

## Board Preparation Checklist

### Determine Board Convene Date & Eligibility:

Know when your board is supposed to meet. The entire board schedule for the FY can be viewed by going to the [DA Secretariat Website](#).

View the MILPER message at <https://www.hrc.army.mil/MILPER>. MILPER messages are normally published 90 to 120 days prior to board convene dates.

Know the evaluation CUTOFF date posted in the MILPER message. Ensure your latest evaluation is received at HRC "ERROR FREE" on or before the evaluation cutoff date.

Facebook is a great source of information on system availability and maintenance pertaining to My Board File in SMS: <http://www.facebook.com/?sk=welcome#!/pages/My-Board-File-Official/205237092833236>

### DA Photo:

Current within 5 years. If you are concerned about your selection, we recommend you have a photo taken within a year of your board to account for significant changes (awards, badges, etc.).

Deploying? Get one taken before you leave.

Redeployed? You should have one taken within 90 days after reassignment to an area where facilities are available.

Ensure your uniform and authorized permanent accessories, decorations and insignia are properly worn. Have someone look at your uniform BEFORE you take your photo.

Take someone with you to your photo appointment (peer, NCO, superior) to ensure that you are not awkwardly positioned and that all of your accoutrements are properly aligned.

Have someone in your chain of command review your photo before submission.

### Update your Record Brief (common errors)

Current duty Title incorrect: "Incoming/excess Personnel", "Known Loss" - not acceptable.

Assignment history is incorrect.

Height/Weight significantly inconsistent with your last evaluation.

Current Component (i.e. USAR or RA) is incorrect.

Awards and Decorations missing (specifically awards for Valor or higher than Bronze Star).

Date of last evaluation outdated (thru date greater than 15 months before boards convene date).

Military Education Level is incorrect.

Overseas duty assignments (if applicable) not accurate.

Notify career manager to have a new Record Brief added to board file if changes are made (Active Duty Officers). Active Enlisted Record Briefs will automatically be updated on the file two to three duty days after the update is made in eMILPO by the S1.

Security Clearance out of date.

Physical out of date.

### Evaluation Reports (common errors)

Lateness. Your board file should have your latest evaluation report (OER/AER/NCOER) current within 15 months of the board's convene date (annual requirement +90 days processing). After a certain point in the board's process, late evaluations will not be accepted. See MILPER message for specific guidance.

Duty title is not accurate (limit the use of Acronyms).

Ensure you sign it (if at all possible).

### Letters to the board president

Candidates eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning themselves that they consider important to their consideration.

Written memorandums sent to a promotion selection board will be considered if received as outlined in the board MILPER message.

Do not criticize or reflect on the character, conduct, or motives of any candidate under consideration by the board.

Do not forward correspondence directly to the board by other parties on behalf of any candidate except when provided as an enclosure to a memorandum from the candidate being considered.

Use your best judgment when deciding whether or not to write a letter to the board. A letter to the board president should only be written if you believe that a board member will have a question regarding your file.

### **Review and certify your board file**

Candidates are expected to review their board file upon receipt of email notification that they are eligible for an upcoming selection board.

For active officers a comment section is placed within the My Board File application to allow them to communicate to their career managers about ongoing actions/corrections to the board file; these comments are not seen by voters.

Once a board file is certified another email notification will be sent whenever a document has been added or changed such as a new photo, new evaluation or an updated Record Brief. The board file remains certified even as new items are added. The candidate has the option to review changes and recertify up until five days prior to the convene date of the board.