



*OER/ORB RECONCILIATION AND*  
**PREPARING FOR  
YOUR PROMOTION  
SELECTION BOARD**

Overall Classification of this brief is:  
**UNCLASSIFIED//FOUO**





# FY16 MAJ ACC PSB



## Quick Look:

- **Board Convenes:** 13JUL16 – MILPER 16-091
- **All AD Officers** promoted to CPT thru 22JUL12 will be considered for Promotion
- **“Best Qualified” Board:** projected ~70% Promotion Rate
- **Board Members Review Each Officer’s File**
  - Typical Review Order: DA Photo, ORB, OERs and AERs in chronological order (most recent to least)
- Board Members Score Each Officer On a Scale of 1 to 6+ Using a Board-Specific Word Picture (example to the right)
- **Board Recesses:** o/a 10AUG16
- **HRC board preparation checklist can be found here:**  
<https://www.hrc.army.mil/TAGD/Board%20Preparation%20checklist>



## MOCK PROMOTION WORD PICTURE

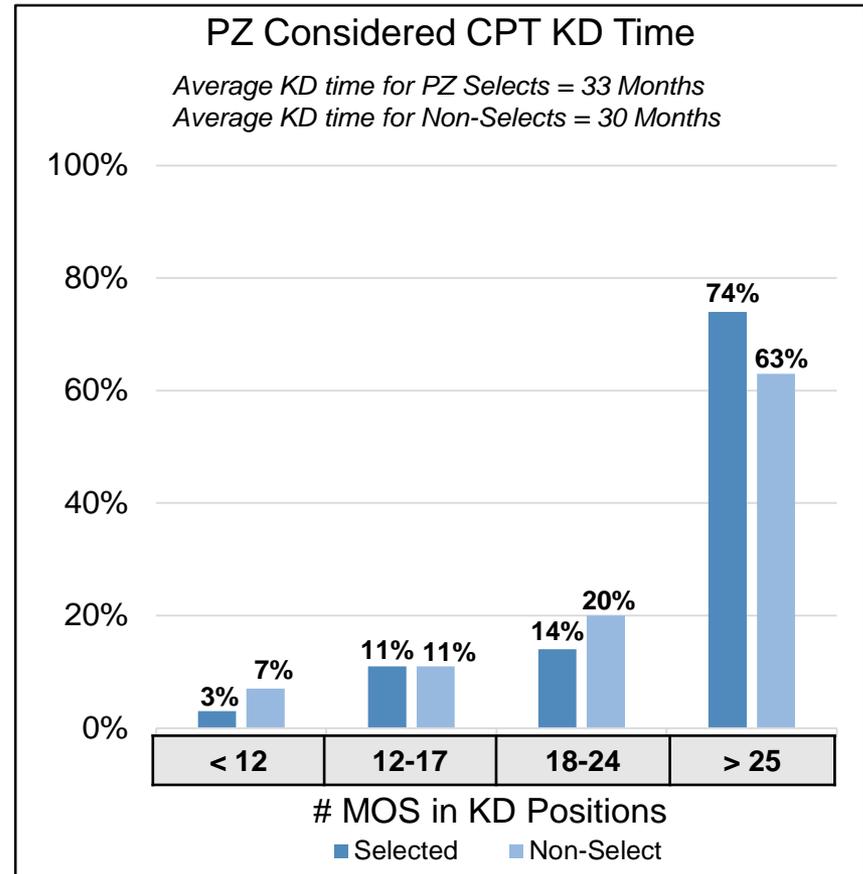
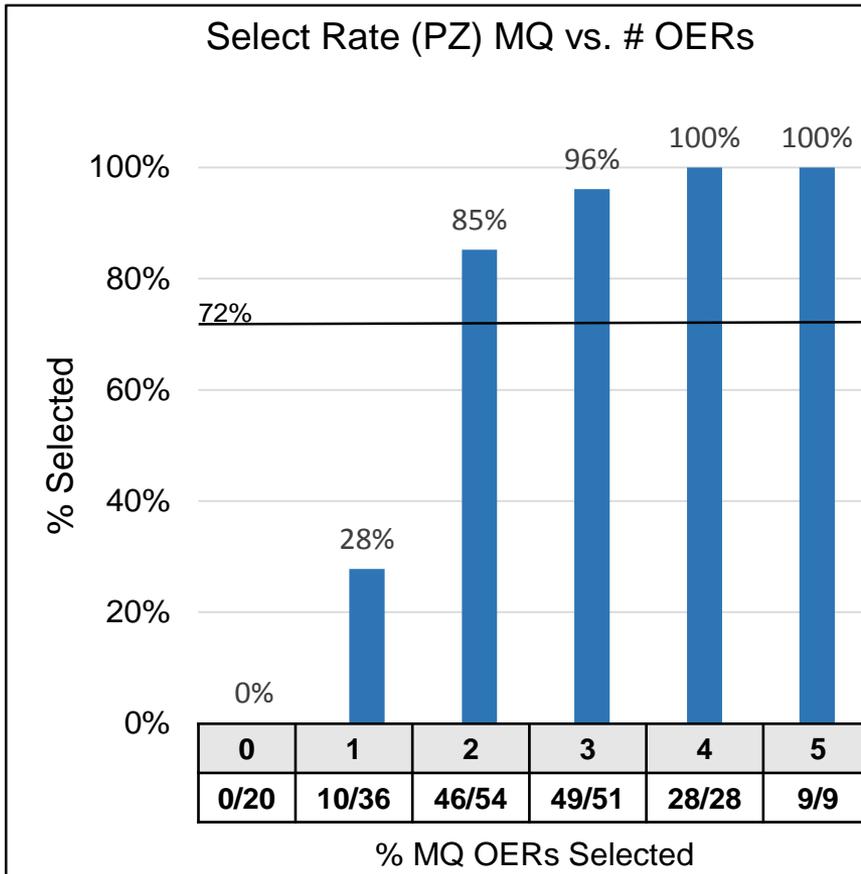


