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**Milper Message Number
10-203**

**Proponent
AHRC-OPC-Q**

**Title
FY12 LTC/GS-14 EQUIVALENT ARMY ACQUISITION CORPS (AAC)
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 AUGUST 2011.

2. A HQDA SELECTION BOARD WILL CONVENE FROM 13-21 OCT 10 TO CONSIDER ELIGIBLE ACTIVE AND RESERVE COMPONENT LIEUTENANT COLONELS, PROMOTABLE MAJORS, AND DOD CIVILIANS ELIGIBLE FOR GS-14 EQUIVALENT POSITIONS, FOR ASSIGNMENT TO CENTRALIZED SELECTION LIST - ACQUISITION KEY BILLET DESIGNATED POSITIONS PROJECTED FOR FY12. THIS MESSAGE PERTAINS TO ACTIVE COMPONENT OFFICERS ONLY. SEPARATE MESSAGES WILL PROVIDE GUIDANCE FOR DOD CIVILIANS AND RESERVE COMPONENT OFFICERS.

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. THE TYPICAL LTC/GS-14 POSITIONS SELECTED BY THIS BOARD ARE LISTED BELOW:

A. KEY BILLET PRODUCT MANAGERS ARE CHARTERED TO PROVIDE MATERIEL CAPABILITIES TO ARMY OR JOINT CUSTOMERS. PRODUCT MANAGERS ARE ALLOCATED RESOURCES TO DEVELOP MATERIEL SOLUTIONS WHICH ACHIEVE USER REQUIRMENTS. THEY LEAD, DIRECT AND CONTROL THE OVERALL PLANNING AND EXECUTION OF THE WORK AND RESOURCES REQUIRED TO DEVELOP AND SUSTAIN THE PROGRAMS, SYSTEM, AND ASSOCIATED PRODUCTS. A PRODUCT MANAGER IS A LTC, GS14 OR BROADBAND EQUIVALENT CONVERTED GRADE.

B. KEY BILLET DIRECTORS AND COMMANDERS ARE RESPONSIBLE FOR THE DIRECTION, GUIDANCE, AND LEADERSHIP OF A MAJOR ACQUISITION CONTRACTING OR TESTING ORGANIZATION AND FACILITIES. CONTRACTING ORGANIZATIONS MAY BE EITHER A TDA ORGANIZATION WITH FACILITIES RESPONSIBLE FOR PRODUCING MATERIEL FOR ARMY AND JOINT CUSTOMERS, OR AN MTOE UNIT RESPONSIBLE FOR DEPLOYING WITHIN A THEATER OF OPERATIONS IN ORDER TO PROCURE AND CONTRACT GOODS AND SERVICES FOR AN ARMY OR JOINT COMMAND. TESTING ORGANIZATIONS

ARE RESPONSIBLE FOR PROVIDING AND OPERATING FACILITIES IN ORDER TO CONDUCT TESTS WHICH ENSURE MATERIEL SOLUTIONS MEET PROGRAM OR END USER REQUIREMENTS. A KEY BILLET DIRECTOR IS A LTC, GS-14 OR BROADBAND EQUIVALENT.

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

5. KEY BILLET ELIGIBILITY AND INFORMATION FOR ACTIVE DUTY ACQUISITION CORPS OFFICERS FOLLOWS:

A. ACQUISITION OFFICERS ARE NOT ELIGIBLE TO COMMAND IN THEIR BASIC BRANCH. ELIGIBILITY FOR RESERVE COMPONENT OFFICERS AND CIVILIAN APPLICATIONS ARE ADDRESSED IN SEPARATE ANNOUNCEMENTS.

B. OFFICER MUST BE IN GRADE OF MAJ(P) OR LTC AND NOT HAVE COMPLETED 23 YEARS (276 MONTHS) ACTIVE FEDERAL COMMISSIONED SERVICE (AFCS) AS OF 30 SEP 11. THIS IS NOT A WAIVERABLE REQUIREMENT. ELIGIBLE OFFICERS ARE ENCOURAGED TO VERIFY AFCS DATA ON THEIR OFFICER RECORD BRIEFS (SECTION III) TO ENSURE ACCURATE ENTRIES.

