

Click the ☆ to print preview this document.

**Milper Message Number  
10-205**

**Proponent  
AHRC-OPC-Q**

**Title  
FY12 LTC ACQUISITION RESERVE COMPONENT TPU  
CENTRALIZED SELECTION LIST (CSL) - KEY BILLET BOARD**

...Issued: [30 Jul 10]...

---

A. AR 623-3, EVALUATION REPORTING SYSTEM

B. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS

C. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES

1. THIS MILPER MESSAGE WILL EXPIRE NLT AUG 11.

2. A HQDA SELECTION BOARD WILL CONVENE 13-21 OCTOBER 2010 TO CONSIDER ELIGIBLE RESERVE COMPONENT LIEUTENANT COLONELS AND ELIGIBLE/PROMOTABLE MAJORS FOR ASSIGNMENT TO CENTRALIZED SELECTION LIST – RESERVE COMPONENT (TPU) ACQUISITION KEY BILLET POSITION PROJECTED FOR FY12.

3. THE SECARMY HAS DELEGATED APPROVAL OF THE AAC CSL KEY BILLET SELECTION BOARD RESULTS AND SUBSEQUENT SLATE TO THE ASSISTANT SECRETARY OF THE ARMY FOR ACQUISITION, LOGISTICS, AND TECHNOLOGY (ASA (ALT)) WHO SERVES AS THE ARMY ACQUISITION EXECUTIVE (AAE). ARMY ACQUISITION CORPS UNITS ARE CATEGORIZED AS CSL-KEY BILLET.

4. OFFICERS SELECTED FOR KEY BILLETS SHOULD EXPECT TO SERVE FOR 36 MONTHS OR AS NEEDED DUE TO OPERATIONAL OR GEOGRAPHIC REQUIREMENTS.

5. A SELECTION BOARD WILL CONVENE AS FOLLOWS:

CODE	CATEGORIES	COMPETITIVE GROUPING
7A	COMMANDER CONTINGENCY CONTRACTING BATTALION	51C

6. KEY BILLET ELIGIBILITY AND INFORMATION. RESERVE COMPONENT OFFICERS WHO MEET THE FOLLOWING CRITERIA WILL BE CONSIDERED FOR A KEY BILLET, IF APPLICABLE:

A. BE A MEMBER OF THE ARMY RESERVE AND ASSIGNED TO AN ARMY RESERVE TROOP PROGRAM UNIT, ARMY RESERVE CONTROL (REINFORCEMENT), OR THE ARMY RESERVE CONTROL GROUP (INDIVIDUAL MOBILIZATION AUGMENTATION), AND OFFICER ASSIGNED TO THE ARMY RESERVE CONTROL GROUP (ACTIVE GUARD RESERVE), IF OTHERWISE ELIGIBLE, MAY ALSO APPLY FOR A POSITION VACANCY IF HE/SHE IS SCHEDULED TO LEAVE FULL-TIME ACTIVE DUTY IN SUFFICIENT TIME TO ASSUME COMMAND OF THE UNIT ON THE ANNOUNCED VACANCY DATE. OFFICERS ASSIGNED TO THE ARMY NATIONAL GUARD (ARNG), IF ELIGIBLE, MAY APPLY FOR A POSITION VACANCY IF HE/SHE BECOMES A MEMBER OF THE ARMY RESERVE PRIOR TO THE CONVENING DATE OF THE BOARD. ARMY RESERVE AMEDD OFFICERS, IF OTHERWISE ELIGIBLE, MAY APPLY IF HE/SHE IS ABLE TO RECEIVE A REAPPOINTMENT PRIOR TO THE CONVENING DATE OF THE BOARD.

B ONLY RESERVE COMPONENT ACQUISITION CORPS OFFICERS, OR THOSE ELIGIBLE FOR ACCESSION INTO THE ACQUISITION CORPS MAY COMPETE FOR ACQUISITION CSL POSITIONS.

C. ALL OFFICERS MUST HAVE A MANDATORY REMOVAL DATE (MRD) OF 1 JULY 2015 OR LATER.

D. OFFICERS MUST BE IN THE RANK OF MAJ OR LTC. OFFICERS IN THE RANK OF MAJ MUST BE PROMOTABLE OR HAVE BEEN SELECTED FOR PROMOTION BY THE 2009 LTC APL ARMY RESERVE PROMOTION SELECTION BOARD.

E. HAVE NOT BEEN REMOVED FROM A CENTRALIZED SELECTION LIST (EITHER PRINCIPAL OR ALTERNATE) BY A COMMAND REVIEW/POST-SCREENING PROCESS THAT INDICATED REMOVAL.