- 6 +/-** Top Few  
Superior Performer  
Superior Potential
  - 5 +/-** Select Ahead of Peers  
Outstanding Performer  
Outstanding Potential
  - 4 +/-** Select with Peers  
Solid Performer  
Good Potential
  - 3 +/-** Select if there is a Requirement  
Average Performer/Potential
- 
- 2 +/-** Do not Select  
Weak Performer
  - 1** Show Cause Consideration
- FULLY QUALIFIED**  
**NOT FULLY QUALIFIED**

ACC MAJ	AZ		PZ		BZ	
	Elig/Sel	%	Elig/Sel	%	Elig/Sel	%
Army	709/142	20	2184/1521	69.6	2887/78	2.7
OSD	208/42	20.2	577/395	68.5	697/19	2.7
MI FY15	67/15	22.4	199/143	71.9	262/5	1.9
MI FY14	42/2	4.8	182/112	61.5	246/9	3.7
MI FY13	22/1	4.5	217/163	75.1	241/23	9.5



# FY 15 CPT to MAJ Promotion Board Analysis



- Performance and stated potential across the breadth of officers' files were the primary factors for selection regardless of positions.
  - The majority of selects had two or more ACOM/MQ with >25 months of KD.



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# DA Photos



Applicable Regulations: AR 640-30 Photographs for Military Human Resources Records | AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) | AR 600-8-22 (Military Awards)

## Your DA Photo is your lasting first impression

- Overall military bearing
  - Physically fit
  - Well groomed
  - Most current version of uniform

### MILPER Content

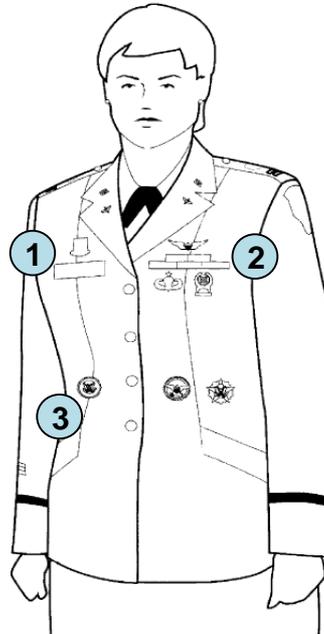
- ASU only
- Photographs must be accepted in DAPMIS NLT **08JUL16** to allow for processing
- Update your photo when a major change: physical/uniform appearance (weight change), awards (ARCOM or higher), promotion
- Temporary Exemptions – Officers:
  - Assigned to an area where photographic facilities are not available
  - Pregnant, until 6 mos after pregnancy

### Preparing for Your Board: DA Photo

- Photo appointments: <http://www.vios.army.mil/>
- 3 days to accept/reject the image. System automatically accepts photo on 4<sup>th</sup> duty day
- Updated DA Photos are pulled into MBF every 3-4 days

