



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND  
4710 KNOX STREET  
FORT BRAGG, NC 28310-5010

AFRC-PRP (135-155d)

29 July 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority and Procedures for Promotion Board Results Notification of Army Reserve Troop Program Unit (TPU) Officers

1. References:

a. HQ USARC, AFRC-PRP memorandum (Delegation of Authority and Procedures for Promotion Board Results Notification of Army Reserve Troop Program Unit (TPU) Officers), 10 June 2015.

b. HQ USARC, AFRC-PRP memorandum (Delegation of Authority #20-10: Notify Army Reserve Troop Program Unit Officers of Promotion Board Results), 4 November 2020 (Enclosure 1).

c. HQDA, DAPE-MPO-S memorandum, (Exception to Policy for the Promotion Announcement and Promotion Non-Selection Notification Process), 11 May 2022 (Enclosure 2).

d. AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers).

e. AR 135-175 (Separation of Officers).

f. AR 140-10 (Assignments, Attachments, Details, and Transfers).

g. Army Directive 2015-17, (Reinstatement of Separation for Two-Time Non-selection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers), 18 March 2015 (Enclosure 3).

2. This memorandum supersedes reference 1a and remains in effect until superseded or withdrawn.

3. Reference 1b delegates authority to Readiness Divisions (RDs) to issue and Major Subordinate Commands (MSCs) to distribute mandatory selection board notification memoranda to Army Reserve Troop Program Unit (TPU) officers. The 8 January 2020, publication of reference 1c removed the requirement to issue hard copy memoranda for promotion announcements and first time non-selection for promotion for Army Reserve TPU officers. Mass email notification is the method used in lieu of hard copy notifications to notify concerned officers of promotion selection or first time non-select.

AFRC-PRP (135-155d)

SUBJECT: Delegation of Authority and Procedures for Promotion Board Results  
Notification of Army Reserve Troop Program Unit (TPU) Officers

4. The enclosed memoranda standardize the notification process of twice non-selected (2XNS) officers for promotion among the four RDs.
  - a. Enclosure 4 - Procedures for processing promotion board notifications.
  - b. Enclosure 5 - List of Board Recommendation Codes (BRC).
  - c. Enclosure 6 - Email Script - Notification of Selection for Promotion (BRC 01 and 02).
  - d. Enclosure 7 - Email Script - Notification of Non-Selection for Promotion (1st time) BRC 03- Not Educationally Qualified, BRC 09 – No Reason Given, or LTC to COL (2x NS or greater).
  - e. Enclosure 8 - Non-Selection for Promotion to the Grade of Captain after Second Consideration.
  - f. Enclosure 9 - Selective Continuation (SELCON) on the Reserve Active Status List (RASL) CPT, MAJ, and LTC.
  - g. Enclosure 10 - Options Upon Non-selection for Promotion After Second Consideration to CPT and MAJ (No SELCON).
  - h. Enclosure 11 - Non-selection for Promotion After Second Consideration to LTC (No SELCON).
  - i. Enclosure 12 - Selective Continuation (SELCON) on the Reserve Active Status List (RASL) CW3 and CW4.
  - j. Enclosure 13 - Options Upon Non-selection for Promotion After Second Consideration to CW3 and CW4 (No SELCON).
  - k. Enclosure 14 - Retention in an Active Status to Complete 20 Qualifying Years of Service for Non-Regular Retirement.
  - l. Enclosure 15 - Creating Bulk Copies.

AFRC-PRP (135-155d)  
SUBJECT: Delegation of Authority and Procedures for Promotion Board Results  
Notification of Army Reserve Troop Program Unit (TPU) Officers

5. For additional information, contact MAJ Ngirmidol, Leia B, USARC DCS G-1, Officer Management Branch, at (910) 570-8060 or usarmy.usarc.usarc-hq-mbx.pmd-omb@army.mil.

FOR THE COMMANDER:

15 Encls  
As

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AKERLUND.THOMAS.CHRISTOPHER.1087652315  
Date: 2022.07.29 14:03:04 -0400

THOMAS C. AKERLUND  
COL, AG  
Deputy Chief of Staff, G-1

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AFRC-PRP

NOV 04 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority #20-10: Notify Army Reserve Troop Program Unit Officers of Promotion Board Results

1. References:


a. Memorandum, HQ, USARC, AFRC-PRP, 25 October 16, Subject: Authority to Notify Army Reserve Troop Unit (TPU) Officers of Promotion Board Results.

b. Army Regulation 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 July 2004.

2. This memorandum supersedes reference 1a and remains in effect until superseded, rescinded, or withdrawn.

3. Effective immediately, pursuant to reference 1b, paragraph 4-32, I delegate authority to the United States Army Reserve Readiness Divisions to issue and Major Subordinate Commands to distribute mandatory selection board notification memoranda to Army Reserve Troop Program Unit officers.

4. Point of contact for this action is CPT Keith Burkholder, Army Reserve G-1, Officer Management Branch, at (910) 570-9815 or [usarmy.usarc.usarc-hq-mbx.pmd-omb@mail.mil](mailto:usarmy.usarc.usarc-hq-mbx.pmd-omb@mail.mil).

  
JODY J. DANIELS  
Lieutenant General, U.S. Army  
Commanding

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(see next page)

AFRC-PRP

SUBJECT: Delegation of Authority #20-10: Notify Army Reserve Troop Program Unit  
Officers of Promotion Board Results

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7 MSC

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311 SC (T)

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USACHCS



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

DAPE-MPO-S

11 May 2022

FOR Commanding General, U.S. Army Human Resources Command, 1600 Spearhead  
Division Avenue, Fort Knox, KY 40122-5290

SUBJECT: Exception to Policy for the Promotion Announcement and Promotion Non-  
Selection Notification Process

1. Reference Army Regulation (AR) 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers).
2. Effective immediately, as an exception to AR 135-155, paragraphs 4-14 and 4-32, the CG, Army Human Resources Command, area commanders, Chief, National Guard Bureau, and Adjutant Generals are authorized to discontinue issuance of hard-copy Reserve Component memorandum-based promotion announcements and first non-selection for promotion notification memoranda. Mass email notifications may be used to notify concerned officers of promotion selection for first non-selection in lieu of hard-copy notification. This memorandum shall expire 31 December 2023, or upon publication of an updated AR 135-155.
3. The point of contact for this action is LTC Scott Smith at (703) 695-6602 or [vernon.s.smith10.mil@army.mil](mailto:vernon.s.smith10.mil@army.mil).

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6 Date: 2022.05.15 19:56:27 -0400

Encls

DOUGLAS F. STITT  
Major General, GS  
Director of Military  
Personnel Management

*Encl 2-1*

(10) Documented as overweight as defined in AR 600-9 or has failed the Army Physical Fitness Test (APFT) most recently administered. Or, through his or her own fault (as determined by the first commander who is senior to the officer concerned), has not taken and passed an APFT within the period required. (Officers having a valid permanent or temporary medical profile that, as determined by appropriate medical personnel, precludes administration of the APFT, even in an authorized modified form, are deemed not to have taken the APFT through no fault of their own.)