C. OFFICER MUST NOT HAVE SERVED IN A CENTRALIZED SELECTION LIST (CSL) DESIGNATED POSITION AT THE LTC LEVEL.

D. OFFICER MUST NOT HAVE BEEN SELECTED AS A PRINCIPAL CSL KEY BILLET DESIGNEE BY A PREVIOUS CENTRALIZED SELECTION LIST CSL BOARD (DA LEVEL) OR PROGRAMMED FOR A CSL POSITION FROM AN ALTERNATE STATUS.

E. OFFICER MUST NOT HAVE DECLINED, WITH PREJUDICE, A CENTRALLY SELECTED KEY BILLET AFTER HAVING BEEN SELECTED AS A PRINCIPAL OR ACTIVATED ALTERNATE.

F. OFFICER MUST NOT HAVE BEEN REMOVED FROM A CENTRALIZED SELECTION LIST (EITHER PRINCIPAL OR ALTERNATE) BY A DA COMMAND REVIEW BOARD (CRB).

G. ALL ARMY MEDICAL DEPARTMENT (AMEDD) OFFICERS WHO MEET THE ELIGIBILITY REQUIREMENTS FOR ACQUISITION CORPS MEMBERSHIP IAW 10 U.S.C. 1732, AND MEET ALL REQUIREMENTS AS STATED IN THIS MILPER MAY COMPETE. AMEDD OFFICERS MUST OPT-IN BY CONTACTING THEIR ASSIGNMENT OFFICER TO ENSURE THEIR FILE IS CONSIDERED. POC IS LTC KRIS CALERO AT 502-613-6521 OR EVA.CALERO@US.ARMY.MIL.

H. OFFICERS MUST BE ARMY "ACQUISITION CORPS MEMBERS". THIS DOES NOT HAPPEN AUTOMATICALLY. THE OFFICER MUST HAVE REQUESTED THIS MEMBERSHIP. AN OFFICER'S MEMBERSHIP STATUS CAN BE VERIFIED IN SECTION X ON THE ORB UNDER "ACQUISITION CORPS STATUS". IF THAT AREA IS BLANK/HAS NO DATE, THEN THE OFFICER IS NOT ELIGIBLE UNTIL HE/SHE BECOMES AN ACQUISITION CORPS MEMBER. 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. ALL OFFICERS MUST ALSO BE CERTIFIED LEVEL 2 IN EITHER CONTRACTING OR PROGRAM MANAGEMENT NLT 29 SEP 10 TO BE ELIGIBLE FOR KEY BILLET CONSIDERATION. THIS CAN ALSO BE VERIFIED ON THE ORB IN SECTION X UNDER "CAREER FIELD CERT LEVEL DATE". THAT AREA MUST INDICATE A LEVEL 2 CERTIFICATION IN "A" OR "C" AND THE DATE OF THE CERTIFICATION. 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>

J. IN ORDER TO ASSUME THE CSL POSITION, OFFICERS MUST BE LEVEL III CERTIFIED IN THE APPROPRIATE CAREER FIELD OR OBTAIN A WAIVER TO COMPLETE LEVEL III CERTIFICATION WITHIN

24 MONTHS OF ASSUMING THE CSL POSITION.

K. SELECTEES FOR PRODUCT MANAGEMENT POSITION WILL EXECUTE A TENURE AND PROGRAM MANAGEMENT AGREEMENT (T&PMA) FOR THE SPECIFIED LENGTH OF THE SLATED KEY BILLET (TITLE 10 USC, SECTION 1734 (A)(2) AND DODI 5000.66) PRIOR TO RECEIVING THEIR CHARTER.

L. SOME POSITIONS MAY REQUIRE MOBILIZATION/DEPLOYMENT FOR SERVICE OVERSEAS. INABILITY TO DEPLOY MAY RESULT IN THE SELECTEE BEING REMOVED FROM THE SELECTION LIST OR POSITION (AS APPROPRIATE).

