

**MILPER Message Number
20-160**

**Proponent
AHRC-ORD-D**

**Title
FY21 U.S. Army Human Resources Command Professor Of Military
Science (PMS) Centralized Selection Panel – (COL / LTC / MAJ)**

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- A. AR 623-3 (Evaluations Reporting Systems), 14 June 2019.
 - B. AR 600-8-29 (Officer Promotion), 25 February 2005.
 - C. AR 600-9 (The Army Body Composition Program), 28 June 2013.
 - D. AR 600-8-104 (Army Military Human Resource Records Management), 7 April 2014.
 - E. AR 640-30 (Official Army Photographs), 6 December 2019.

1. This message expires on 31 May 2021.

2. This program is open to highly motivated Active Component and USAR/AGR Army Officers in the ranks of Colonel, Lieutenant Colonel (Promotable), Lieutenant Colonel, Major (Promotable) and Major. Current Battalion Commanders in their second year of command, and former Battalion Commanders, may compete providing requirements established in paragraph 7 (below) are met. However, slating and assignment of current and former Battalion Commanders selected for the program will be subject to operational requirements and priorities as defined by the Chief of Staff of the Army Active Component Manning Guidance and branch specific Former Battalion Commander requirements.

3. The U.S. Army Human Resources Command Reserve Officer Training Corps (ROTC) Professor of Military Science (PMS) Centralized Selection Panel will convene at U.S. Army Human Resources Command, Fort Knox, Kentucky from 14 – 18 September 2020 to select the best-qualified field grade Officers available for PMS duty. Applicants in the rank of Lieutenant Colonel that become promotable to Colonel after the panel convene date are ineligible for PMS at either the Colonel and Lieutenant Colonel/Major level.

4. The FY21 PMS panel will be an “opt in” panel during which Officers will utilize the AIM2 Portal. The “My Board File (MBF)” will not be used for FY21, however officers are directed to place emphasis on the procedures outlined in paragraphs 15, 16, 19, and 20. An “opt in” board means an Officer must take action to be considered.

a. Eligible Active Component Officers must log into their AIM2 Portal at <https://aim.hrc.army.mil/> and choose to compete for PMS by “Opting In”. All eligible Active Component officers will be able to access the PMS Opt-In website on AIM from 22 June – 14 August 2020. Once logged into the AIM2 Portal, select the “My Information” link, then select the “My Selection Preferences” link. After Opting-In Officers will be able to submit their Physical Fitness Certification form and their Preferences by rank-ordering academic institutions within the Portal. AIM2 is the only method for Active Component officers to submit the Physical Fitness Certification form and School Preferences. Officers will receive an automated email upon successful AIM2 Portal submission. Officers should contact their respective Career Manager if they have difficulty accessing the AIM2 Portal. Officers who do not log into the AIM2 Portal and submit both their Physical Fitness Certification form and Preferences will not be considered by the FY21 PMS selection panel. Incomplete submissions will be deleted after the AIM2 Portal closes.

b. Eligible Reserve Component Officers must submit a PMS preference sheet and Physical Fitness Certification form NLT 14 August 2020 (no exceptions) to their HRC Talent Manager. Eligible officers can obtain the PMS preference sheet and Physical Fitness Certification form from their Talent Manager or the Cadet Command website at https://www.cadetcommand.army.mil/cadre_info.aspx, select the “Organization” tab, and then select the “For Cadre/Staff” tab. PMS preference sheets and Physical Fitness Certifications will not be accepted if unsigned or submitted after 14 August 2020. Officers who fail to submit the PMS preference sheet and Physical Fitness Certification form by 14 August 2020 to their Talent Manager will not be considered by the FY21 PMS selection panel. The preference sheet will be used to align the best qualified officers to their preferred program. Officer Preference will be taken into consideration; however, the needs of the Army will take precedence as required. Once the PMS Preferences and Physical Fitness Certification form have been accepted by the Talent Manager and all the qualifications outlined in paragraph 7a-i are met, officers are considered eligible to compete in the PMS selection board.