F. ANY OFFICER WHO HAS AN APPLICATION FOR SEPARATION OR RETIREMENT RECEIVED BY HRC PRIOR TO THE CONVENING DATE OF THE BOARD WILL NOT BE CONSIDERED.

G. BE A GRADUATE OF THE COMMAND AND GENERAL STAFF OFFICERS COURSE (CGSOC) OR INTERMEDIATE LEVEL EDUCATION COMMON CORE (ILE-CC) COURSE.

H. OFFICERS MUST BE ACQUISITION CORPS MEMBERS AND BE LEVEL III CERTIFIED IN THE APPROPRIATE CAREER FIELD OR OBTAIN A WAIVER TO COMPLETE LEVEL III CERTIFICATION WITHIN 24 MONTHS OF ASSUMING THE KEY BILLET. WAIVERS OF THIS REQUIREMENT WILL BE CONSIDERED ON A CASE BY CASE BASIS. THE WAIVER PROCESS IS LISTED ON THE ACQUISITION MANAGEMENT BRANCH WEBSITE UNDER THE LTC TAB:

<https://www.hrc.army.mil/site/protect/branches/officer/fs/acquisition/LTC-Assignments.htm>

I. HAVE PASSED THE ARMY PHYSICAL FITNESS TEST (APFT) SINCE 1 OCTOBER 2009. BE PHYSICALLY QUALIFIED TO COMMAND TROOPS IN A FIELD COMBAT ENVIRONMENT AND BE PHYSICALLY ABLE TO MOBILIZE AND DEPLOY WITH ASSIGNED UNIT. INABILITY TO DEPLOY MAY RESULT IN THE SELECTEE BEING REMOVED FROM THE SELECTION LIST OR POSITION (AS APPROPRIATE).

J. MEET THE HEIGHT AND WEIGHT STANDARDS OF AR 600-9. OFFICERS WHO EXCEED THE SCREENING TABLE WEIGHT, BUT MEET BODY FAT STANDARDS, WILL SUBMIT A CERTIFIED TRUE COPY OF A DA FORM 5500-R OR DA FORM 5001-R (BODY FAT WORKSHEET FOR MALES AND FEMALES) COMPLETED WITHIN THE PAST SIX MONTHS, AS OF THE END OF THE MONTH AND YEAR IN WHICH THE BOARD CONVENES (OCTOBER 2010).

K. SELECTEES WILL EXECUTE A TENURE OBLIGATION AGREEMENT FOR THE SPECIFIED LENGTH OF THE SLATED KEY BILLET (Title 10 USC, Section 1734 (a) (2) and DoDI 5000.66) PRIOR TO RECEIVING ORDERS.

## 7. EVALUATION REPORTS

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT AND BY CLOSE OF BUSINESS ON 01 OCT 10. OERS/AERS

RECEIVED ON 01 OCT 10 BUT AFTER CLOSE OF BUSINESS WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. COMMANDERS AT ALL LEVELS SHOULD MAKE SPECIAL EFFORT TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

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

(1) SENDING OER BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSIONS IS NOT AVAILABLE. AN SOP COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR AT THE POC WEBSITE.

(2) ALL NONDEPLOYED UNITS OR RATING OFFICIALS WITH INK-SIGNED OR OLDER VERSION FORMS NOT USEABLE IN AKO FORMS MUST MAIL PRINTED OER TO USA HRC. THE ADDRESS FOR USA HRC WILL CHANGE IN THE UPCOMING MONTHS.

(A) FOR OER RECEIVED BY HRC AFTER 12 JULY 10, USE THE ADDRESS: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY 40121.

(3) BE ADVISED THAT DURING JULY 2010 MAILED, PAPER COPY SUBMISSIONS WILL EITHER BE DELAYED IN BEING RECEIVED AT HRC AND/OR DELAYED IN FORWARDING TO THE PROPER LOCATION DUE TO HRC'S TRANSITION OF OPERATIONS TO FORT KNOX. WE STRONGLY RECOMMEND THAT PAPER COPIES ARE NOT SUBMITTED DURING THIS TIME FRAME.

C. CODE 09, COMPLETE-THE-RECORD REPORT:

(1) IAW AR 623-3, PARAGRAPH 3-60, A CODE 09 COMPLETE-THE-RECORD OER IS OPTIONAL FOR OFFICERS WHO MEET THE CRITERIA OF AR 623-3 PARAGRAPH 3-60.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 03 JUL 10. ALL OTHER REPORTS HAVE "THRU DATES" THAT REFLECT THE DATE OF THE EVENT THAT IS THE REASON FOR THE REPORT.

D. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS 1 OCT 10 WILL BE PLACED IN OMPF AND THEN SELECTION BOARD FILES PRIOR TO SELECTION BOARD VOTING ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUTIONS BY HRC, EVALUATION REPORTS BRANCH, NOT FOR COMPLETION TO OMPF. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 1 OCT 10 OR EARLIER, AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD. OFFICERS MAY VALIDATE THEIR BOARD FILES EVEN IF AN INBOUND EVALUATION IS DUE TO PROCESS.

E. CAREER MANAGERS AND BOARD SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN OMPFS. ALL EVALUATIONS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE OMPF AND THEN INTO THE SOLDIERS BOARD FILE. OERS WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

F. OFFICERS WITH MISSING OER IN THEIR BOARD FILES OR OMPF SHOULD FIRST CHECK THE ONLINE APPLICATION IWRS at <https://www.isdrad16.army.mil/iwrs/>. THIS WILL IDENTIFY ANY EVALUATIONS NOT COMPLETED (EITHER ON HOLD OR REJECTED) DUE TO ERRORS. OFFICERS WITH QUESTIONS ABOUT OER POLICY OR PROCEDURAL MATTERS CAN CONTACT AN EVALUATIONS POC FOR RESOLUTION AT: [TAPCMSE@CONUS.ARMY.MIL](mailto:TAPCMSE@CONUS.ARMY.MIL). TO ELIMINATE DUPLICATE REPORTS, CONTACT THE ABOVE POC BEFORE AUTOMATICALLY SENDING IN COPIES OF MISSING OERS. THIS INCLUDES

NG OFFICERS.

G. DA FORM 1059 ACADEMIC EVALUATION REPORTS (AER) CAN BE DISTRIBUTED ELECTRONICALLY TO HQDA/HRC USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS).

OTHERWISE, HARD COPY AERS WILL BE MAILED TO HRC ACCORDING TO THE FOLLOWING:

(A) FOR AER RECEIVED BY HRC AFTER 13 JULY 10, USE THE ADDRESS: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY 40121.

#### 8. GENERAL INFORMATION.

A. LETTERS OF COMMUNICATION WILL BE ACCEPTED ONLY FROM INDIVIDUALS ELIGIBLE FOR SELECTION. INDIVIDUAL LETTERS SHOULD INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S RECORD. LETTERS SHOULD BE ADDRESSED TO: PRESIDENT, FY12 LTC ACQUISITION RESERVE COMPONENT TPU CENTRALIZED SELECTION LIST (CSL) - KEY BILLET BOARD, ATTN: AHRC-MSB, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122. IT IS HIGHLY ENCOURAGED THAT LETTERS TO THE BOARD BE SENT THROUGH THE APPROPRIATE USAR OR ARNG ACQUISITION CAREER MANAGEMENT BRANCH. LETTERS MUST ARRIVE AT THE DA SECRETARIAT PRIOR TO THE CONVENING BOARD DATES AS SHOWN IN PARA 2. LETTERS, TO INCLUDE ENCLOSURES, ARE FOR KEY BILLET SELECTION PURPOSES ONLY AND WILL NOT BE FILED IN THE OFFICIAL MILITARY PERSONNEL FILES (OMPF). INDIVIDUALS DESIRING ACKNOWLEDGEMENT OF RECEIPT OF THEIR CORRESPONDENCE SHOULD ENCLOSE A SELF-ADDRESSED DA FORM 200 (TRANSMITTAL RECORD).

B. COMMUNICATIONS FROM OTHER PARTIES, ON BEHALF OF OFFICERS BEING CONSIDERED, WILL NOT BE FORWARDED TO SELECTION BOARDS UNLESS FORWARDED BY THE OFFICER BEING CONSIDERED. COMMUNICATIONS CONTAINING CRITICISM OR REFLECTION UPON THE CHARACTER, CONDUCT, OR MOTIVES OF ANY OFFICER UNDER CONSIDERATION WILL NOT BE VIEWED BY SELECTION BOARDS. OFFICERS DESIRING TO WRITE TO THE PRESIDENT OF A BOARD SHOULD REFER TO AR 600-8-29, PARAGRAPH 1-33, FOR GUIDANCE.

C. LETTERS OF COMMUNICATION TO SELECTION BOARDS ARE NOT A MEANS OF ENSURING THAT DOCUMENTS OF CAREER IMPORTANCE ARE ADDED TO THE OMPF. OMPF MATERIAL SHOULD BE SUBMITTED THROUGH THE MPD/PSB/BCT. ITEMS FORWARDED FOR INCLUSION IN THE OMPF SHOULD BE SENT THROUGH THE MPD/PSB/BCT TO THE CDR, HRC, ATTN: AHRC-MSR-S (FOR SELECTION BOARDS). A LETTER OF TRANSMITTAL INDICATING NAME, GRADE, SOCIAL SECURITY NUMBER, AND THE IDENTIFICATION OF THE SELECTION BOARD FOR WHICH THE INDIVIDUAL IS BEING CONSIDERED SHOULD BE USED. THESE DOCUMENTS WILL BE PROCESSED EXPEDITIOUSLY. ONLY AUTHORIZED DOCUMENTS WILL BE ACCEPTED, PROCESSED, AND FORWARDED TO THE SELECTION BOARDS.

