The Army Reserve Careers Division (ARCD)
Career Management Brief

NAME:  CMO Team member
Email:  
Phone:  
YouTube:  https://www.youtube.com/channel/UCEEGrWPWV00_v52k4EQCMOg

http://stayarmyreserve.army.mil/cmo/cmo.html
Army Reserve Careers Division Mission and Locations

Career Management Office (CMO) Purpose and Key Tasks

Officer Professional Education & Career Progression

Promotion Boards

Soldier Responsibilities

Best Practices

S1 NET

Helpful References

Points of Contact

Questions
Purpose of the Career Management Office (CMO):

To assist in the development of Army Reserve Officers with the correct skill sets to meet operational and functional requirements; simultaneously developing their leadership, technical competence, and professional skills through progressively more challenging duty assignments, training, and education.

Target Population: 2LT – LTC
CMO Key Tasks

- Contact, counsel and track officers who are not Educationally Qualified (EQ)
- Assist officers with PME enrollment process
- Provide guidance for preparing promotion board files
- Conduct Army Selection Board Systems (ASBS) reviews
- Assist officers in locating Key Developmental (KD) positions
- Provide one-on-one service and self-help resources to officers
- Schedule and conduct regional forums
Officer

Professional Military Education

And Career Progression
Education Requirements

- **To 1LT:** Promotion to 1LT is “AUTOMATIC” only if all three of the following documents are in iPERMS
  - DA 1059, Any Basic Officer Leader Course (BOLC)
  - DA 71 (Oath of Office)
  - Letter of Appointment (Commissioning Source)

- **To CPT:**
  - Baccalaureate Degree (Transcripts, with “DEGREE AWARDED” in iPERMS)

- **To MAJ:**
  - DA 1059, Any Captains Career Course (CCC)

- **To LTC:**
  - 50% Legacy CGSOC, Satellite ILE or ILE-CC PH1-3 Complete

- **To COL:** (Senior Leadership Development Office Manages)
  - 100% Legacy CGSOC, Resident ILE, ILE-CC PH1-3 Complete and AOC, or ILE-CC PH 1-3 Complete with AOC Alternative Credentialing Course
Key Developmental Positions

- Company Level:
  - Platoon / Team Leader
  - Company XO
  - Company Commander

- Battalion / Brigade Level:
  - Primary Staff Officer
  - S3, XO or SPO
  - Commander

- Career Broadening Assignments:
  - Equal Opportunity & Inspector General
  - Safety & Physical Security Officer

- Active Duty and Reserve Career Models are slightly different (branch dependent)

Check DA PAM 600-3 since each branch’s KD assignments are different; each branch has a chapter in DA PAM 600-3.
Chapter 8, Infantry Branch, page 55
Chapter 9, Armor Branch, page 66
Chapter 10, Aviation Branch, page 75
Chapter 11, Field Artillery Branch, page 100
Chapter 12, Air Defense Artillery Branch, page 112
Chapter 13, Engineer Branch, page 124
Chapter 14, Chemical Branch, page 140
Chapter 15, Military Police Branch, page 151
Chapter 16, Special Forces Branch, page 165
Chapter 17, Psychological Operations Branch, p. 177
Chapter 18, Civil Affairs Branch, page 188
Chapter 20, Signal Corps Branch, page 212
Chapter 25, Military Intelligence Branch, page 262
Chapter 35, Logistics Corps Officer Branches, p. 335
Chapter 36, Adjutant General Branch, page 396

*Also contains Functional Areas and Special Branches*
CAR’s guidance is OES takes precedence over Annual Training

- Captains should strive for Command
- 1-2 Years in each Position
- Seek out tough assignments
- Seek positions between MTOE and TDA Units, diversify your resume
- Go between Primary Position and Assistant Positions (Example: S2 and Assistant S3)
To be qualified to receive a Reservation or Orders from HRC (even for DL courses) to attend any resident class you must have a:

- Current security clearance
- Current physical/PHA within 15 months by end of class
- Current APFT must be within 12 months by end of class
- No “3” in PULHES unless a Surgeon's statement "fit for duty" is included
- No “Flagging” Actions
- HIV screening (Year Month of HIV screen must be within 2 years)
- Body Fat Standards must be met CANNOT exceed standards
- If mobilized (to include ADOS), must request waiver

It can take 30-90 days or more to get a physical/PHA and for it to be updated in the system. Just having the physical/PHA completed will not get Orders published. The system MUST show the updated dates for Orders to be published.
How to Locate a Course

https://www.atrrs.army.mil

Click Here

Extended Blackboard Help Desk Hours for MSCoE LLC

At the request of USARC, Army G-1/ATRRS Program Office is posting the following update to FAQ students of the Maneuver Support [READ MORE]
How to Locate a Course

Search the ATRRS Course Catalog

You may enter your search text for a Course Number, Course Title, or Course Scope search. For example you may enter 510 in the "Course Number" input box for the Fiscal Year of 2013 to return all courses that include 510 in 2013, such as 610-63G19 and 610-63S19.