*d.* A promotion will not be delayed under this paragraph unless the officer is given written notice of the grounds for delay before the intended date of promotion or as soon as possible thereafter. If promotion is delayed, the officer must be given an opportunity to make a written statement to the Secretary of the Army for their consideration.

*e.* Automatic delays under this provision will be resolved within 6 months of the date the officer would have been promoted. An officer's promotion will not be delayed more than 6 months unless the SA, or the Secretary's designee, grants a further delay. The Office of Promotions (RC) will monitor cases involving delay and will grant a further period of delay in cases involving nonpromotable overweight officers and in extraordinary cases. Additionally, a "further period of delay" is deemed to have been granted in any case that has been referred to a promotion advisory board; the delay in such cases extends until final action. In no case may an officer's promotion be delayed more than 90 days after final action in any courts-martial or criminal case against the officer in Federal or State court, or more than 18 months after the date on which the officer would otherwise have been appointed, whichever is later.

*f.* If within 6 months after the effective date of promotion, new information results in a determination by CDR, HRC, Chief, Office of Promotions (RC) that an officer was, on the effective date of the promotion, in a nonpromotable status, that promotion will be deemed to have been automatically involuntarily delayed. In such a case, the officer's promotion is voided and the memorandum announcing the promotion will be revoked. The officer must be immediately notified of this fact. Also, immediate steps will be taken to resolve the case or seek further delay. However, if the determination is made more than 6 months after the effective date of the promotion, the officer will be deemed to have been in a promotable status on the effective date of the promotion and treated as though the involuntary delay had not been imposed. This is unless the officer possessed a nonwaivable statutory disqualification for promotion consideration or selection.

#### **4-12. Medical examination**

Each Ready Reserve officer is required to undergo a medical examination (AR 40-501) at least once every 5 years. A partial or temporary physical disability resulting from a disease, wound, or injury will not disqualify an officer for promotion.

#### **4-13. Security screening**

Promotion authorities will ensure that a favorable security screening is completed before announcing a promotion.

##### *a. Screening.*

(1) The military personnel records Jacket (MPRJ) or Personnel Electronic Management System (PERMS) will be screened to ensure that derogatory or unfavorable suitability information is not contained therein. If the results of this screening are favorable, final promotion action may proceed.

(2) If the screening of the MPRJ or PERMS reveals derogatory or suitability information, the promotion authority will cause a National Agency Check (NAC) to be conducted. Final action of the promotion will be withheld until the results of the NAC are received.

##### *b. Processing unfavorable information.*

(1) The following procedures apply when suitability or unresolved derogatory information is found in the MPRJ or PERMS, or is received from any other reliable source.

*(a)* Process cases involving unresolved derogatory information of a security nature as prescribed per AR 604-10 and NGR 604-10. The area commander with jurisdiction over the USAR officer will take appropriate action.

*(b)* Cases involving suitability information will be resolved by the CNGB (NGR 604-10) or, for USAR officers, per AR 600-37.

(2) If the information bars promotion, decisions of the CNGB or the evaluation board will be processed as prescribed per AR 135-175 or NGR 635-100. If the information is not a bar to promotion and the officer is otherwise qualified, they will be promoted.

#### **4-14. Promotion announcement**

Promotion authorities will complete the promotion memorandums (figs 4-3 through 4-15) and distribute them as shown below—

*a. USAR officers.* Send the original copy of the promotion memorandum to the officer through command channels and file copies in the OMPF and the MPRJ. Furnish an additional copy to—

(1) CDR, HRC St. Louis, ATTN: AHRC-PRO-D, 1 Reserve Way, St. Louis, MO 63132-5200 for officers not in the Active Army end strength.

(2) CDR, HRC St. Louis, ATTN: AHRC-OPM-PD, 1 Reserve Way, St. Louis, MO 63132-5200, and Commander,

U.S. Army Enlisted Records Center, ATTN: PCRE-R, Fort Benjamin Harrison, IN 46249-5301 for dual component soldiers (AR 600-39).

b. *ARNGUS officers.* Send the original and two copies of the promotion memorandum to the officer through the adjutant general. Furnish an additional copy to—

(1) Chief, National Guard Bureau, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382;

(2) CDR, HRC St. Louis, ATTN: AHRC-PRD-MP, 1 Reserve Way, St. Louis, MO 63132-5200; or

(3) Commander, Total U.S. Army Human Resources Command, ATTN: AHRC-PDI, 200 Stovall Street, Alexandria, VA 22332-0400, for officers in the Active Army end strength.

### Section III

#### Dates of Promotion

##### 4-15. General

Procedures in section IV will be followed for officers who delay promotion. Follow the procedures in this section in computing effective promotion dates for all other RC commissioned officers serving on the RASL and WOs. do not antedate effective dates of promotion unless required by law.

a. Except as noted in subparagraph c below, or in parts of this regulation, the effective date of promotion for commissioned officers (except commissioned warrant officers) may not precede the date on which the promotion memorandum is issued. Do not issue the promotion memorandum before the date the promotion board results are approved and confirmed by the Senate (if required). In addition, the officer must already be assigned/attached to a position in the higher grade or, if an IRR/IMA officer selected by a mandatory promotion board, have completed the maximum years of service in grade in the current grade.

b. *For warrant officers.* The effective date is the later of the date of the promotion memorandum or the day following the date the officer completes the TIG requirements, as in paragraph a, above. A USAR WO, who received AUS promotion while on active duty, will be promoted the day after release from AD to a permanent Reserve grade. The grade will be equal to the highest temporary AUS grade satisfactorily held on AD.

c. *For commissioned officers and warrant officers serving in an AGR status.* Officers serving on AD in an AGR status may be promoted to or extended Federal recognition in a higher grade provided the duty assignment/attachment of the officer requires a higher grade than that currently held by the officer. Effective date of promotion of AGR officers will be as shown in paragraph 4-21. AGR officers who have been selected for promotion and are not assigned/attached to a position calling for a higher grade will receive a delay of promotion without requesting such action. AGR officers will remain on the promotion list and serve on AD in the AGR program until they are—

(1) Removed from the promotion list under paragraph 3-18.

(2) Promoted to the higher grade following assignment/ attachment to an AGR position calling for the higher grade.

(3) Promoted to the higher grade, if eligible, following release from AD.

##### 4-16. Promotion to first lieutenant

A qualified 2LT will not be promoted before the date of completion of 2 years of promotion service. Promotion service of ROTC graduates who accept appointment in May or June of any year is computed from the date of graduation of cadets of the United States Military Academy for that year.

##### 4-17. Promotion eligibility date and date of rank

a. *Promotion eligibility date (PED).* The date a WO or 2LT meets the eligibility criteria for promotion to the next higher grade.

(1) WO must meet the mandatory service requirements (table 2-3) and promotion eligibility requirements (chap 2).

(2) In computing the PED for a WO, 1 day will be added to the date established.

(3) 2LTs must meet the TIG requirements (table 2-1) and promotion eligibility requirements (para 2-5).

b. *Date of rank (DOR).* The DOR is the date the officer actually or constructively was appointed or promoted to a specific grade. It is the date used to determine the relative seniority for officers holding the same grade.

(1) A WOs DOR will be used to establish the PED to the next grade.

(2) An officer's DOR will be used to establish TIG requirements to the next grade.