JONES, CHERI L.  
111-11-1111  
05 05 11  
CPT, AV

A0555



## Avoid Common Errors

- 1 Check your ORB & DA Photo. **Your Regimental Affiliation should reflect on both.**
- 2 **Awards and badges you wear should reflect on your ORB.** Ensure SI-producing badges also reflect in Assignment Information (Section I) and MILED (Section VI). Verify supporting documentation is in your AMHRR.
- 3 If eligible, ensure your combat badge, stripes & unit awards **accurately reflect on your ASU/ORB and documentation is in your AMHRR.**
- 4 Have a trusted professional check your uniform before and your photo after taken.
- 5 Review your photo: you should be able to **generally read your nametape.** Smile or don't; what matters is that you **look professional.**

## AR 640-30

c. For all Army Soldiers, commissioned officers (other than general officers and promotable colonels), WOs, and NCOs, color photographs will be taken in digital format as a (jpg file with 300 dpi, 4 x 6 inches and not larger than 350k), without a border, and in the portrait layout using the following procedures:

- (1) Pose the Soldier with head and eyes facing the camera and body turned 15 degrees to the right. The left side of the Soldier's body is closer to the camera.
- (2) Frame the image to the right of the camera center as seen through the camera view approximately 2 inches above the top of the head to approximately 2 inches below the jacket line with both the subject's hands visible.



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# Officer Record Brief



Applicable Regulations: AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) | AR 600-8-22 (Military Awards)

## Your ORB is your resume

It should be readable and precise. Your ORB and DA photo are your handshake with the board

Board members will not see:

- Dwell time
- Marital status/spouse information
- Number of dependents
- Religion

Common issues noted by past board:

- Awards not consistent with AR 670-1
- Inconsistencies with awards worn and listed on the officer's
- ORB, height/weight inconsistent with ORB/OERs

## Preparing for your ORB for a board

Update your ORB. Use this guide and the guidance below to present the most accurate, comprehensive and professional snapshot of your unique career, training and skills

**OFFICER RECORD BRIEF** AR600-8-104 CMAAOF -

ORB TYPE	BRIEF DATE	FUNCTIONAL CATEGORY	DESIG DATE	CNTL BRANCH	COMPONENT	AD GRADE - ADOR	SSN	NAME			
	20160209										
<b>SECTION I - Assignment Information</b>			<b>SECTION II - Security Data</b>			<b>SECTION III - Service Data</b>			<b>SECTION IV - Personal/Family Data</b>		
OVERSEAS / DEPLOYMENT / COMBAT DUTY			INVEST			BASD			Date of Birth		
End Date   CT   MO   S   T   NUMBER OF TOURS			DTEINV			Current PPN			Birthplace		
End Date, # Tours, CBT/OPN/RES Totals Match			CLNC			Basic Date of Apt			Country of Ci		
			<b>SECTION V - Foreign Language</b>			Mo/Days Afcs			Sex/Redcat		
			Language			Mo/Afs			Religion		
			L S R YMPL			Type of Orig Apt			No Dependent Adults/Children 00		
CBT- OPN- RES- Dwell Start Dwell Mo-Days			DLAT			Curr Svc Agmt/Exor Date			Marital Status		
Date Dependents Arrived OS						Date of Proj/Mand Ret			Spouse Birthplace/Cit		
BR Code/MedMos1			<b>SECTION VI - Military Education</b>			2LT-CW1			Pulhes/Date		
Fncnl Area/MedMos2/Smos			<b>CCC GRAD</b>			1LT-CW2			Home of Record at Es		
BRACC/MedMos3			1			COL			Ma		
Fncnl Aoo/Smos Scl			2			BG			Ma		
			3			MG			HT/WT matches photo		
			4			GEN			SECTION X - Remarks		
Skills: Awarded SIs listed here match sections VI, VII and DA Photo (as applicable)			1. Schools match AMHRR docs 2. SI-awarding schools listed			3. Ensure transcripts in AMHRR for each degree			4. Regimental affiliation reflects here		
ASBL			SECTION VIII - Awards and Decorations			Ensure entries here worn in DA Photo and reflect in AMHRR IAW AR 600-8-22					
Pilot Status			Date of Last PCS			Date of Last OER			Org Zip Code		
Rating Dt			SECTION IX - Assignment Information								
			ASGT								
			FROM								
			MO								
			UNIT NO								
			ORGANIZATION								
			STATION								
			LOC								
			COMD								
			DUTY TITLE								
			DMOS								
PROJ			FROM:			ORG:			STATION:		
Current			Dates match OERs and/or deployments			Be consistent			Be consistent (FT BLISS or FORT BLISS)		
1st Prev						Recommend CO, BN, BDE format or the organization as listed on OER			DUTY TITLE: Be consistent (S2 vs S-2)		
2nd Prev									Match to OER duty description		
3rd Prev									Note: deployments here: "(FWD XX)"; Ensure time matches ORB section 1		
4th Prev											
5th Prev											
6th Prev											
7th Prev											
8th Prev											
9th Prev											
10th Prev											
11th Prev											
12th Prev											
13th Prev											
14th Prev											
15th Prev											
16th Prev											
17th Prev											
18th Prev											
19th Prev											
			RECSTA			PBA			CURRUC		
						MPCAD			PSC-CODE		