Course Number: 
Course Title: CAPTAINS
Course Scope: 

Fiscal Year: 2013
School Code: 
State: 
Officer AOC: 
Enlisted MOS: 
Enlisted ASI: 
Warrant MOS: 
Warrant ASI: 
ADT/IDT Mode: 

Phase: Warrant BQT: 
Select Code: 
Budget Code: 
Language Code: 
Command Code: 
OPMS Skill Code: 
SMOR Proponent: 
OSD Type: 

Search the ATRRS Course Catalog
The PME Enrollment Process involves the following steps:

1. **Soldier's Unit Submits ATRRS Application**
   - The soldier's unit submits an ATRRS application.

2. **Unit/MSC Approves Under Their QS**
   - The unit/MSC approves the soldier's unit under their QS.

3. **QS Change to RR Resides in HRC Queue**
   - The QS change to RR resides in the HRC Queue.

4. **HRC LDD verifies eligibility, quotas, cost, budget**
   - HRC LDD verifies eligibility, quotas, cost, and budget.

5. **HRC LDD Publishes ADT Order. Updates RDMS**
   - HRC LDD publishes an ADT order and updates RDMS.

6. **Soldier Attends PME**
   - The soldier attends PME.

7. **LDD Updates RDMS**
   - LDD updates RDMS.

8. **HRC LDD Emails PME Courses/Phases to Identified Soldiers**
   - HRC LDD emails PME courses/ phases to identified soldiers.

9. **ATRRS Generates Auto Notification Email to Soldier**
   - ATRRS generates an auto notification email to the soldier.

10. **HRC LDD Emails RC PME Worksheet to Soldier**
    - HRC LDD emails the PME worksheet to the soldier.

**Conducted Quarterly**

**FOUO / UNCLASSIFIED**

Twice The Citizen! Army Strong!
As of 20 January 2017
The CCC prepares company grade officers to command Soldiers at the company, troop or battery level, and to serve as staff officers at battalion and brigade levels.

To Enroll:

- Get with your ATRRS operator for the course you want to attend to check for availability (R8 screen) and check eligibility based off course prerequisites.

- Have your ATRRS operator submit an A1 application for the course you want and get the application approved through their Command Level before HRC can reserve or disapprove application.

- Keep your APFT, HT/WT, PHA, HIV, & Security Clearance current to receive a “R”eserved seat. If you are not 100% “green” across the board you will not get a seat or orders.

- All Distance Learning Phases must be completed 30 days prior to concurrent Resident Phase.
b. ILE is attended by all Army Officers in the rank of O3 (if promotable) or O4 who are CCC graduates, Sister Service officers of equivalent rank, International Military Officers, and selected civilians from other U.S. Government agencies.

c. Army Officers will complete ILE by their 15th year of commissioned service.
CGSOC Resident Opportunities

- DA Board selected (meets every summer and is an opt-in board)
  - 10 month course at Ft Leavenworth, KS
  - 15 week satellite course (Ft Dix, Ft Gordon, Ft Belvoir, Ft Lee & Redstone Arsenal)
  - 10 month Western Hemisphere Institute for Security Cooperation ILE (Ft Benning, GA)

(WHINSEC requires DLPT on file prior to attendance, course is all in Spanish)

CGSOC-CC/ILE Nonresident Opportunities

- Unit level ATRRS application for each phase
  - Distributed Learning (DL)/ Active Duty for Training (ADT)/ Inactive Duty Training (IADT)
    - Phase 1 - Active Duty for Training (2 weeks in length) “OR” Distance Learning
    - Phase 2 - Inactive Duty Training (Drill weekends) (8 months) “OR” Distance Learning
    - Phase 3 - Active Duty for Training (2 weeks in length) “OR” Distance Learning
  - The Total Army School System (TASS)
    - Phase 1 - Active Duty for Training (2 weeks in length)
    - Phase 2 - Inactive Duty Training (i.e. Drill weekends) (8 months in length)
    - Phase 3 - Active Duty for Training (2 weeks in length)