##### 4-18. Date of rank and effective date of promotion after an involuntary delay

a. Except as provided in paragraph 4-18c below, only the Secretary of the Army is authorized to determine whether an officer was unqualified for promotion during any part of an involuntary delay of promotion. Accordingly, except as provided herein, only the Secretary of the Army may determine whether an adjustment must be made to an officer's date of rank and effective date of promotion.

b. Forward requests for an adjustment to date of rank and/or effective date of promotion through HRC St. Louis, CDR, HRC, Chief, Office of Promotions (RC), (for AGR and nonunit officers), or CDR, HRC St. Louis, ATTN:





SECRETARY OF THE ARMY  
WASHINGTON

MEMORANDUM FOR SEE DISTRIBUTION

18 MAR 2015

SUBJECT: Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)

1. References:

- a. Army Regulation (AR) 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers), 13 July 2004.
- b. AR 135-175 (Separation of Officers), 28 February 1987, Rapid Action Revision No. 2 Issued 4 August 2011.
- c. AR 140-10 (Assignments, Attachments, Details and Transfers), 15 August 2005.
- d. AR 600-8-24 (Officer Transfers and Discharges), 12 April 2006, Rapid Action Revision No. 3 Issued 13 September 2011.

2. Effective immediately, I rescind the suspension of the regulatory requirement to separate chief warrant officer two (CW2) and chief warrant officer three (CW3) who are twice not selected for promotion. I reinstate the policies in the references, which state that a U.S. Army Reserve (USAR) warrant officer who twice fails to be selected for promotion to the grade of CW3 or chief warrant officer four (CW4) will not be considered again for promotion and will be removed from active status unless subsequently placed on a promotion selection list, selected for continuation or retained under any other provision of law.

3. Concurrent with this action, I direct the implementation of selective continuation (SELCON) boards in conjunction with USAR warrant officer promotion selection boards. SELCON boards will consider USAR CW2s and CW3s twice not selected for promotion to the next higher grade for continued service in an active status. The authority to convene and recess USAR warrant officer SELCON boards is delegated to the Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary may delegate this authority to the Deputy Chief of Staff, G-1, who may further delegate to a designated representative no lower than the Director of Military Personnel Management.

4. Continuation for CW2 and CW3 is normally 3 years from the approval date of the SELCON board that recommends the officer for continuation. However, continuation may not extend beyond the date when the officer completes 11 years of warrant officer

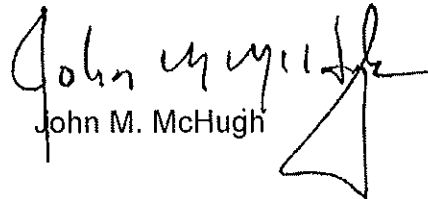
SUBJECT: Army Directive 2015-17 (Reinstatement of Separation for Two-Time Nonselection for Promotion and Implementation of Selective Continuation Boards for U.S. Army Reserve Warrant Officers)

service (CW2) or 20 years of warrant officer service (CW3). I retain the authority to adjust the period of SELCON based on the needs of the USAR.

5. A nonselection for promotion before the Fiscal Year 2015 Promotion Selection Board will not be calculated toward separation. The CW2 and CW3 promotion boards scheduled to convene on or about 22 April 2015 will be considered a first look for warrant officers in the zone of consideration.

6. The Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the provisions related to SELCON boards into AR 135-155 as soon as possible. Direct any questions to the USAR Warrant Officer Promotion Policy Integrator at 703-695-6748.

7. This directive is rescinded upon publication of the updated regulation.

  
John M. McHugh

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## Procedures for Processing Promotion Board Notifications

### 1. USARC G-1:

a. Receives the Promotion and Selective Continuation (SELCON) board results lists from HRC and separates into spreadsheets per the Board Recommendation Code (BRC) with all the necessary information creating the Readiness Division List (RDL).

b. On official release date, provides RDL to Readiness Divisions (RDs), via e-mail, with selection/non-selection code definitions, date of board results approval, and projected removal date for officers twice non-selected for promotion.

### 2. Readiness Divisions:

a. Receives the list from USARC G-1 and begins analysis to notify Major Subordinate Commands (MSCs) and update Reserve Database Maintenance System (RDMS). Updates to RDMS begin no earlier than 7 days after the release of the promotion results. RDs will alert the USARC G-1 Team if the board tools are not up to date. The USARC G-1 Team coordinates with HRC Promotions Team to ensure updates are completed within 48 hours. Upon verification that HRC Promotions Team has updated board tools, the USARC G-1 Team notifies RDs to start updates.

### 3. Selected and first time non-selected officers (1XNS):

a. RDs will send board results in a spreadsheet to the MSCs for notification to officers.

b. Enter comment in Soldier Management System (SMS) (BRC 03 - not educationally qualified and BRC 09 - no reason given/notified). SMS comment will read as follows: "Officer recommended for promotion" or "Officer considered not recommended".

### 4. Second time non-selected officer (2XNS):

a. The 2XNS spreadsheet will have tabs for "Not Educationally Qualified (BRC 04)", and "No Reason Given (BRC 10)". The RD verifies the promotion list against the SELCON list to determine which officers have been selected for continuation.

b. If recommended for SELCON (BRC 05 and 06), the RDs will adjust the officer's Mandatory Removal Date (MRD) in RDMS according to their rank and prepare the appropriate memorandum (see enclosures 8 thru 12). Scan and e-mail a copy of the memorandum to the supporting USARC MSC for distribution. RD will enter a comment in the Soldier Management System (SMS) and iPERM the notification in the officer's Army Military Human Resource Record (AMHRR). SMS comment will be as follows: "Officer second time non-select for promotion to next higher grade, but recommended for SELCON".

(1) Captain. Adjust officer's "Retain Beyond MRD" in RDMS to reflect 20 years of commissioned service.

(2) Major. Adjust officer's "Retain Beyond MRD" in RDMS to reflect 24 years of commissioned service.

(3) Lieutenant Colonel. Adjust officer's "Retain Beyond MRD" in RDMS to reflect the Selective Continuation Military Personnel Message corresponding with the promotion selection board.

## Procedures for Processing Promotion Board Notifications (continued)

(4) Chief Warrant Officer Two. Adjust officer's "Retain Beyond MRD" in RDMS to the date 3 years from the approval date of the SELCON board or the date when the officer completes 11 years of warrant officer service, whichever is earlier.

(5) Chief Warrant Officer Three. Adjust officer's "Retain Beyond MRD" in RDMS to the date 3 years from the approval date of the SELCON board or the date when the officer completes 20 years of warrant officer service, whichever is earlier.

c. If not recommended for SELCON (BRC 07 and 08), the RD will adjust the officer's MRD in RDMS to the first day of the seventh month after the month in which the board that non-selected the officer for the second time approved the results, unless retained by another provision of law. The RD will use the memorandum at Encl 8 for 1LT, Encl 11 for CPT, MAJ, and LTC, and the memorandum at Encl 13 for CW2 and CW3s. RDs will scan and e-mail a copy of the memorandum to the USAR MSC. MSCs print out memos and labels and mail to the officer with a self-addressed return envelope included NLT 45 days from receipt of memorandums from RD. The RD will enter a comment in SMS and iPERM the notification in the officer's AMHRR. The SMS comment will be as follows: "Officer second time considered and not recommended for promotion or SELCON."