5. Requirement to disclose physical fitness certification:

a. Officers choosing to compete in the FY21 PMS Centralized Selection Panel must certify their ability to complete the Army Physical Fitness Test (APFT) and provide their most recent APFT score and date or provide a statement regarding permanent physical or medical restrictions on their ability to complete an APFT. HQDA EXORD 164-20 Army Physical Fitness Test (APFT) and Army Combat Fitness Test (ACFT) during the

Coronavirus (COVID-19) Outbreak, paragraph 3.B.2. states, "All current valid passing APFT scores are extended until further notice.", there is no need to request an exception or prepare a letter to the President. For details, visit Cadet Command website https://www.cadetcommand.army.mil/cadre_info.aspx to view the EXORD.

b. The Physical Fitness Certification form considered by the selection panel is found at https://www.cadetcommand.army.mil/cadre_info.aspx. In order to be considered, this form must be completed and uploaded into AIM2 by Active Component Officers or submitted to the Talent Manager by Reserve Component Officers. Statements of Physical Readiness sent to iPERMS will be deleted.

c. The Physical Fitness Certification will help determine if officers are physically fit, able to lead formations, and meet all Army standards of military bearing and appearance IAW AR 600-9.

6. All known PMS positions that will become vacant before December 2021 will be boarded and slated for summer 2021 report dates. Some vacancies may require an earlier report date, which will be coordinated with the PMS selectee, Cadet Command and HRC. View the entire vacancy list at https://www.cadetcommand.army.mil/cadre_info.aspx, select the "Organization" tab, and then select the "For Cadre/Staff" tab.

7. Officers interested in competing for PMS duty must meet the requirements below for consideration by the PMS selection panel:

a. Active Component Officer serving as a COL or LTC(P) in Cohort Year Groups 1994-1998 (Reserve Component COL and LTC (P) are not eligible for PMS consideration) and LTC, MAJ (P) or MAJ in Cohort Year Groups 1996-2006.

b. Reserve Component LTCs with no more than 4-years time in grade as of 15 September 2021; and able to complete at least 2 years in the position prior to Mandatory Removal Date (28 years), all MAJ(P), and MAJs with no more than 6 years time in grade, or previous non-select for promotion to LTC as of 15 September 2021.

c. MEL 1 for COL and LTC(P) only; LTC, MAJ(P), and MAJ must have completed all phases of Intermediate Level Education prior to the start of the panel without exception.

d. Possess an Advanced Degree, Masters or higher NLT 31 May 2020, without exception.

e. Possess moral attributes and personal traits for a position of prestige in an academic community.

f. Available for Academic Year (AY) 2021 permanent change of station (PCS) move,

available to report for duty NLT 15 September 2021.

g. Mandatory Removal Date (MRD) no earlier than 1 October 2025 for COL and LTC (P) and 1 September 2024 for LTC, MAJ (P), and MAJ without exception.

h. No pending adverse action.

i. ARSOF officers are encouraged to apply, however, selection for a PMS position is subject to operational requirements.

8. Due to operational considerations and the needs of the Army, the following Officers are ineligible to compete:

a. Current Professors of Military Science or former Professors of Military Science who have previously completed a three-year tour.

b. School of Advanced Military Studies (SAMS) planners who have not completed their tier one utilization tour.

c. Specific AMEDD (MC, DC, VC) Officers.

d. Chaplains.

e. Cyber Officers.

f. Explosive Ordnance Disposal Officers (AOC 89E).

g. Finance Officers.

h. Judge Advocate General Officers.

i. FA26 Network/Information Engineers.

j. FA30 Information Operations Officers (COL and LTC(P) only).

k. FA34 Strategic Intelligence Officers (COL and LTC(P) only).

l. FA40 Space Operations Officers.

m. FA46 Public Affairs Officers.

n. FA47 Academy Professors.

o. FA48 Foreign Area Officers.

- p. FA49 Operations Research/Systems Analysis (ORSA) Officers.
- q. FA50 Force Management Officers.
- r. FA51 Acquisition Officers.
- s. FA52 Nuclear and Counter Proliferation Officers.
- t. FA57 Simulation Operations Officers.
- u. FA58 Marketing Officers.
- v. FA59 Strategic Plans and Policy Officers.

9. Any officer selected by the panel who subsequently receives a Branch/Functional Area Transfer through the Voluntary Transfer Incentive Program (VTIP) after the results of the FY21 PMS panel are published, and transfer into one of the ineligible categories outlined in paragraph 8 will be released from the PMS list for assignment within the new Branch/Functional Area.

