 20
Soldier Record Brief (SRB) updates for RA NCOs	NLT 1700 EST/EDT 16 Oct 20

7. **Written Communication to the Board**:

a. Soldiers eligible for evaluation by this board may write to the president of the board to provide documents and information drawing attention to any matter concerning themselves that they feel is important to their consideration as set forth in reference D. Although authorized, it is only encouraged when there is something that is not provided in the Soldier's records that the Soldier feels will have an impact on the board's deliberations. Correspondence will be addressed to: President, FY21 RA/USAR (AGR) SFC Evaluation Board, AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5407. Signed correspondence may be scanned and emailed to: usarmy.knox.hrc.mbx.das-board-select@mail.mil. Do not send correspondence to iPERMS. Third party communications from other parties on behalf of eligible NCOs will not be accepted or forwarded to the evaluation board. Communications containing criticism or reflection upon the character, conduct, or motives of eligible NCOs will not be accepted or forwarded to the evaluation board. Letters must be submitted NLT 10 Oct 20.

b. As a matter of due process and consistent with current policies (reference I), Soldiers previously notified of their potential denial of continued service by the QMP are authorized to submit matters of mitigation or extenuation for consideration to the President of the Board. These matters must be submitted as a single document and organized in the manner to be presented to the board. Documents already filed on the AMHRR should not be included as the board will already have access to them. This correspondence will be address: President, FY21 RA/USAR(AGR) SFC QMP Board, (AHRC-PDV-S), 1600 Spearhead Division Avenue Dept 471, Fort Knox, KY 40122-5407. Memorandums may be scanned and sent via email to usarmy.knox.hrc.mbx.epmd-transition-branch@mail.mil Matters of mitigation or extenuations must be submitted NLT 10 Oct 20.

8. **Evaluation Reports**:

a. Senior raters should provide a current and accurate evaluation for NCOs considered by the selection board. HRC will carefully screen evaluations for format inconsistencies or impermissible content. To that end, the suspenses listed below are established to ensure sufficient processing time prior to the board convene date. Senior raters retain the authority to submit regular reports up to 90 days from the thru date of the report, as specified in AR 623-3, para 3-9b(3)(b)7(f). Senior raters may consider submitting an optional NCOER based upon intervening suspenses as appropriate in order to ensure it is seen by the board. Reminder, optional reports are at the discretion of the rating chain.

b. In order to be considered by the board, all mandatory or optional Non-Commissioned Officer Evaluation Reports (NCOER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 9 Oct 20. To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible NCOs are expeditiously processed.

c. NCOERs will be prepared on the appropriate DA Form 2166-9 series NCOER form within the Evaluation Entry System (EES) and submitted to HRC via EES. If unable to access and submit evaluations within EES, hard copy DA Form 2166 series NCOERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox KY 40122-5407. Access to EES is available at the following link: https://evaluations.hrc.army.mil. If unable to access EES, DA Form 2166-9 series NCOERs can be obtained from the Army Publishing Directorate's webpage at the following link: https://www.apd.army.mil/.

(1) Sending NCOERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created .pdf-f evaluations outside of EES. A standard operating procedure covering process for scanning and emailing NCOERs from deployed units is available upon request.

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

d. Code 09, Complete-the-Record Report.

(1) A code 09, Complete-the-Record NCOER, is "optional" for NCOs who meet the criteria pursuant to AR 623-3, paragraph 3-57.

(2) The required "Thru Date" for Complete-the-Record Reports (Code 09) is 11 Jul 20. All Complete-the-Record NCOERs for this board will be required to be prepared and submitted on the appropriate DA Form 2166-9 within EES or found on the Army Publishing Directorate's webpage.

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

(4) All other reports (mandatory or optional), excluding Complete-the-Record Reports (Code 09), will have "Thru Dates" that reflect the date of the event that is the reason for the report.

e. Reports which are received by HRC Evaluations Branch for processing by 9 Oct 20 will be placed in the NCO'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 9 Oct 20 or earlier and the evaluation is free of errors, it will be completed in time for the selection board.

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

g. AERs.

(1) AERs prepared on NOV 2015 dated forms having "THRU DATES" of 31 August 2019 and earlier must be mailed hard copy to CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept #470, Fort Knox, KY 40122-5407. Emailing of AERs is not authorized and will not be accepted. DA Form 1059 series AERs, dated NOV 2015 will no longer be utilized for AERs with a THRU date of 1 September 2019 or after. DA Form 1059 series AERs dated NOV 2015 received having a THRU date of 1 September 2019 or later are invalid and will not be processed.

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

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

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

h. Career managers, board support personnel and Interactive Personnel Electronic Records Management System (iPERMS) support personnel are not authorized to place any evaluations directly into the AMHRR. All evaluations must process through the HRC Evaluations Branch using normal processing channels into the AMHRR and then into the NCO's board file.

9. **This board will utilize the "MBF" application**.

a. Only those NCOs who are eligible for consideration by this board are authorized to access MBF. MBF opens on 22 Aug 20 and closes on 13 Oct 20.

b. NCOs must review and certify their board files electronically through the RA or AGR MBF application at https://www.hrc.army.mil/content/Tools%20and%20Applications%20Directory, under Promotions click on the "MBF" for Active Soldiers (RA) or Reserve Soldiers (AGR) icon.

c. NCOs needing assistance updating their AMHRR, SRB or Photo should contact their S1/MPD/MIL HR office. Leadership should ensure that all eligible NCOs access, thoroughly review and certify their board file.

d. NCOs are responsible for reviewing and updating their board file. HRC Career Managers will not review individual board files since this is a responsibility for each individual NCO. Failure to update the MBF does not constitute a basis for a STAB.