(1) First Lieutenant. Adjust officer's "Retain Beyond MRD" in RDMS to:

(a) Lieutenants with a Statutory Military Service Obligation (SMSO), adjust officer's "Retain Beyond MRD" in RDMS to the day after the end of the SMSO and update the retained beyond MRD code. Officers incur a SMSO for eight years upon original appointment as a member of the Armed Services. Previous time spent as a commissioned officer is creditable toward the SMSO. ROTC scholarship appointees, regardless of the date of appointment incur an 8-year SMSO. Effective 31 Oct 13, ROTC (non-scholarship) appointees incur an 8 year SMSO from date of appointment. Prior to 31 Oct 13, prior enlisted time counts towards the SMSO for Non-ROTC scholarship appointees.

(b) If 2XNS AMEDD under Specialized Training Assistance Program (STRAP), adjust the officer's "Retain Beyond MRD" in RDMS to the last day of affiliation and update the Retained Beyond MRD code.

(c) If 2XNS has no obligations, adjust officer's MRD in RDMS to the first day of the seventh month after the month in which the board that non-selected the officer for the second time was approved, unless the officer is retained by another provision of law.

(2) Captain. If SMSO is complete, adjust officer's "Retain Beyond MRD" in RDMS to the first day of the seventh month after the month in which the board non-selected the officer for the second time was approved. If SMSO is not complete, adjust officer's "Retain Beyond MRD" in RDMS to the day after the end of their SMSO and update the retained beyond MRD code.

(3) Major. Adjust officer's MRD in RDMS to the first day of the month after the month in which the officer completes 20 years of commissioned service or the first day of the seventh month after the month in which the board that non-selected the officer for the second time was approved, whichever is later.

(4) Lieutenant Colonel. Adjust officer's MRD in RDMS to the first day of the month after the month in which the officer completes 28 years of commissioned service.

(5) Chief Warrant Officer Two and Three. Adjust officer's MRD in RDMS to the first day of the seventh month after the month in which the board that non-selected the officer for the second time was approved, whichever is later.

## Procedures for Processing Promotion Board Notifications (continued)

### 5. Notification Procedure:

a. RD will mail (via US mail) hardcopy of the notification and options memorandum to the officer and scan and e-mail a copy to the MSC and the officer's email address. RD will suspense the officer 60 days to respond through his/her chain of command. RD will internally suspense the action for 90 days.

b. Upon receipt of the officer's option memorandum, the RD will take action per the officer's request:

(1) If officer elects (and is qualified for) reassignment to the Retired Reserve, RD issues reassignment order, and sends a copy to the officer, the MSC, HRC, and IPERMS.

(2) If officer indicates he or she has more than 18 but less than 20 qualifying years toward non-regular retirement, RD confirms via SMS then issues sanctuary memorandum (Encl 14) to the officer, the MSC, and IPERMS and sets internal suspense for follow-up. RD will enter a comment in SMS and IPERMS the sanctuary notification in the officer's AMHRR. SMS comment will be as follows: "Officer retained to complete 20 qualifying years of service for non-regular retirement."

c. If officer has less than 18 qualifying years of service toward non-regular retirement, RD requests DA Form 4651, Request for Reserve Component Assignment or Attachment, from MSC and forwards to USARC G-1, Officer Management Branch (OMB), in accordance with the Personnel Actions Guide (PAG) through ePAT Checklist T-3-O-1 (Request Separation)(Involuntary)(2X Non-Selection for Promotion) for issuance of the discharge order. OMB will issue the discharge order, and send a copy to the officer, the MSC, HRC, and IPERMS.

d. If RD receives no response from officer within 90 days of the established separation date, the RD will submit request for discharge to USARC G-1 or, if eligible, publish reassignment orders to the Retired Reserve. RD will send a copy to the officer, the MSC, HRC and IPERMS.

## List of Board Recommendation Codes (BRC)

(brc)	desc
01	Selected, first time considered
02	Selected, second time considered
03	Nonselected, first time considered (Not educationally qualified)
04	Nonselected, second time considered (Not educationally qualified)
05	SELCON, EQ, Recommended
06	SELCON, NEQ, Recommended
07	SELCON, EQ, NOT Recommended
08	SELCON, NEQ, NOT Recommended
09	Nonselected, first time considered (No reason given)
10	Nonselected, second time considered (No reason given)
11	NO VOTE
12	DELETE
13	LACK OF RETIREMENT POINT (IRR/IMA ONLY)
14	NO RECORD
15	DELETE - NOT OUT INACTIVE 1 YEAR
16	DELETE - OUT OF ZONE
17	DELETE - NOT PROM STATUS
18	DELETE - PREVIOUS SELECT
19	DELETE - TRANSFERRED TO INACTIVE
20	DELETE - SELECT ON CURRENT STANDBY
21	CIVILIAN EDUCATION (MUST BE HIGH SCHOOL DEPLOMA OR GED)
22	ASSIGNED TO AGR PROGRAM AFTER 60 DAYS OF BOARD CONVENE DATE
25	NCOES
26	RCP, RET, SEP, ETC SEE REMARKS
27	EMPTY FILE, NEWLY ACCESSED SOLDIER INTO AGR PROGRAM, NO INFO
99	MOP

board action code	description
N	NOT SELECTED FOR PROMOTION
Y	SELECTED FOR PROMOTION
C	SELECTED FOR SELCON
E	NOT SELECTED FOR SELCON

promotion consideration code	desc
A	NOT CONSIDERED
B	PASSED OVER, ONCE
C	CONSIDERED, NOT SELECTED
D	SELECTED, DECLINED
E	PASSED OVER, TWICE
F	SELECTED, PROMOTION PENDING FIRST
G	SELECTED, UNIT VACANCY PROMOTION
H	SELECTED, PROMOTION PENDING, AT LEAST TWICE
J	SELECTED FOR PROMOTION ON ACTIVE DUTY LIST
K	SELECTED, GRANTED A DELAY
L	RECOMMENDED FOR PROMOTION AFTER DECLINATION
M	FAILURE OF SELECTION BY REASON OF DECLINATION
N	IN THE ZONE OF CONSIDERATION BUT FAILED TO BE CONSIDERED
S	SELECTED FOR CONTINUATION IN CURRENT GRADE
T	CONSIDERED, NOT SELECTED FOR SELECTIVE CONTINUATION
U	CONDITIONAL PROMOTION

EDUCATION CODE	desc
EQ	EDUCATIONALLY QUALIFIED
NC	NOT CIVILIAN EDUCATION QUALIFIED
NM	NOT MILITARY EDUCATION QUALIFIED
NB	NOT CIVILIAN AND MILITARY EDUCATION QUALIFIED.

## Email Script

### Notification of Selection for Promotion (BRC 01 & 02)

Sir/Ma'am,

Congratulations! This email serves as notification of your selection for promotion during a Department of the Army Reserve Components Promotion Selection Board that convened to consider officers of your grade for promotion. To be promoted, you must remain in an active status, be medically qualified for retention, meet the standards of the Army Body Composition Program in AR 600-9, The Army Body Composition Program, and otherwise meet promotion eligibility criteria shown in AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers.