Advanced Operations Course (AOC) Opportunities

- Various ways to complete (One Year Long)
  - AOC Distributed Learning
  - Stability, Security and Development in Complex Operations (SSDCO)
  - Select Functional Area and Special Branch Schools and Programs (CGSOC website)
### Functional Areas & Special Branches

<table>
<thead>
<tr>
<th>Branch Title</th>
<th>Training Course Title</th>
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<tr>
<td>• FA24 (Info Systems Engineering)</td>
<td>FA24 Qualification Course</td>
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<td>• FA29 (Electronic Warfare)</td>
<td>FA29 Qualification Course</td>
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<tr>
<td>• FA30 (Information Ops Officer)</td>
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<td>• FA34 (Strategic Intel Officer)</td>
<td>Masters of Strat Intel at NCIC</td>
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<td>• FA40 (Space Operations)</td>
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<td>• FA46 (Public Affairs Officer)</td>
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<tr>
<td>• FA47 (USMA Permanent Professor)</td>
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<td>• FA48 (Foreign Area Officer)</td>
<td>ACS/Language Trng/In country</td>
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<td>• FA49 (Ops Research/Sys Analysis)</td>
<td>FA49 Qualification Course</td>
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<td>• FA50 (Force Management)</td>
<td>Force Mngmt Officer Course</td>
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<td>• FA51 (Acquisition)</td>
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<td>• FA52 (Nuclear and Counterproliferation)</td>
<td>Nuc &amp; CntrProlf Officer Course</td>
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<td>• FA53 (Systems Automation Officer)</td>
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<tr>
<td>• FA59 (Strategic Plans)</td>
<td>FA59 Qualification Course</td>
</tr>
<tr>
<td>• AMEDD</td>
<td>Civ licensure/medical ed reqs</td>
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<tr>
<td>• Chaplains Corps</td>
<td>BDE Chaplain FA Qualification</td>
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<tr>
<td>• JAG Corps</td>
<td>Judge Adv Graduate Course</td>
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### Programs

- Naval Post Graduate (NCS-DL and ILE Preparatory Course)
- Interagency Fellowship Program
- Joint Chief/Sec Def Internship Program
- Army Congressional Fellowship Program
- Afghanistan/Pakistan HANDS
- Inter-Agency/Inter-Government Course (SF Officers)
- Stability, Security, and Development in Complex Operations (CA and PO Officers)
- Military Intel Officers only (must complete ILE-CC and one of the following programs...)
  - National System Development Program
  - Junior Officer Career Cryptologic Program
  - National Intelligence University MS in Strategic Intel
  - Inter-Agency/Inter-Government Course
  - Select Naval Post Graduate School Programs

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US Army Combined Arms Center

As of 2012-2013

As of 20 January 2017
Tools and Applications Directory

Army Human Resources Command's tools for Soldiers and Human Resources Professionals.

Assignments

- Assignment Satisfaction Key (ASK) - Enlisted
- My Request for Orders - Officer
- Personal Preference Pages for Centralized Selection Processes (Must be eligible for CSL, SSC, ILE, or APDE)

Promotions
Welcome to the HRC Soldier Selection Preference Page

The HRC Soldier Selection Preference Page is a site designed to help transform the Institutional Army into an information age, networked organization. The HRC Soldier Selection Preference Page houses the electronic preference statements for Soldiers participating in the following processes:

- Command Preference Designation (CPD)
  - Officer
  - Enlisted
- Senior Service College (SSC)
  - Active Component
  - Reserve Component
- Intermediate Level Education (ILE)
  - Active Component
  - Reserve Component
- Additional Professional Development Education (APDE)
  - Reserve Component
- Functional Designation (FD)
School Funding – Who Pays?

- **BOLC**: USARC pays all Pay and Travel Allowances (IMT Branch)

- **CCC**:  
  - HRC funds all Pay and Travel Allowances for their First CCC Course (AC or AR)  
  - HRC **may** fund a second CCC if the Officer is an Active Duty transfer to the Army Reserve and needs to Branch Transfer

- **ILE**:  
  - HRC pays all Pay and Travel Allowances

- **AOC**: No cost involved
Promotion Boards
MILPER Message is published by HRC detailing the Zones of Consideration.