10. Officers selected as a SSC Principal or Re-validated Principal and also selected as a PMS or PMS Alternate will attend SSC. Officers who prefer PMS service to SSC should opt out of the SSC Board.

11. Officers serving in a joint duty assignment (JDAL), where the tour length is 36 months, must complete 22 months in the joint assignment prior to departing to assume PMS duties. Officers serving in a joint duty assignment that require a Secretary of Defense waiver to depart (will have less than 22-months of credit) are ineligible to compete for a PMS position. Officers serving in an OCONUS joint assignment with a tour length of 24-months or less may compete for a PMS position.

12. Career Managers and Talent Managers will confirm receipt and completion of packets with each officer before the panel convenes, the officer bears responsibility in ensuring their Career Manager can see and has receipt of their completed documents in AIM (if Active Component) or directly with their Talent Manager if Reserve Component.

13. Each officer must have their Army Military Human Resource Record (AMHRR) updated to ensure that the most current and accurate information is available to the PMS board. Code 09 (complete-the-record) Officer Evaluation Reports (OER) are not authorized for this panel. The following materials must be in the PMS selection panel file:

- a. Updated Officer Record Brief (ORB) (AIM/board version).
- b. Updated photo (should reflect current grade).
- c. Official undergraduate and postgraduate degree transcripts (no exceptions).
- d. All Evaluation Reports.

14. Evaluation reports.

a. Senior raters should provide a current and accurate evaluation for officers considered by the selection panel. 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 panel 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 3-9a(9)(f). Senior raters may consider submitting an optional OER based upon intervening suspenses as appropriate in order to ensure it is seen by the panel. Reminder, optional reports are at the discretion of the rating chain.

b. In order to be considered by the panel, all mandatory or Optional OER / Academic Evaluation Reports (AER) must be received, generally error free, by the HRC Evaluations Branch NLT 7 September 2020. To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible officers are expeditiously processed.

c. OERs will be prepared on the appropriate DA Form 67-10 series OER 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 67-10 series OERs can be prepared and mailed to: Commander, USA HRC, Attn: AHRC-PDV-ER, 1600 Spearhead Div 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 67-10 series OERs can be obtained from the Army publishing directorate's webpage at the following link: <https://armypubs.army.mil/>.

(1) Sending OERs 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 OERs from deployed units is available upon request.

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

d. Reports error free received by HRC Evaluations Branch for processing by 7 September 2020 will be placed in the officers' AMHRR and their board file prior to panel voting. 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 7 September 2020 or earlier and the evaluation is error free, it will be completed in time for the selection panel.

e. Officers with missing Evaluations from their AMHRR should first check EES. 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 Evaluations Branch for resolution at either commercial (502) 613-9019, DSN 983-9019 or: usarmy.knox.HRC.mbx.tagd-eval-policy@mail.mil.

f. AERs.

(1) AERs prepared on November 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 later. 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 March 2019 dated forms are prepared by using EES or on a fillable .pdf-f version form. Only the military school or institute of training that issued the AER is authorized to upload and submit the completed AER in EES, do not send AERs to Career Managers or iPERMS.

(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.

(c) 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 where it will be viewable by the panel. OERs that are not labeled (and profiled) by the Evaluations Branch will not be seen by this panel.

15. All Officers in the zones of consideration may submit correspondence to the

president of the panel, if so desired.

a. Individual memorandums should include only matters deemed important in the consideration of an officer's record. They should be addressed to President, FY21 PMS CSB, Attn: AHRC-PDV-S, 1600 Spearhead Division Ave, Fort Knox, KY 40122. Signed memoranda may be scanned and emailed to usarmy.knox.hrc.mbx.tagd-board-ac-officer@mail.mil. Memorandums to the Panel must arrive NLT 7 September 2020 in order to be considered. These documents should not be uploaded to IPERMS.

b. Any memorandum considered by a panel will become a matter of record for that panel and will be retained in the board files. Memorandum to the board (including enclosures) will not be filed in an officer's AMHRR.

c. Communications or memorandum of recommendation from other parties on behalf of officers eligible for consideration will not be provided to the panel unless forwarded as an enclosure to a memorandum to the panel from the considered officer. Officers desiring to write to the president of a panel should refer to AR 600-8-29, paragraph 1-33, for guidance.

d. Unprocessed copies of OERs, resident AERs or evaluation appeals not yet adjudicated should not be sent as enclosures and will not be provided to the panel.