## Who Updates These Fields?

- Start with your unit S1
- Escalate unresolved issues to your next higher S1
- Then escalate to your installation MPD

## What does MI Branch update? We:

1. Update Awarded AOCs After you've uploaded documentation to iPERMS
2. Update your Professional Military Education After your 1059 is in your iPERMS
3. Add Master's Degrees (and Higher) Once your transcripts are in iPERMS
4. Process Your Regimental Affiliation: Submit DA 4187 requesting regimental affiliation with MI Corps or a regiment with which you've served honorably
5. Add or Correct Your Cohort Year Group



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# Evaluations



Applicable Regulation: AR 623-3 (Evaluation Reporting System)

## Your Evaluations Communicate Your Readiness for Promotion.

MILPER Content

### OERs/AERs to HRC Evaluations NLT

**06JUL16** Evaluations in EES Reporting System with "Received By" 06JUL16/earlier & generally free of errors will be in MBF

**Promotion Report (Code 11):** Mandatory for 1 x NS who meet criteria. Thru Date: 13JUN16

**Complete-the-Record (Code 09):** Optional for qualifying officers. Thru Date: 13JUN16

**Missing OERs/AERs?** Check EES for on-hold or rejected evaluations

### Preparing for Your Board: Evaluations

- Verify all OERs/AERs present in AMHRR
- Determine if you'll receive Code 09, 11 OER with your Rater and unit S1
- Remember you want all of the language in your evaluation to be as specific and emphatic as possible. If your evaluations are vague, the board won't see your strong potential!

### OER ESSENTIALS

Rater assesses Performance | Senior Rater assesses Potential  
5 "Tried and True" SR Narrative Components:

Block Check	Enumeration	Promotion	Schooling	Service Potential, Next Higher Grade
Profile forces distinction	Lead SR sentence sets tone	Assessment of promotion potential	Addresses selective schooling and professional development programs	Highlights most suitable positions

Narrative Element	Extremely Strong/ Exclusive	Very Strong	Strong/Above Average	Average (HQ)	Weak	Very Weak
Enumeration	#1/ Best, #2, #3 of entire rated population ("#3 of 50")	Top 10% Enumeration or better ("#5 of 50") Best of Subset ("#1 of 6 Staff") Top 5% of SR Pop ("top 5% of 48 CPTs I SR")	10-30% or equivalent enumeration of SR profile ("#9 of 37 officers I senior rate") Percentage is not compared to SR profile	Top 30% enumeration equivalent or percentage  No enumeration, % or comparison, to SR Profile	>50% enumeration or percentage  SR does not address potential	Performed duties as assigned  NLJ/ Referred OERs  Negative Comments on potential, performance
	If the Sr Rater does not rate more than 2 officers, there can be other creative ways to compare to previously rated officers.					
Promotion Potential	"BZ Promotion" "Must promote Below the Zone"		"Promote...now", "...Immediately", "...Ahead of peers"	"Promote"	"Consider when eligible" "Promote w/ peers"	Not Mentioned
Schooling Potential	"Select for resident ILE now"		"Select for ILE"	Not Mentioned		Not Mentioned
Service Potential	"Must BCT S2 / S3 / XO now" "A future BN CDR / DIV G2"		"Select for S2/CO Command"	"Groom for (next level)"	Not Mentioned	"Consider for..." "Continue to develop"



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# My Board File



## My Board File (MBF) Is Comprised of:

- AMHRR Performance Folder Files (iPERMS)
- DA Photo (DAMPIS)
- ORB (TOPMIS)

## My Board File Key Dates:

Opens: 14MAY16

Closes: 2400 (EST) on 06JUL16

If there is an error or missing document in your MBF, you must first **correct those items in the sourcing system**. See MILPER 16-091 paragraph 7.