IAW AR 135-155, for promotion, you must be assigned to a duty position equivalent to or higher than the promotion selection grade. Your servicing headquarters will notify you of any further actions required on your part.

Your service in the US Army Reserve is greatly appreciated.

Below is a link to the Personnel Action Guide (PAG) to assist you and your unit with the processing of your promotion orders. In case that the website is not working, I have attached the instructions taken directly from the (PAG).

<https://xtranet/usarc/usarpag/Pages/Checklist.aspx?action=T-6-O-2>



## Email Script

### Notification of Non-Selection for Promotion (1st time) BRC 03- Not Educationally Qualified, BRC 09 – No Reason Given or LTC to COL (2 x NS or greater).

Sir/Ma'am

This email serves as notification of your non-selection for promotion during a Department of the Army Reserve Components Promotion Selection Board that convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instructions provided by the Secretary of the Army.

Unfortunately, you were not among those selected for promotion by the board. The records reviewed by the Department of the Army Selection Board did not indicate that you completed the required civilian and/or military education by the day before the date the board convened. Your attention is invited to the mandatory education requirements for promotion as specified in AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, paragraphs 2-8 and 2-9 and table 2-2 or table 2-3. If you completed the education requirements not later than the day before the selection board convened, you may request reconsideration by applying through command channels to the Commander, U.S. Army Human Resources Command, ESPD, Promotions Branch (KNOX-HRC-PDV-PS), 1600 Spearhead Division Avenue, Dept 472, Fort Knox, KY 40122.

If you remain eligible, you will be considered for promotion next year. Other than failing to complete the required civilian and /or military education, selection boards do not record the reason for selection or non-selection of individual officers. Your personnel management officer may be able to assist you in improving your official file and advise you regarding specific actions that may increase your potential for promotion.

Your service in the US Army Reserve is greatly appreciated.

If you have any questions please contact me using the information below.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX RD  
5555 WEST ARMY STREET  
DETROIT, MI 55555-1000

AFRC-XXX-X (135-155d)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Non-Selection for Promotion to the Grade of Captain after Second Consideration

1. The purpose of this memorandum is to provide information concerning your recent non-selection for promotion. Reserve officers in the grade of First Lieutenant, not selected for promotion to Captain are considered again by a selection board approximately 1 year later. Officers not selected on the second consideration, under the provisions of Title 10, United States Code (USC), Section 14504(a), require removal from an active status no later than the first day of the seventh month after the month of the board approval or upon completion of their statutory military service obligation (SMSO).

2. ROTC scholarship appointees, regardless of the date of appointment incur an 8-year SMSO. Effective 31 Oct 13, ROTC (non-scholarship) appointees incur an 8 year SMSO from date of appointment. Prior to 31 Oct 13, prior officer and enlisted time count towards the SMSO for Non-ROTC scholarship appointees. Prior service counts toward SMSO for Officers appointed from other sources of commission (OCS, direct appointment).

3. The Secretary of the Army exercised the authority provided in Section 12305 of Title 10, USC, to suspend Section 14504(a) of Title 10, USC, which prescribes the mandatory separation of First Lieutenants who are twice non-selected for promotion to Captain, for the following officers:

a. Officers who are twice non-selected for promotion to Captain who have not completed their SMSO shall be retained to the end of his or her SMSO.

b. Officers who are contractually obligated participants in the Specialized Training Assistance Program (STRAP). STRAP obligated officers are retained in accordance with this suspension shall be continued until meeting his or her contractual obligation to the Reserve Component (RC).

4. The point of contact for this action is Name, title, phone #, or email address.

FOR THE COMMANDER:

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

**Non-Selection for Promotion to the Grade of Captain after Second Consideration**

Encl 8



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX Readiness Division  
5555 WEST ARMY STREET  
DETROIT, MI 55555-1000

AFRC-XXX-X (135-155d)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Selective Continuation (SELCON) on the Reserve Active Status List (RASL) CPT, MAJ, and LTC

1. A Department of the Army Reserve Component Promotion Selection Board (PSB) convened to consider officers in your grade for promotion to the next higher grade. Much to the Army's regret, many highly qualified officers were not recommended for promotion because established strength ceilings limited the number of considered officers that could be selected.
2. The Secretary of the Army recognizes not all of the Army's highly professional officer corps will promote to each successive grade; therefore, directing a Selective Continuation (SELCON) Board convene to consider for continued service on the Retire Active Status List (RASL) those officers who were twice non-selected by the PSB.
3. I am pleased to inform you that, even though the PSB did not select you for promotion, the SELCON Board recommended you for continuation in your present grade and the Secretary of the Army approved that recommendation.
4. Unless you specifically decline continuation, you will be continued until you have completed 20 years of commissioned officer service if you are a CPT, 24 years commissioned officer service if you are a MAJ, or in accordance with the Selective Continuation Military Personnel Message corresponding with your promotion selection board if you are a LTC, which is the maximum years of service allowed by law. Future PSBs will consider you for promotion as long as you remain eligible for consideration. Acceptance of SELCON is assumed, however, if you choose to decline SELCON, complete the form on the next page and return it to Commander, XX Readiness Division, Officer Branch (AFRC-XXX-X), 5555 West Army Street, Detroit, MI 55555-1000 by the above suspense date. If you decline SELCON, the law requires that you be separated from the Army Reserve not later than the first day of the seventh month after the PSB report was approved unless Item 1b(2) or 1b(3) on the next page apply to you.
5. The Army greatly appreciates the contributions and sacrifices you have made for our Nation and awaits your continued participation.
6. The point of contact for this action is Name, title, at phone #, or e-mail address.

FOR THE COMMANDER:

Encl

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

CF:  
Cdr,

Notification memorandum format for Second Nonselection for promotion to CPT, MAJ, and LTC (Continuation Authorized, Officer Recommended)

Encl 9-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Your Social Security Number (SSN) and current mailing address are mandatory under Title 10, U.S. Code, Section 275, for the purpose of positive identification and maintenance of updated records. Failure to provide these items may result in non-receipt of official mail.

**SELECTIVE CONTINUATION ON THE RESERVE ACTIVE STATUS LIST (RASL) Election of Options**

1.  I hereby decline selective continuation (SELCON) on the RASL. I understand that I will be subject to separation from an active status under the provisions of law applicable to my non-selection for mandatory promotion.

a. I understand that I will remain responsible, to include recoupment, for any previously incurred obligations (both contractual and statutory) that have not yet been fulfilled.

b. Since I have declined SELCON and I will be subject to separation based on my non-selection for mandatory promotion to the next higher grade, I elect (select one of the following):

(1)  Discharge from the Army Reserve.

(2)  Reassignment to the Retired Reserve, if eligible (must be qualified for retired pay and have a 20-year letter).

(3)  I have at least 18, but less than 20 qualifying years of service for Retired Pay at Age 60 and request retention to complete 20 years qualifying service. (If I am now on active duty, the qualifying years may be either Reserve or Active Duty or a combination of both.)