M. OFFICERS MAY DECLINE COMMAND OR KEY BILLET CONSIDERATION WITHOUT PREJUDICE PRIOR TO THE CONVENING OF THE BOARD VIA THE "COMMAND PREFERENCE DESIGNATION" (CPD) ONLINE WEBSITE AT <https://www.isdrad16.army.mil/ahrc/ospp/home/htdocs/>. DECLINATION OF CONSIDERATION FOR THIS BOARD IS IN EFFECT ONLY FOR THIS BOARD. DECLINATION FOR CONSIDERATION IN PREVIOUS BOARDS MUST BE RESUBMITTED TO BE VALID FOR THIS FY12 CSL BOARD. ACCEPTANCE / DECLINATION OF CONSIDERATION MUST BE RECEIVED AT HRC PRIOR TO THE CONVENING BOARD DATE. IF UNABLE TO ACCESS CPD, PLEASE SUBMIT A MEMORANDUM FOR RECORD TO CDR, HRC, ATTN: AHRC-OPL-N, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122 INDICATING YOUR DESIRE NOT TO COMPETE. YOU SHOULD ALSO CONTACT YOUR CAREER MANAGER TO MAKE SURE YOUR PREFERENCE IS KNOWN.

N. ELIGIBLE OFFICERS WILL SUBMIT THEIR RANK ORDER PREFERENCES FOR THE AVAILABLE KEY BILLETS VIA THE "COMMAND PREFERENCE DESIGNATION" (CPD) ONLINE WEBSITE AT <https://www.isdrad16.army.mil/ahrc/ospp/home/htdocs/> AND CLICK ON "COMMAND PREFERENCE DESIGNATION". THIS IS THE ONLY OPPORTUNITY OFFICERS WILL HAVE TO SUBMIT UNIT PREFERENCES. ALL ELIGIBLE OFFICERS WILL BE ABLE TO ENTER THE WEBSITE AND SUBMIT PREFERENCES 13 AUG10 THROUGH 15 SEP 10. ALL OFFICERS ELECTING TO COMPETE ON THIS BOARD ARE HIGHLY ENCOURAGED TO CALL THEIR CAREER MANAGER (SEE END OF MESSAGE FOR CONTACT INFO) TO ENSURE SUCCESSFUL SUBMISSION OF PREFERENCES IN THE CPD. NO EXCEPTIONS WILL BE MADE ONCE THE CPD CLOSURES ON 15 SEP 10.

O. OFFICERS SELECTED FOR COMMAND WILL BE SLATED PER THE ARMY KEY BILLET GUIDANCE PRIORITIZING SKILLS AND EXPERIENCE. OFFICERS WHO HAVE NOT SUBMITTED UNIT PREFERENCES IN THE CPD WILL BE SLATED ONLY BY SKILLS AND EXPERIENCE, NOT PREFERENCE. OFFICERS SHOULD CONSIDER HOW THEIR SKILLS AND EXPERIENCES BEST MATCH THOSE AVAILABLE KEY BILLETS AND ORDER THEIR PREFERENCES BASED ON POSITIONS WHERE THEIR SKILLS WILL BE THE MOST APPLICABLE AND NOT SOLELY ON LOCATION OF THE POSITION.

P. IN AN EFFORT TO CLEARLY ESTABLISH A COMMITMENT ON THE PART OF EVERY OFFICER WHO ELECTS TO COMPETE AND TO REDUCE THE TURBULENCE ON THE OFFICER CORPS, ALL POST-SELECTION BOARD DECLINATIONS WILL BE CONSIDERED "WITH PREJUDICE".

Q. OFFICERS WHO HAVE SUBMITTED A RETIREMENT APPLICATION TO HRC ARE NOT ELIGIBLE FOR CONSIDERATION BY THESE BOARDS.

R. OFFICERS WHO HAVE BEEN RELIEVED FOR CAUSE FROM CENTRALLY SELECTED COMMAND AT THE LTC LEVEL ARE NOT ELIGIBLE FOR CONSIDERATION BY THIS BOARD.

6. 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.

(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 EVALUATIONS 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. 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.