When you and your S1 are scanning board documents to iPERMS, put **“BOARD”** in the comment field. “BOARD” batches are processed within three duty days. Non-Board Batches take up to three weeks to process.

**You Have One Job:** Review and certify your board file electronically via MBF. However, if you fail to validate your board file, you will still be considered by the board.

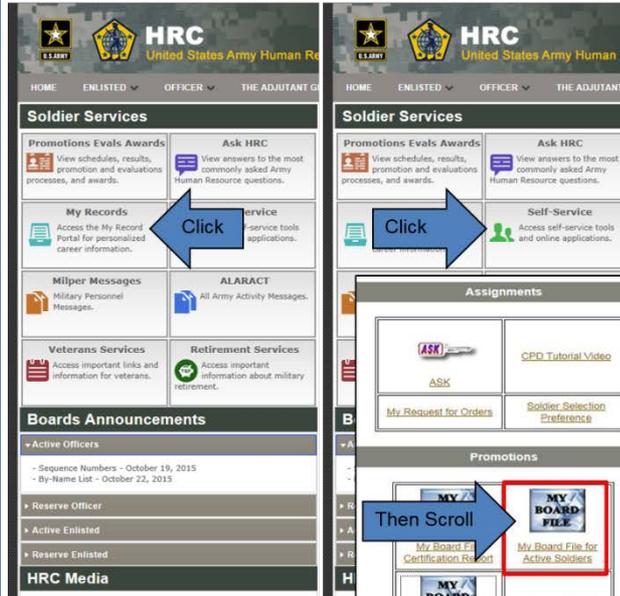
Certifying your board file WILL NOT lock your record. iPERMS and DAPMIS will continue to update until the convene date of the board

**MI Branch doesn't review individual board files because this is your responsibility.** We are here to assist when needed.

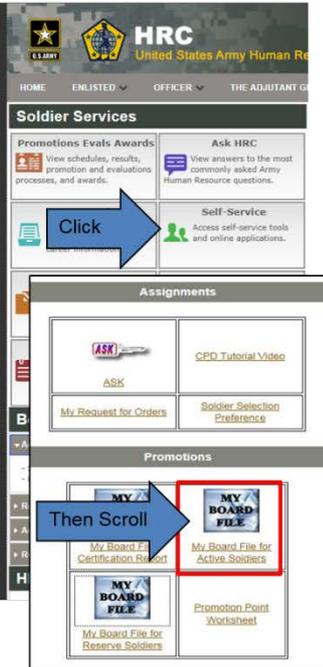
Detailed DA Secretariat Board Preparation Tools:  
[HTTPS://WWW.HRC.ARMY.MIL/TAGD/SELECTION %20BOARDS.](https://www.hrc.army.mil/tagd/selection%20boards)

## Accessing The My Board File Application

Method 1



Method 2



My Board File Application



CAC Login Enabled

## Update Files Early and Demonstrate Tactical Patience

(6) Processing board documents for Active Army and Army Reserve Soldiers.

(a) The Army Selection Board System (ASBS) populates the My Board File (MBF) by extracting from the Performance Folder in iPERMS. Documents must be in the iPERMS performance folder prior to being added to the board file in ASBS and appearing in the MBF. HRC's DA Secretariat Branch updates the MBF 2 to 3 times a week from iPERMS (not every day). The MBF does not update automatically upon a change in iPERMS; there will be a 3 to 5 day delay in the MBF displaying updates from the iPERMS performance folder. KEY: update OMPF early and then wait.

(b) Performance folder documents consist of award certificates, military training certificates, civilian education, disciplinary and evaluations.

(c) When submitting promotion board documents, identify the batch as “Board” in the COMMENT field (not just the header sheet, for example, BOARD (SFC)). Board batches correctly identified will be processed within three business days.