2.  Complete the lower portion of this letter and return. An addressed envelope is enclosed for your reply.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND GRADE (Type or Print)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS (if different from address on front page)

**NOTE: Transfer to the Retired Reserve does not automatically entitle you to pay, allowances or other benefits. Completion of 20 years total service does not entitle you to retirement pay or other benefits unless such service was qualifying service for retirement pay and you have attained the age prescribed by law.**

**Election of option format for Second Nonselection for promotion to CPT, MAJ, and LTC  
(Continuation Authorized, Officer Recommended)**

Encl 9-2



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX Readiness Division  
5655 WEST ARMY STREET  
DETROIT, MI 56555-1000

AFRC-XXX-X (135-155d)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Options Upon Non-selection for Promotion After Second Consideration to CPT and MAJ (No SELCON)

1. A Department of the Army Reserve Component Promotion Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instruction provided by the Secretary of the Army.
2. Unfortunately, you are not among those selected for promotion or selective continuation. As a result of this second non-selection, unless sooner separated by reason of age, physical disability, or for cause, you must be discharged no later than the first day of the seventh month after the month in which the President of the board approves the board report, unless you:
  - a. Were approved for Selective Continuation (SELCON) by a previous Headquarters Department of the Army Selection Board.
  - b. Are eligible for and request transfer to the Retired Reserve.
    - (1) Must have 20 qualifying years of service for non-regular retired pay at age 60 and have a Notification of Eligibility to Receive Retired Pay at Age 60 (20-year Letter).
    - (2) If you are receiving Voluntary Separation Incentive (VSI) benefits under the Transition Assistance Management Program, you may request transfer to the Retired Reserve in order to maintain eligibility to continue to receive those benefits.
  - c. Have a remaining statutory military service obligation (SMSO).
  - d. Have been credited with 18 or more, but less than 20, qualifying years of service for retired pay at age 60.
3. The Secretary of the Army recognizes not all of the Army's professional officer corps will promote to each successive grade and directed that a SELCON Board convene to consider those officers who were twice non-selected by the Promotion Selection Board for continued service on the Reserve Active Status List (RASL).

Notification memorandum format for Second Non-selection for promotion to CPT and MAJ (No SELCON)

Encl 10-1

AFRC-XXX-X

SUBJECT: Options Upon Non-selection for Promotion After Second Consideration to CPT and MAJ (No SELCON)

4. A SELCON Board was conducted in conjunction with the Department of the Army Reserve Component Promotion Selection Board that considered officers of your grade for promotion. Unfortunately, the SELCON Board did not recommend you for continuation; therefore, unless one of the options discussed in paragraph 2 applies, you must be discharged.

5. You must complete the enclosed election of options and return it to this Command by the suspense date indicated above. If your election of options is not received by the above suspense date, you will be administratively transferred to the Retired Reserve, if eligible, or discharged in accordance with Title 10 U.S. Code, section 14505 and 14513. Removal will be on the first day of the seventh month after the month in which the President of the board approves the board report or age 60, whichever comes first, unless removed from an active status under another provision of law or regulation prior to that date.

6. Thank you for your many years of service. You have good reason to be proud of your participation and accomplishments.

7. The point of contact for this action is Name, title, at phone #, or e-mail address.

FOR THE COMMANDER:

Encl

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

CF:  
Cdr,

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Your Social Security Number (SSN) and current mailing address are mandatory under Title 10, U.S. Code, Section 275, for the purpose of positive identification and maintenance of updated records. Failure to provide these items may result in non-receipt of official mail.

RESERVE STATUS STATEMENT AND ELECTION OF OPTIONS

1. [ ] I am not in one of the excepted categories shown in paragraph 2 of the basic letter; therefore, discharge is mandatory. Removal is mandatory no later than the first day of the seventh month following the Secretary of the Army's approval of the board. Discharge orders and certificate, as appropriate, will follow. \_\_\_\_\_

INITIAL

2. [ ] I was selected for Selective Continuation (SELCON) by a previous SELCON Board.

\_\_\_\_\_  
INITIAL

3. [ ] I am eligible for and request reassignment to the Retired Reserve (paragraph 2\_\_\_\_) of the basic memorandum or I request transfer to the Retired Reserve as a VSI recipient (paragraph 2\_\_\_\_) of the basic memorandum. \_\_\_\_\_

INITIAL

4. [ ] I have a remaining military service obligation (paragraph 2c of basic memorandum) until \_\_\_\_\_ (fill in date). Upon completion of the military service obligation, removal is mandatory either through discharge or reassignment to the Retired Reserve, if eligible. Discharge/Reassignment orders and certificate, as appropriate, will follow. \_\_\_\_\_

INITIAL

5. [ ] I request retention to complete 20 years of qualifying service. I have at least 18 but less than 20 qualifying years of service for Retired Pay at Age 60 (paragraph 2d of basic memorandum). I understand I will be retained in an active status until credited with 20 qualifying years of service for Retired pay or age 62 whichever is earlier, unless removed from an active status because of physical disability or cause. It is my responsibility to contact my chain of command and request transfer to the Retired Reserve upon completion of the 20 years qualifying service. \_\_\_\_\_

INITIAL

6. [ ] Complete the lower portion of this letter and return. An addressed envelope is enclosed for your reply.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND GRADE (Type or Print)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS (if different from address on front page)

**NOTE: Transfer to the Retired Reserve does not automatically entitle you to pay, allowances or other benefits. Completion of 20 years total service does not entitle you to retirement pay or other benefits unless such service was qualifying service for retirement pay and you have attained the age prescribed by law.**

**Election of Options format for Second Nonselection for promotion to CPT and MAJ (No SELCON)**



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX RD  
5555 WEST ARMY STREET  
DETROIT, MI 55555-10000

AFRC-XXX-X (135-155d)

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Non-selection for Promotion after Second Consideration to LTC (No SELCON)

1. A Department of the Army Reserve Component Promotion Selection Board was convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instruction provided by the Secretary of the Army.
2. Unfortunately, you are not among those selected for promotion by the board. As a result of this second non-selection, and unless sooner separated for reasons of age, physical disability, or for cause, you will remain in an active status until you reach 28 years of commissioned service.
3. A SELCON Board was conducted in conjunction with the Department of the Army Reserve Components Promotion Selection Board that considered officers of your grade for promotion. Unfortunately, the SELCON Board did not recommend you for continuation. You will remain in an active status per paragraph 2. You will continue to be considered for promotion to COL and SELCON unless sooner separated as stated in paragraph 2.
4. Thank you for your continued years of service. You have good reason to be proud of your participation and accomplishments.
5. The point of contact for this action is Name, title, at phone #, or e-mail address

Encl

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

CF:  
Cdr,

Notification memorandum format for **Second Non-selection for promotion to LTC (No SELCON)**

Encl 11





DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX Readiness Division  
5555 WEST ARMY STREET  
DETROIT, MI 55555-1000

AFRC-XXX-X (135-155d)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Selective Continuation (SELCON) on the Reserve Active Status List (RASL) CW3 and CW4