16. AMHRR documents. This panel will not utilize the My Board File (MBF) application.

a. Updating the AMHRR.

b. Officers may view their AMHRR online at: <https://iperms.hrc.army.mil/>.

c. 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>.

d. Documents sent to the iPERMS board support e-mail address (para 22) for filing into iPERMS will not be accepted; contact your HR professional. S-1/Unit Administrator (UA) / Military Personnel Division (MPD) / Director of Human Resources (DHR) / Military Human Resource (MHR) Offices and Career/Branch Managers 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.

e. All AMHRR update submissions must be received NLT 7 September 2020 to allow for sufficient processing time. Ensure S-1/UA/MPD/DHR/MIL HR Offices and Career Managers 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 panel file but there is typically a delay involved.

f. The Board Support Team does not have access to systems that update the panel file or ORB.

g. Do not submit OERs or AERs (DA Form 1059) to IPERMS via web upload or email. Follow the procedures in paragraph 14 of this message for all evaluation related documents and issues.

h. The rules for masking documents (moving documents from Performance folder to Restricted folder) are as follows:

(1) Enlisted documents that do not cross over from enlisted to officer ranks are masked. If the document can be earned by both officer and enlisted ranks, the document will not be masked (i.e., Airborne School, Combat Lifesaver Course, etc).

(2) Awards, decorations and Certificates of Achievement will not be masked and will be seen by the panel.

(3) All OERs will be placed in the Performance folder of the official AMHRR file IAW AR 623-3.

(4) All enlisted DA 1059s will be masked.

i. For resolution of duplicate, inverted, misfiled, masking 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.

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

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

17. Official Photographs.

a. The panel 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, officers 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 photo facility for assistance. Photographs must be

accepted in DAPMIS NLT 7 September 2020 to allow for required processing time.

b. The minimum official photograph frequency for officers 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. Officers 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 officers will be photographed within 90 days of return to an area where photographic facilities are available. Additionally, female officers 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.

e. 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 call the DAPMIS team line at 502-613-9990, press 4.

18. Key dates:

Opt-in open/close dates	22 Jun – 14 Aug 20
OER thru dates	N/A
OER received by	7-Sep-20
Panel dates	14 – 18 Sep 20

19. Immediately after the PMS selection panel adjourns and approval by CG, HRC, the results will be forwarded to Cadet Command for slating. Upon the Cadet Command Commanding General's approval of the PMS slate, the results will be posted to the HRC and US Army Cadet Command websites. The final step in the PMS selection process is a formal nomination to the specific university/college administration's acceptance of the PMS nominations. Once approved, HRC will publish individual RFOs for PCS.

20. Cadet Command will maintain an alternate list through the end of March 2021 to fill un-forecasted vacancies. If circumstances arise due to medical or hardship reasons, applicants may contact their Career Manager and request release from the alternate list. Decisions will be made on a case-by-case basis.

21. Selection and service as a PMS do not preclude an Officer from consideration and selection for CSL command opportunities. However, selection to CSL command may limit the ability to serve as a PMS due to the short timeframe from CSL selection and assuming command.

22. For correction(s) to existing documents filled into your AMHRR/iPERMS record, contact the Army Soldier Records Branch, Board Support Team, at DSN 983-9990, press 2, commercial (502) 613-9990, press 2 or e-mail at: usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Do not send AMHRR documents to this e-mail address; follow procedures in paragraph 16(above). Documents emailed for filing into iPERMS will not be accepted; contact your HR professional. For additional information refer to: <https://www.hrc.army.mil/content/10927> or on Facebook at <https://www.facebook.com/iPERMS>.

23. Army Directive 2018-16, Suitability Criteria for Military Personnel in Specified Positions. HRC will conduct centralized background screening on all personnel selected for primary and alternate professor of military science (PMS) positions.

24. Point of contact for this MILPER Message Mr. Jerome Draper (HRC, Fort Knox, KY) at jerome.draper.civ@mail.mil or (502) 613-6312 (DSN: 983), Mr. Antonio McKoy (SLDO, Alexandria, VA) at 703-602-7432 or antonio.mckoy.civ@mail.mil, and Mr. Robert Johnson (Cadet Command, Fort Knox, KY) at robert.h.johnson11.civ@mail.mil or (502) 624-5718 (DSN: 464).