Each CMO creates internal eligibility list for all zones from SMS Watchlist.

HRC publishes eligibility list for all zones and branches.

CMO compares ASBS files with eligibility roster throughout scrub process.

If a discrepancy is found, the CMO researches and submits an Add/Delete Sheet to Promotions Branch if necessary.

Each CMO compares HRC eligibility list with SMS list to ensure all eligible officers are considered.
Where to find Board Schedules

https://www.hrc.army.mil/

1. Great board overview video
   Watch and share!

2. Special Programs

3. Boards and Promotions

4. Board Schedules
   - FY14 Board Schedule
   - FY15 Board Schedule
   - FY16 Board Schedule
   - FY17 Board Schedule

Board Preparation
   - Mock Board OPD Video
   - Mock Board MOI, Word Picture and Score Sheet
   - Mock Board Transcript
Where to find Board MILPER Messages

http://stayarmyreserve.army.mil/cmo/cmo.html

Upcoming Boards

CAC REQUIRED

RESERVE COMPONENTS
CAPT APL PSB
Convenes: 1 May 17
Retreat: 12 May 17
MILPER Coming Soon

RESERVE COMPONENTS
MAJ APL PSB
Convenes: 3 Apr 17
Retreat: 5 May 17
MILPER Coming Soon

RESERVE COMPONENTS
MAJ APL SELCON
Convenes: 1 Mar 17
Retreat: 28 Mar 17
MILPER 3-148

RESERVE COMPONENTS
LTC APL PSB and

Welcome to Your Career Management Office

The Army Reserve is continuously changing; this includes shaping the forces through career progression.
Your responsibility to meet the standards to maintain your career as an officer in the United States Army Reserve.
This site along with Career Management Officers are available to support you in taking the correct steps in your career development and
provide readily available information. Career Management Officers are able to provide information, in conjunction with your chain of
command to make your career a success. Contact an Army Reserve Career Management Officer (CMO) to review your career path and
discuss the future of your military career.

Purpose of the Career Management Office (CMO):
To assist in the development of Army Reserve officers with the correct skill sets to meet operational and functional requirements;
simultaneously developing their leadership, technical competence, and professional skills through progressively more challenging duty
assignments, training, and education.

**Officers who are not educationally qualified, decrease their chances of being promoted significantly!**

Contact Your Career Management Officer

Branch Chief
LTG Angela H. Gooch
(502) 526-1504 / BB (404) 721-8575
angela.h.gooch.cml.mil@mail.mil

Deputy
MAJ Soto, Olivia
(502) 626-2702 / BB (678) 392-0566
olivia.a.soto.mil@mail.mil

OFFICER MANAGEMENT

CA, PO, SF
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BB (910) 726-5153
seung.h.lee26.mil@mail.mil

SC, CY
MAJ Montes, Herman
(502) 626-1592
BB (678) 749-2831
herman.m.montes.carlito.mil@mail.mil

AG, FL, PA
MAJ Soto, Olivia
(404) 468-4833
BB (678) 392-0566
olivia.a.soto.mil@mail.mil

CPT Craiga, Evan
(502) 626-1548
BB (404) 721-8335

CPT Huffman, William
CPT Old, Angela
What’s in the MILPER Message

Key Highlights:

- Zones of Consideration
- Civilian and Military Education Level
- My Board File Open and Close Dates
- OER/AER Submittal Dates
- ARB/CSRB Submittal
- DA Photo

- Creation and certification of the CSRB is a unit responsibility.
- CSRB validation and board submission is a Soldier responsibility.
Going Before the Board

- Depending on the size of the board (total population) and zone of consideration(s), each board member typically spends **30 seconds to 4 minutes** per file.
  - I/A Zone: 2-4 minutes  BZ: 30 seconds – 1 minute (screen vote), then 2-4 minutes (hard vote)

- What do board members focus on when reviewing a file? Senior Rater Narrative
  - Senior Rater DA Label (Box Check)
  - Duty Description of Rated Officer
  - Senior Rater Population Size
  - Rater Narrative
What Does the Board See?