1. A Department of the Army Reserve Component Promotion Selection Board (PSB) convened to consider officers for promotion to the next higher grade. Much to the Army's regret, the board did not recommend many highly qualified officers for promotion because established strength ceilings limited the number of considered officers that could be selected.
2. The Secretary of the Army recognizes not all of the Army's highly professional officer corps will promote to each successive grade; therefore, directing a Selective Continuation (SELCON) Board convene to consider those officers who were twice non-selected by the PSB for continued service on the RASL.
3. I am pleased to inform you that, even though the PSB did not select you for promotion, the SELCON Board recommended you for continuation in your present grade and the Secretary of the Army approved that recommendation.
4. Unless you specifically decline continuation, you will be continued until you have completed 11 years of warrant officer service if you are a CW2, or 20 years warrant officer service if you are a CW3, which is the maximum years of service allowed by law. Future PSBs will consider you for promotion as long as you remain eligible for consideration. Acceptance of SELCON is assumed, however, if you decline SELCON, complete the form on the next page and return it to Commander, XX Readiness Division, Officer Branch (AFRC-XXX-X), 5555 West Army Street, Detroit, MI 55555-1000 by the above suspense date. If you decline SELCON, the law requires that you be separated from the Army Reserve not later than the first day of the seventh month after the PSB report was approved unless Item 1b(2) or 1b(3) on the next page apply to you.
5. The Army greatly appreciates the contributions and sacrifices you have made for our Nation and awaits your continued participation.
6. The point of contact for this action is Name, title, at phone #, or e-mail address.

FOR THE COMMANDER:

Encl

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

CF:  
Cdr,

Notification memorandum format for Second Non-selection for promotion to CW3 and CW4  
(Continuation Authorized, Officer Recommended)

Encl 12-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Your Social Security Number (SSN) and current mailing address are mandatory under Title 10, U.S. Code, Section 275, for the purpose of positive identification and maintenance of updated records. Failure to provide these items may result in non-receipt of official mail.

**SELECTIVE CONTINUATION ON THE RESERVE ACTIVE STATUS LIST (RASL) Election of Options**

1.  I hereby decline selective continuation (SELCON) on the RASL. I understand that I will be subject to separation from an active status under the provisions of law applicable to my non-selection for mandatory promotion.

a. I understand that I will remain responsible, to include recoupment, for any previously incurred obligations (both contractual and statutory) that have not yet been fulfilled.

b. Since I have declined SELCON and I will be subject to separation based on my non-selection for mandatory promotion to the next higher grade, I elect (select one of the following):

(1)  Discharge from the Army Reserve.

(2)  Reassignment to the Retired Reserve, if eligible (must be qualified for retired pay and have a 20-year letter).

(3)  I have at least 18, but less than 20 qualifying years of service for Retired Pay at Age 60 and request retention to complete 20 years qualifying service. (If I am now on active duty, the qualifying years may be either Reserve or Active Duty or a combination of both.)

2.  Complete the lower portion of this letter and return. An addressed envelope is enclosed for your reply.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND GRADE (Type or Print)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS (if different from address on front page)

**NOTE: Transfer to the Retired Reserve does not automatically entitle you to pay, allowances or other benefits. Completion of 20 years total service does not entitle you to retirement pay or other benefits unless such service was qualifying service for retirement pay and you have attained the age prescribed by law.**

**Election of option format for Second Non-selection for promotion to CW3 and CW4 (Continuation Authorized, Officer Recommended)**

Encl 12-2



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX Readiness Division  
5555 WEST ARMY STREET  
DETROIT, MI 55555-1000

AFRC-XXX-X (135-155d)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Options Upon Non-selection for Promotion After Second Consideration to CW3 and CW4 (No SELCON)

1. A Department of the Army Reserve Component Promotion Selection Board (PSB) convened to consider officers of your grade for promotion. The board examined the performance portion of your official military record according to the Memorandum of Instruction provided by the Secretary of the Army.

2. Unfortunately, you are not among those selected for promotion or selective continuation. As a result of this second non-selection, unless sooner separated by reason of age, physical disability, or for cause, you must be discharged no later than the first day of the seventh month after the month of the board approval, unless you:

a. Were approved for Selective Continuation (SELCON) by a previous Headquarters Department of the Army Selection Board.

b. Are eligible for and request transfer to the Retired Reserve.

(1) Must have 20 qualifying years of service for non-regular retired pay at age 60 and have a Notification of Eligibility to Receive Retired Pay at Age 60 (20-year Letter).

(2) If you are receiving Voluntary Separation Incentive (VSI) benefits under the Transition Assistance Management Program, you may request transfer to the Retired Reserve in order to maintain eligibility to continue to receive those benefits.

c. Have a remaining military service obligation.

d. Have been credited with 18 or more, but less than 20, qualifying years of service for retired pay at age 60.

3. The Secretary of the Army recognizes not all of the Army's professional officer corps will promote to each successive grade and directed that a SELCON Board conveneto consider those officers who were twice non-selected by the PSB for continued service on the Reserve Active Status List (RASL).

AFRC-XXX-X (135-155d)

SUBJECT: Options Upon Non-selection for Promotion After Second Consideration to CW3 and CW4 (No SELCON)

4. The Department of the Army conducted a SELCON Board in conjunction with the Reserve Component PSB that considered officers of your grade for promotion. Unfortunately, the SELCON Board did not recommend you for continuation. Discharge is required unless one of the options discussed in paragraph 2 applies.

5. Complete the enclosed election of options and return it to this Command by the suspense date indicated above. If this command does not receive your election of options by the above suspense date, you will be administratively transferred to the Retired Reserve, if eligible, or discharged in accordance with Title 10 U.S. Code, section 14505 and 14513. Removal date is the first day of the seventh month after the board approval or age 60, whichever comes first, unless removed from an active status under another provision of law or regulation prior to that date.

6. Thank you for your many years of service. You have good reason to be proud of your participation and accomplishments.

7. The point of contact for this action is Name, title, at phone #, or e-mail address.

FOR THE COMMANDER:

Encl

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

CF:  
Cdr,

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Your Social Security Number (SSN) and current mailing address are mandatory under Title 10, U.S. Code, Section 275, for the purpose of positive identification and maintenance of updated records. Failure to provide these items may result in non-receipt of official mail.

RESERVE STATUS STATEMENT AND ELECTION OF OPTIONS

1. [ ] I am not in one of the excepted categories shown in paragraph 2 of the basic letter; therefore, discharge is mandatory. Removal is mandatory no later than the first day of the seventh month following the Secretary of the Army's approval of the board. Discharge orders and certificate, as appropriate, will follow. \_\_\_\_\_

INITIAL

2. [ ] I was selected for Selective Continuation (SELCON) by a previous SELCON Board.