# My Board file Checklist



Use this checklist to ensure that information on you DA Photo, ORB, and AMHRR match

Individual Awards				Service Awards				
Awards	Photo	ORB	OMPF	Awards	Photo	ORB		
	SS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NDSM	<input type="checkbox"/>	<input type="checkbox"/>
	BSM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFEM	<input type="checkbox"/>	<input type="checkbox"/>
	PHM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SWABS	<input type="checkbox"/>	<input type="checkbox"/>
	DMSM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		KCMBS	<input type="checkbox"/>	<input type="checkbox"/>
	MSM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		ACMCS	<input type="checkbox"/>	<input type="checkbox"/>
	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		ICMCS	<input type="checkbox"/>	<input type="checkbox"/>
	JCSM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GWOTE	<input type="checkbox"/>	<input type="checkbox"/>
	ARCOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GWOTS	<input type="checkbox"/>	<input type="checkbox"/>
	JSAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		KDSM	<input type="checkbox"/>	<input type="checkbox"/>
	AAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFSM	<input type="checkbox"/>	<input type="checkbox"/>
	AGCM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HSM	<input type="checkbox"/>	<input type="checkbox"/>
	ARCAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MOVSM	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFRM	<input type="checkbox"/>	<input type="checkbox"/>
						NOPDR	<input type="checkbox"/>	<input type="checkbox"/>
						ASR	<input type="checkbox"/>	<input type="checkbox"/>
						OSR	<input type="checkbox"/>	<input type="checkbox"/>
						ARCOTR	<input type="checkbox"/>	<input type="checkbox"/>
						UNSM	<input type="checkbox"/>	<input type="checkbox"/>
						UNM	<input type="checkbox"/>	<input type="checkbox"/>
						NATO-YUG	<input type="checkbox"/>	<input type="checkbox"/>
						NATO-KOSOV	<input type="checkbox"/>	<input type="checkbox"/>
						NATO-ISAF	<input type="checkbox"/>	<input type="checkbox"/>
						MFOF	<input type="checkbox"/>	<input type="checkbox"/>
						SAKULIBM	<input type="checkbox"/>	<input type="checkbox"/>
						KUKULIBM	<input type="checkbox"/>	<input type="checkbox"/>

Unit Awards				
Awards	Photo	ORB	OMPF	
	PUCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JMUA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	VUA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MUC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ASUA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### General

Photo within five yrs (2 yrs preferred)

Photo at current Rank

Appearance Issues

Weight     Posture

Hair         Arms

Overseas Duty    # Long    # Short

Security Clearance                  Date

Physical less than 5 years old

Height / Weight:    /    Matches OER

Date of last OER (ORB) matches file

Current duty title accurate

Duty titles neat and accurate

Assignment history clean and understandable

### Education

CEL

**ORB**    **OMPF**

Doctorate       

Masters         

Baccalaureate

MEL

**ORB**    **OMPF**

SSC               

JCWS (JPME II)       

CSC (ILE)           

AFMS (SAMS)        

CCC                

BOLC               

Badges	Photo	ORB	OMPF
PRCHTBAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SRPRCHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSTPRCHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AIR ASLT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PFDRBAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RGRT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SP-FR-TB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EIB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EOD-BAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SREODB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSTEODB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARSTFIDBAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JTSTFIDBAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARRIGBD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Joint Data

Joint Points

Joint ASI

JCS  OJD  OSD  ARS  JSO

(Current - C, Has - H, Both - B, P - Pulled)

CSL Status

Contact your Assignment Officer if you have questions concerning this checklist



# Resources



## Key POCs / Contact Information:

- OERs/AERs: All evaluations questions should be directed to the Evaluations Branch. Evaluations can be contacted at [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL) or 502-613-9019 (DSN 983)
- AMHRR/iPERMS inquires for Soldiers currently pending a board should be directed to [USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL) or 502-613-8995 (DSN 983)
- HRC Awards and Decorations website at:  
<https://www.hrc.army.mil/TAGD/Awards%20and%20Decorations%20Branch>.
- MBF: <https://www.hrcapps.army.mil/portal/>

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## Other Preparation Materials

### “Pre-Combat Checklist”

<https://www.hrc.army.mil/TAGD/Preparing%20Your%20File%20for%20Promotion%20or%20Selection%20A%20Pre-Combat%20Checklist>

### Mock Board and Word Picture

<https://www.hrc.army.mil/TAGD/Selection%20Boards>  
<https://www.youtube.com/watch?v=A4uJuwH40A0&feature=youtu.be>

### MBF

<https://www.hrcapps.army.mil/portal/>