

# FY 2003 Promotion Board

By CW5 Theodore A. Walker

First of all, congratulations to the warrant officers that were selected for promotion to CW3/4/5. It was definitely an honor to be selected to participate in the FY03 CW3/4/5 promotion selection board. My exposure to promotion board procedures and processing will have an everlasting impact on me because now I have first-hand information on what it takes to get promoted to CW3/4/5. I pledge to share this experience with the warrants that I come in contact with throughout the remainder of my career.

Promotion boards are instrumental in determining the fate of an officer's career. Therefore, it is important for you to know when boards are conducted and what you can do to enhance your competitiveness by a board. The Warrant Officer Division and Warrant Officer Career Center provides an abundance of information concerning promotion boards. Therefore, I will do my best not to bore you with redundancy. Having served on the FY03 promotion selection board, I will only provide you what I feel that you should know to get promoted.

Approximately ninety days prior to convening, administrative steps are initiated to prepare for the board. A message is forwarded to the field announcing the zones of consideration, optional and routine officer evaluation report (OER) procedures, and instructions for submission of letters to the President of the Board. A file folder is prepared for each officer under consideration, consisting of the hard copy DA photo, Officer Record Brief (ORB), and Official Military Personnel File (OMPF).

The OMPF consists of three microfiche files: Performance, Service, and Restricted, and the board announcement message identifies which files will be reviewed. The performance fiche that is normally the only one seen shows performance data (OERs), commendatory data (awards) and any disciplinary data. The disciplinary data should not include any proceedings for your enlisted time. Hard copy documents such as letters to the President of the Board and paper copy OERs that have been processed, but not yet placed on the fiche, may also be included in the folder. As of January 2004 all boards will be conducted using the Automated Selection Board System (ASBS). Instead of hard copy, all documents are pulled in from Personnel Electronic Records Management System, Department of the Army Photo Management System and Total Army Personnel Management System. Any loose items, such as letters, new awards not on the fiche, are scanned in order for the board members to review on a computer screen.

Guidance as to how the board will be conducted is contained in the Secretary of the Army's Memorandum of Instruction (MOI). A copy is provided to each board member.

The Board Recorder, a nonvoting officer assigned to the DA Secretariat, guides the board members through the selection process and ensures compliance with all applicable legislation, Army policies, and the board's MOI. The normal time frame for the results to be released is within 30 days from adjournment, which occurs when the board's results have been approved by the convening authority. Selection boards normally adjourn 90 days after recess — the last day the board members conduct the board.

Now, I would like to focus your attention on the things that I personally feel that could enhance one's future promotion potential.

#### Strong OER Senior Rater Comments (examples):

Above Center of Mass & Center of Mass Reports - "Promote-below-the-zone." "Promote now." "Must promote now." "Promote ahead of peers."

"The best warrant officer in the Battalion." (brigade, etc.)

"In the top 5% of rated officers." (And it is supported by write up or block check.)

"Assign to positions of higher levels of responsibility." (i.e., brigade, division, corps, major Army command.)

"Select now for" (i.e. Warrant Officer Degree Completion Program, Training With Industry Program, Logistics Executive Development Course- Florida Institute of Technology.)

"A future CW5."

#### ORB:

Job Description clear and concise.

Job Description matches OER.

Additional Skill Identifiers & Skill Qualification Identifiers recorded.

Military / Civilian Education annotated / matches OMPF.

Physical current.

Security Clearance current.

#### DA Photo:

Photo not more than 5 years old. (If promoted, it's always good to keep a current photo.)

Documentation on-file to support awards worn.

In the end, files are evaluated under the best-qualified method. The definition for fully qualified is: *"If there were no Army restrictions, all candidates deemed qualified to serve in the next higher rank would be promoted."* Best Qualified is simply *"those officers that are not only fully qualified but also score well in the board and meet the needs of the Army."* Therefore, it is important to have good communication between the rated officer and his/her rating officials.

**Again congratulations to all those selected for promotion to CW3/4/5.**