D. UNPROCESSED COPIES OF OFFICER EVALUATION REPORTS OR RESIDENT ACADEMIC EVALUATION REPORTS WILL NOT BE ACCEPTED AS ENCLOSURES TO LETTERS TO THE BOARD PRESIDENT AND WILL NOT BE PROVIDED TO THE BOARD.

E. DIGITAL PHOTOGRAPHS ARE FURNISHED TO ALL CENTRALIZED DA OFFICER SELECTION BOARDS. IN VIEW OF THE EMPHASIS ON OFFICIAL PHOTOS, ALL OFFICERS ARE ENCOURAGED TO REVIEW THEIR DAPMIS PHOTO AND SUBMIT A NEW ONE, IF REQUIRED BY AR 640-30. IF THE OFFICER IS ASSIGNED TO AN AREA WHERE THE PHOTOGRAPHIC FACILITY DOES NOT HAVE DAPMIS UPLOAD CAPABILITY, THE PHOTOGRAPHER MUST SAVE THE PHOTOGRAPHS AS A .JPG FILE WITH 300 DPI (ABOUT 350K FILE SIZE), 4 INCHES WIDE BY 6 INCHES LONG AND EMAIL THEM TO [DAPMIS@CONUS.ARMY.MIL](mailto:DAPMIS@CONUS.ARMY.MIL). SOLDIERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM SUBMITTING NEW PHOTOGRAPHS EVERY FIVE YEARS. THESE SOLDIERS WILL BE PHOTOGRAPHED WITHIN 90 DAYS FROM REASSIGNMENT TO AN AREA WHERE PHOTOGRAPHIC FACILITIES ARE AVAILABLE.

F. OFFICERS ARE ADVISED THAT THE FY 12 LTC RESERVE COMPONENT ACQUISITION KEY BILLET ASSIGNMENT SELECTION BOARD HAS THE AUTHORITY TO IDENTIFY OFFICERS FOR POSSIBLE INVOLUNTARY SEPARATION. THOSE OFFICERS IDENTIFIED WILL BE REQUIRED TO 'SHOW CAUSE'

FOR RETENTION IN AN ACTIVE STATUS IAW AR 135-175 OR 600-8-24, AS APPROPRIATE.

G. OFFICERS UNDER CONSIDERATION WILL BE NOTIFIED THROUGH THEIR ARMY KNOWLEDGE ONLINE (AKO) EMAIL ACCOUNT. IF THEY DO NOT HAVE AN AKO ACCOUNT THEY CAN GO TO: [HTTPS://WWW.US.ARMY.MIL/SUITE/LOGIN/WELCOME.HTML](https://www.us.army.mil/suite/login/welcome.html) TO REQUEST ONE. IT IS A REQUIREMENT THAT ALL U.S. ARMY PERSONNEL HAVE AN AKO ACCOUNT. THERE IS AN AKO HELP DESK WHICH CAN BE CONTRACTED VIA EMAIL AT [HELP@US.ARMY.MIL](mailto:HELP@US.ARMY.MIL) OR BY PHONE AT 1-877-256-8737.

H. REQUEST ADDRESSEES PROVIDE A COPY OF THIS MESSAGE TO ALL ASSIGNED OR ATTACHED ACQUISITION QUALIFIED LIEUTENANT COLONELS AND ELIGIBLE MAJORS.

I. ALL RESERVE COMPONENT OFFICERS INTERESTED IN COMPETING ON THE FY12 LTC ACQUISITION RESERVE COMPONENT TPU CENTRALIZED SELECTION LIST-KEY BILLET BOARD, MUST SUBMIT THEIR APPLICATIONS TO THEIR RESPECTIVE CAREER MANAGER NLT 30 SEP 10.

9. KEY DATES ARE:

BOARD DATES	OER THRU DATES (CODE 09)	NLT OER RECEIVED BY
13-21 OCT	03 JUL 10	01 OCT 10

10. POINTS OF CONTACT

A. USAR POC FOR THE FY12 LTC ACQUISITION RESERVE COMPONENT TPU CENTRALIZED SELECTION LIST (CSL) - KEY BILLET BOARD IS MAJ PATRICIA BROWN, DSN 983-6215 OR COMMERCIAL (502) 613-6215.

---

Click the ☆ to print preview this document.