10. **Updating the AMHRR**.

a. NCOs may view their AMHRR online at https://iperms.hrc.army.mil.

b. For additional information on updating board documents in iPERMS refer to https://www.hrc.army.mil/content/10927 or on Facebook at https://www.facebook.com/iPERMS.

c. Documents sent to the iPERMS board support e-mail address (para 15e) for filing into iPERMS will not be accepted; contact your HR professional. S1/Unit Administrator (UA)/Military Personnel Division (MPD) are authorized to submit required AMHRR documents into iPERMS using the web upload feature. Click https://www.hrc.army.mil/asset/14900 to access the AMHRR required document list. All documents must include your full name and complete 10 digit Department of Defense Identification number (DODID). If the DODID is not available, documents must include complete 9-digit Social Security Number.

d. All AMHRR update submissions must be received NLT 9 Oct 20 to allow for sufficient processing time. Ensure S1/UA/MPD/ type the word "board" in the container field of the batch for priority processing. Write down the batch number for future reference. All updates to the Performance folder of the AMHRR will populate your board file but there is typically a delay involved.

e. The Board Support Team does not have access to systems that update the board file or ERB.

f. Do not submit NCOERs or AERs (DA Form 1059) to IPERMS via web upload or email. They must go to the Evaluations Branch for processing. Follow the procedures in paragraph 8 of this message for all evaluation related documents and issues.

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

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

i. For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: usarmy.knox.hrc.mbx.iperms-board-support@mail.mil.

11. **Official photographs**.

a. These boards will review the official photograph in digital format stored in Department of the Army Photograph Management Information System (DAPMIS). In view of the emphasis on official photographs, NCOs are encouraged to review their official photograph in accordance with the guidelines in AR 640-30. If needed, go to: https://vios.army.mil to find your nearest DAPMIS photographic facility location. If unable to see your DA Photo in DAPMIS within three duty days after the photo was taken, contact the installation photographic facility for assistance. Photographs must be accepted in DAPMIS NLT 13 Oct 20 to allow for required processing time.

b. The minimum official photograph frequency for NCOs is every five (5) years. However, a change in physical and/or uniform appearance, such as a change in weight (gain or loss), awards (Army Commendation Medal or higher), and/or rank, require an official photograph update.

c. NCOs assigned to an area (including hostile fire areas) where photographic facilities are not available or where conditions prevent them from being photographed, are temporarily exempt from submitting new photographs. These NCOs will be photographed within 90 days of return to an area where photographic facilities are available. Additionally, female NCOs who are due for a required update during pregnancy are exempt from the requirement until six (6) months after pregnancy. Any photograph that is older than five (5) years will be purged from DAPMIS IAW AR 640-30.

d. The Army Service Uniform (ASU) is the only authorized uniform to wear pursuant to AR 640-30. Hardcopy photographs are no longer accepted.

12. **Updating the Soldier Record Brief (SRB):**

a. RA SRBs for all NCOs are automatically updated in the MBF. There is a three (3) duty day delay from when the update is made in eMILPO until the SRB change is reflected in the MBF.

b. AGR SRBs for all NCOs will be refreshed in the MBF on 8 Oct 20, after 1700 hrs. Ensure any updates to your SRB are complete NLT 7 Oct 20.

13. Points of Contact:

a. Board Eligibility (not My Board File): Regular Army at usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil, USAR AGR at usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil or 502-613-9015/9014 (DSN 983).

b. Board Support (My Board File): usarmy.knox.hrc.mbx.das-board-select@mail.mil or 502-613-6446 (DSN 983).

c. NCOER Policy: usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil or 502-613-9019 (DSN 983).

d. Military Schools Branch: usarmy.knox.hrc.mbx.epmd-ncoes-operations@mail.mil or 502-613-5916.

e. For correction(s) to existing documents filled into your AMHRR/IPERMS record, contact the Army Soldier Records Branch, Board Support Team. Please email request to usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. The Board Support Team line is DSN 983-9990, press 2 or commercial (502) 613-9990, press 2. Do not send AMHRR documents to this e-mail address; follow procedures in paragraph 11 (above). Documents emailed for filing into iPERMS will not be accepted; contact your HR professional.

f. SMU managed Soldier information: 502-613-6822.

g. AC SRB Updates: local S1/MPD. AGR SRB Updates: local S1/MPD (if below the line unit), if above the line unit go to the PAB POC listed below.

h. PAB POC for AGR Soldiers: RPMD (Reserve Personnel Management Directorate) Enlisted AGR Actions usarmy.knox.hrc.mbx.rpmd-ord-enl-agr-actions@mail.mil or 502-613-5964.

i. Photo submission: local S1/MPD.

j. For official photographs, find your nearest Army DAPMIS photographic facility location use the following link: https://vios.army.mil. If unable to locate an Army photographic facility, please email request to usarmy.knox.hrc.mbx.persinsd-dapmis@mail.mil. The DAPMIS team line is DSN 983-9990, press 4 or commercial (502) 613-9990, press 4.