\_\_\_\_\_  
INITIAL

3. [ ] I am eligible for and request reassignment to the Retired Reserve (paragraph 2\_\_\_\_) of the basic memorandum or I request transfer to the Retired Reserve as a VSI recipient (paragraph 2\_\_\_\_) of the basic memorandum. \_\_\_\_\_

INITIAL

4. [ ] I have a remaining military service obligation (paragraph 2c of basic memorandum) until \_\_\_\_\_ (fill in date). Upon completion of the military service obligation, removal is mandatory either through discharge or reassignment to the Retired Reserve, if eligible. Discharge/Reassignment orders and certificate, as appropriate, will follow. \_\_\_\_\_

INITIAL

5. [ ] I request retention to complete 20 years of qualifying service. I have at least 18 but less than 20 qualifying years of service for Retired Pay at Age 60 (paragraph 2d of basic memorandum). I understand I will be retained in an active status until credited with 20 qualifying years of service for Retired pay or age 62 whichever is earlier, unless removed from an active status because of physical disability or cause. It is my responsibility to contact my chain of command and request transfer to the Retired Reserve upon completion of the 20 years qualifying service. \_\_\_\_\_

INITIAL

6. [ ] Complete the lower portion of this letter and return. An addressed envelope is enclosed for your reply.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND GRADE (Type or Print)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS (if different from address on front page)

**NOTE: Transfer to the Retired Reserve does not automatically entitle you to pay, allowances or other benefits. Completion of 20 years total service does not entitle you to retirement pay or other benefits unless such service was qualifying service for retirement pay and you have attained the age prescribed by law.**

Election of Options format for Second Non-selection for promotion to CW3 and CW4 (No SELCON)



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XX Readiness Division  
5555 WEST ARMY STREET  
DETROIT, MI 55555-1000

AFRC-XXX-X (140-10)

Date

MEMORANDUM FOR "Rank, First MI Last, address, last 4 SSN"

SUBJECT: Retention in an Active Status to Complete 20 Qualifying Years of Service for Non-Regular Retirement

1. References:

- a. Armed Forces, Title 10 United States Code, Section 12646.
- b. AR 140-10 (Assignments, Attachments, Details and Transfers).

2. Reference 1a states, when an officer has more than 18, but less than 20, qualifying years of service he or she may not be discharged or transferred from an active status without consent before the earlier of the following dates:

- a. The date on which the officer is to be credited with 20 qualifying years of service.
- b. When having more than 18, but less than 19, qualifying years of service the officer may not be discharged until the third anniversary of the date on which removal would otherwise occur.
- c. When having more than 19, but less than 20, qualifying years of service the officer may not be discharged until the second anniversary of the date on which removal would otherwise occur.

3. As of DD MMM YY, your record indicates you have XX qualifying years of service toward non-regular retirement at age 60. Upon obtaining 20 qualifying years of service within the authorized period of retention, law requires your removal from an active status by reassignment to the Retired Reserve Control Group or discharge. Should you fail to obtain your necessary qualifying years of service within the authorized period of retention, you will be separated by discharge on DD MMM YY, unless retained under another provision of law.

4. It is your responsibility to notify your chain of command and this Headquarters on the date you complete 20 qualifying years of service.

5. This policy does not apply to officers transferred or discharged for:

- a. Physical disability.

AFRC-XXX-X (140-10)

SUBJECT: Retention in an Active Status to Complete 20 Qualifying Years of Service for Non-Regular Retirement

b. Cause.

c. Reaching the maximum age at which the law requires transfer from an active status or discharge.

6. The point of contact for this action is Name, title, phone #, or email address.

FOR THE COMMANDER:

JOHN Q. SMITH  
Colonel, GS  
Deputy Chief of Staff, G-1

## Creating Bulk Copies

The Copy feature enables you to create duplicate transactions from a single transaction. This is especially time-saving for transactions that need to be created for a group of SSNs. You can manually enter multiple SSNs into the system and save them as list, or import a list of SSNs from a text file.

### To add new SSNs to a list:

1. Open and create a new transaction (Contact or Case).
2. Complete the Transaction detail window with the appropriate business area, remarks (optional), etc.

The screenshot shows the 'Transaction Detail' window. At the top, it displays 'CONTACT' and 'ID: 25933939 (Closed)'. Below this are several fields: 'Soldier' with a search icon and the value 'SMITH JANE DOE', 'Originator Type' with a dropdown menu set to 'SOLDIER', 'Originator' with a search icon and the value 'SMITH JANE DOE', and 'Originator Organization' with a search icon. The 'Business Area' field has a search icon and a dropdown menu set to 'ORDERS > MOBILIZATION'. The 'Method' field has a dropdown menu set to 'INCOMING E-MAIL'. The 'Suspense Date' field has a date picker and a 'Priority' checkbox. Below these fields are 'Add' buttons for 'Shortcut Remarks' and 'Search Tags'. At the bottom of the form are buttons for 'Remarks', 'Action', 'Attach', 'Making', 'Shortcut', 'Copy', 'OK', and 'Cancel'. Below the buttons, there are three remarks: 'Remote Slide.ppt on 2010/04/20 15:42:21', 'Remark entered by HARTER CLAIRE on 2010/04/20 15:39:56', and 'CLOSED CONTACT by HARTER CLAIRE@AHRC-PSP-AR on 2010/04/20 15:39:00'. A note below the remarks says 'Please refer to the attachment for assignment details.'

3. Click the **Copy** button. The system displays the Bulk Copy component.
4. Click inside the **SSN** data entry box and begin entering SSNs.  
**Note:** As soon as you have entered 9 digits, the SSN will automatically be included in the list staging area (the box just below the SSN data entry). If Javascript has been disabled in your web browser, you will NOT see the staging area and you must click the Add button to enter SSNs one at a time (See Importing an External List).
5. When you have finished entering all desired SSNs, click the **Add** button to submit the group. SMS Web will take all SSNs from the staging area, checks the SSNs against various databases for validity, and, if the SSN is valid, will add each SSN to the final list which includes name and other information. If one or more SSN is not valid, the SSN will not be included in the list and an error message will indicate which SSNs require correction. Re-check the SSN and edit the number directly in the staging area. Click the **Add** button again to re-submit the edited SSNs.



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SSN	Salutation Name	VSSN	
888888888	SFC WILLIAMS GEORGE M		Delete
555555555	1LT SMITH JOHN DOE		Delete
111111111	MAJ SMITH JANE DOE		Delete
			Save List

6. After you have finished adding all SSNs to the final list, you may:

-- *Name and save the List:* Click inside the data entry box under the SSN list and enter a name for the list. Click the **Save List** button.

-- *Add more SSNs:* Click inside the **SSN** data entry box and begin entering SSNs. Click the **Add** button to submit the additional SSNs.

-- *Delete individual SSNs:* Click the **Delete** button in the list next to the SSN you wish to remove.

7. Click the **OK** button to create duplicate transactions for each of the SSNs in the list.

### Using a previously saved list

1. Begin by clicking the **Copy** button in the Transaction component. The system displays the Bulk Copy component.
2. Click the List drop-down arrow.

List:

3. Choose the name of the previously saved list and click the **Add** button to submit the list.
4. Click the **OK** button to create duplicate transactions for each of the SSNs in the list or click **Cancel** to exit without creating duplicate transactions.

### Editing a previously saved list

1. Begin by clicking the **Copy** button in the Transaction component.
2. The system displays the Bulk Copy component.
3. Click the List drop-down arrow.

List:

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4. Choose the name of the previously saved list. You may:
  - a. *Add more SSNs*: Click inside the **SSN** data entry box and begin entering SSNs. Click the **Add** button to submit the additional SSNs.
  - b. *Delete individual SSNs*: Click the **Delete** button in the list next to the SSN you wish to remove.
2. Click the **Update List** button to save changes to the list.
3. Click the **OK** button to create duplicate transactions for each of the SSNs in the list or click **Cancel** to exit without creating duplicate transactions.

### Clearing a list

If you erroneously imported or loaded the wrong list, simply click the **Clear** button to remove all SSNs from the submitted list.