- Photo
- ORB
- OERs/AERs
- Disciplinary will appear here “if applicable”
- Awards and Education Further Down
DA Photo Requirements

- DA Photos are **not** optional
- A new photo is required when
  - Advanced to **1LT** or **CW2**; promoted period
  - Received an **ARCOM** or higher
  - Every **five** years for officers
  - 90 days after deployment if photo is invalid
  - When directed by your BN CDR (or equivalent), when there has been a major change in appearance
- Here’s how to make an appointment at: [http://www.vios.army.mil/](http://www.vios.army.mil/)

** Requirements pulled from AR 640-30 Photographs for Military Human Resource Records
After the Promotion Board Results

1. BOARD RESULTS RELEASED
2. LTC or higher signs 56R
3. BN S1 Promotion Packet into ePAT (HRPAS) and forwards to BDE
4. BDE S1 FWDS Promotion Packet via ePAT (HRPAS) to Command/Division
5. HRC accepts or rejects Promotion packet
   - IF accepted, places promotion into “queue”
   - IF rejected, generates selection board packet
6. Command/Division G1 FWDS Promotion Packet via ePAT (HRPAS) to HRC
7. ORDERS ARE PUBLISHED and sent to Soldier!
USAR PAG (Personnel Action Guide)

https://www.hrcapps.army.mil/iws/?page=shared.person.soldier.tapdb
If an officer is a 2x non-select for CPT, MAJ or LTC one of three things will happen:

- Selective Continuation (SELCON), serve additional years as prescribed by the board (usually 2), not to exceed MRD. Packet will go before the promotion board each year while SELCON’d.
  - CPT (2x Non-Select to MAJ) – Maximum is 20 Years
  - MAJ (2x Non-Select to LTC) – Maximum is 24 Years

- Retirement
  - If eligible for retirement under any provision of law, be retired no later than the first day of the seventh calendar month beginning after the month in which the president approves the board.
  - Within two years of qualifying for retirement, shall be retained on active duty until he/she is qualified for retirement, unless sooner retired or discharged under another provision of law.

- Discharged
  - 1st day of the 7th month from the Board Release Date
Preparing for Your Next Board

- S1 situational awareness (S1 NET)

- Read the MILPER
  - Eligibility criteria
  - ‘My Board File’ dates
  - OER cutoff dates / document submission

- Validate ‘My Board File’

- Clean up ORB

- Photo in ASU

- Communicate to your Rater/SR career goals

- Avoid height/weight inconsistency on records

- Performance (OERs)
Soldier Responsibilities

- **READ** the entire MILPER message from HRC!

- **The answers are in the MILPER**

- Pay close attention to:
  - Date of last submission for board file documents
  - Date your board file closes for your review
  - Ensure iPERMs is up to date with all civilian and military documents.
  - Contact the POCs listed in the MILPER for Evaluations and DA1059s
  - Units CANNOT update these documents

- Only send letter to Board President if you have important information that is not addressed in your file. DO NOT write a letter to thank the board for considering you.

- **FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL BE VIEWED AS A “LACK OF DUE DILIGENCE” ON YOUR PART.** - directly from a MILPER message
Best Practices

- You are responsible for managing your career; set yourself apart from your peers in a good way

- **STAY IN THE KNOW!** Sign up for S1NET, frequently check MILPERs and ALARACTs, etc.

- Review your records

- Get your Professional Military Education (PME) taken care of early
  - No PME means there is **zero** chance for promotion
  - Get a DA Photo

- Always be “board ready”
  - Update ORB regularly
  - DA photo
  - OERs
S1 NET – Stay Informed


S1 NET Provides Weekly Emails on:
- ALARACTs (All Army Activities) Messages
- MILPERs (Military Personnel) Messages
- Board Announcements
- TPU Position Vacancies
- Various other good to know info

Why aren’t you a member of S1Net?
Helpful References

- AR 135-155: Promotion of Commissioned Officers and Warrant Officers Other than General Officers
- AR 350-1: Army Training and Leader Development
- AR 600-8-29: Officer Promotions
- AR 623-3: Personnel Evaluation-Evaluation and Reporting System
- AR 640-30: Photographs For Military Human Resources Records
- AR 670-1: Wear and Appearance of Army Uniforms
- DA Pamphlet 600-3: Commissioned Officer Professional Development and Career Management
- HRC website: https://www.hrc.army.mil
- VIOS website: http://www.vios.army.mil/
Summary

- Army Reserve Careers Division Mission and Locations
- Career Management Office (CMO) Purpose and Key Tasks
- Officer Professional Education & Career Progression
- Promotion Boards
- Soldier Responsibilities
- Best Practices
- S1 NET
- Helpful References
ALL CMO CONTACTS CAN BE FOUND AT:
http://stayarmyreserve.army.mil/cmo/cmo.html
QUESTIONS