7. 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/GS-14 ARMY ACQUISITION CORPS CENTRALIZED SELECTION LIST - KEY BILLET BOARD, ATTN: AHRC-MSB, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122. TO BE CONSIDERED BY THE BOARD, LETTERS MUST ARRIVE AT THE DA SECRETARIAT PRIOR TO THE CONVENING BOARD DATES AS SHOWN IN PARA 5. 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. SOLDIERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, OR THE PHOTOGRAPHIC FACILITY DOES NOT HAVE DAPMIS UPLOAD CAPABILITY, THOSE SOLDIERS 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. PSB/MPD/BCT WILL NOT BE SENT A LIST OF NAMES OR ORBS OF ELIGIBLE OFFICERS. EACH PERSONNEL ORGANIZATION MUST SCREEN THEIR POPULATION AND NOTIFY EACH OFFICER CONCERNED. WE HIGHLY ENCOURAGE OFFICERS TO REVIEW THEIR OMPF AND THE OFFICER RECORD BRIEF PRIOR TO THE CONVENING BOARD DATE WITH THE UNDERSTANDING THAT THE OFFICER'S "MY BOARD FILE" IS THE ONLY FILE THAT THE BOARD MEMBERS WILL VIEW. THE LTC/GS-14 ARMY ACQUISITION CORPS CENTRALIZED SELECTION LIST - KEY BILLET BOARD WILL OFFER THE ABILITY TO REVIEW MY BOARD FILE. ONLY THOSE OFFICERS ELIGIBLE FOR THIS BOARD WILL BE AUTHORIZED ACCESS TO MY BOARD FILE. MY BOARD FILE WILL BE OPEN FOR VIEWING BEGINNING THE 16 AUG 10 UNTIL 05 OCT 10. TO ACCESS MY BOARD FILE, ELIGIBLE OFFICERS MUST LOG ONTO: <https://www.hrc.army.mil/portal/?page=active.record.mbf>.

G. ADDITIONALLY, OFFICERS MAY OBTAIN THEIR OMPF AND ORB AT OMPF ON-LINE. OMPF ON-LINE IS OFFERED FOR ALL OFFICERS ELIGIBLE FOR CONSIDERATION THAT POSSESS AN ARMY KNOWLEDGE ON-LINE (AKO) ACCOUNT AND PASSWORD. ELIGIBLE OFFICERS MAY ACCESS AND REVIEW THEIR OMPF VIA THE INTERNET FROM ANY WEB ENABLED COMPUTER AT THE LINK FOUND ON THE AKO

HOMEPAGE. CLICK ON "OMPF: OFFICER MILITARY PERSONNEL FILE" UNDER "ARMY LINKS (ACTIVE ARMY OFFICERS ONLY)". ORB CORRECTIONS SHOULD BE FORWARDED THROUGH THE SUPPORTING PERSONNEL SERVICE CENTER (PSC) FOR YOUR UNIT.

H. ELIGIBLE OFFICERS MUST SEND DOCUMENTS FOR UPDATE (OTHER THAN OERS) BY MEMORANDUM TO COMMANDER, HRC, ATTN: AHRC-MSR-S (SELECTION BOARD PROCESS UNIT) 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122. SUBMIT ONLY DOCUMENTS AUTHORIZED FOR FILING IAW AR 600-8-104. DOCUMENTS FORWARDED FOR UPDATE BY PSB/MDP IN BULK WILL NOT BE EXPEDITIOUSLY PROCESSED, AND THEREFORE MAY NOT BE SEEN BY THE SELECTION BOARD.

I. IF OFFICERS HAVE DIFFICULTY ACCESSING THE COMMAND PREFERENCE DESIGNATION WEBSITE, THEY SHOULD CONTACT THEIR RESPECTIVE CAREER MANAGERS TO CONVEY THEIR INTENTIONS AND PREFERENCES.

J. REQUEST ADDRESSEES PROVIDE A COPY OF THIS MESSAGE TO ALL ASSIGNED OR ATTACHED LIEUTENANT COLONELS AND PROMOTABLE MAJORS.

8. KEY DATES ARE:

BOARD DATES	OER THRU DATES (CODE 09)	OER RECEIVED BY	COMMAND PREFERENCE DATES	MY BOARD FILE DATES
13-21 OCT 2010	03 JUL 10	01 OCT 10	13 AUG 10 – 15 SEP 10	16 AUG 10 – 05 OCT 10

9. POINTS OF CONTACT

A. POCS FOR LTC/GS-14 LEVEL ACQUISITION CSL - KEY BILLETS ARE MAJ LOYD BEAL (loyd.beal@us.army.mil), LTC(A-K), DSN 983-6204 OR COMMERCIAL (502) 613-6204 AND MAJ WILL MCDONOUGH (william.p.mcdonough@us.army.mil), LTC(L-Z), DSN 983-6201 OR COMMERCIAL (502) 613-6201.

B. CIVILIAN APPLICANT POC FOR PRODUCT MANAGER/ACQUISITION KEY BILLET IS MS. CATHY JOHNSTON (cathy.johnston@us.army.mil), DSN 983-6210 OR COMMERCIAL (502) 613-6210 or (703) 325-2758.

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