

## **What is a PRB**

A Promotion Review Board is convened to reconsider the promotion status of promotable officers who are identified or recommended for removal from a promotion list due to misconduct or sub-standard performance. The PRB can come at the request of your command, at the direction of the Secretary of the Army, or HRC's discovery of derogatory documentation that should have been seen by a selection board that recommended you for promotion. Make no mistake, a PRB is a significant and possibly career changing event. It is not to be taken lightly or ignored in hopes that it will just go away. It will not. It will require the attention of both you and your chain of command, and will consume a considerable amount of your resources (time). It takes precedence over all other military related events, schooling, retirements, or other plans to separate from the Army.

## **Why am I being referred to a PRB**

Information used by Promotions Branch to identify an officer for promotion review action includes, but is not all exclusive:

- Referred Officer Evaluation or Academic reports (OER/AER) not seen by the board
- Article 15, UCMJ filed in Army Military Human Resource Record (AMHRR) (whether filed in the restricted or performance portion)
- Any Courts-Martial conviction
- Memorandum of Reprimand filed in the AMHRR
- Adverse documentation filed in the AMHRR
- Initiation of elimination action under the provisions of AR 600-8-24
- Failure to make satisfactory progress in a weight control program (see AR 600-9)
- Other derogatory information received by HQDA but not filed in the AMHRR, if the referral authority finds that the information is substantiated, relevant, and might reasonably and materially affect a promotion recommendation
- Commander initiated

You will have a case manager assigned to assist in getting you through the PRB process. We, the case managers, are here to assist you in getting through a bad situation. We are advocates for you but cannot tell you what decision to make. We will, however, give you ample resources to make an informed decision for your career.

## **What is the Regulation for PRBs**

**Active Duty Officers** - AR 600-8-29, Chapter 8 and Title 10, United States Code, Sub Sections § 624 and 629.

**Reserve Component Officers** - AR 135-155, Chapter 3-18 and Title 10, United States Code Sub Section § 14310. We encourage you to read and be knowledgeable of the process but caution against interpreting the regulation alone to benefit or support your case. There are many changed documents, Army directives, law and legal reviews, and legal interpretations that have developed over time that influence and direct the PRB process. HRC case managers deal with the PRB process exclusively and will apply applicable laws and regulations as they pertain to your case.

## **Is there a way to avoid the PRB process**

Yes. You may submit a declination of promotion request. This declination, in lieu of a PRB, will count as a non-selection so you need to understand the repercussions of this action on your career. If, for instance, you decline promotion this year, the declination will count as a non-selection. If you are then passed over on the next mandatory board, or selected and again removed, you would be a two time pass over which may ultimately lead to your separation (1LT-MAJ). With that in mind, if you still choose to decline your promotion, initial the appropriate line on your acknowledgment memorandum and return it to us. We will email you an example word document that will need to be updated with you and your units' information. Once counseled by your command, return the signed documents to start the declination process. Your case manager can provide additional information upon request.

## **Have I been removed from the promotion list**

No. You will remain on the selection list as a promotable officer until a final decision is made by the Secretary of the Army to promote you or remove you from the selection list.

## **Can I speak to the board to explain my case**

No. Personal appearance before any board, to include PRB's, is not permitted. You may submit a written rebuttal that includes supporting documentation/evidence for your case. This rebuttal will be sent in electronic format (PDF) to the DA Secretariat for the board members.

## **How long do I have to submit my rebuttal**

You must return your initialed and signed acknowledgment memorandum within 5 days of notification to let us know what your intentions are. You have 14 days (Active Duty Officers) or 45 days (Reserve Component Officers) from receipt of notification to have your completed rebuttal package submitted to your case manager. Although extensions for rebuttals are authorized on a case by case basis, they will only be granted if there are extreme circumstances that would prevent the timely submittal. Extension requests and a clear explanation of reason will be submitted through email to your case manager for approval. You will receive the approval or denial for the extension via email from your case manager once the Chief, Special Actions reviews your request.

## **Do I have to submit a rebuttal**

No. You have three options that are listed on the acknowledgment memorandum. You can elect to submit a rebuttal, you can elect not to submit a rebuttal, or you can elect to decline the promotion and forgo the PRB process altogether. If you choose not to submit a rebuttal, initial on the appropriate line and return your acknowledgment memorandum to your case manager. Although it is your choice, we encourage you to submit a rebuttal as this is your only opportunity to speak on your behalf or to point out why you should be retained on the promotion list.

## **What format do I use for my rebuttal**

Use a standard memorandum format (AR 25-50), address it to the President - Promotion Review Board, and ensure that you list all references/documents as enclosures. You may include anything that you deem important to your case. If you have third parties write on your behalf, they must sign the document and send it to you for inclusion in your rebuttal packet. Electronic signatures with CAC card or scanned originals are both acceptable. We cannot accept letters or memorandums sent directly to HRC from the third party. Care should be taken to label all enclosures in the order you would like them to appear before the board. Once you have completed assembly of your rebuttal packet, including third party memorandums, scan it into PDF format and save it to your computer. **Do not send it directly to HRC from a scanner or digital sender.** Open the PDF and review it to insure that it is legible, dark enough to be read, dates and signatures are clearly visible, margins are not off the page rendering the content to be unseen, and that you are able to open the document in PDF format with no errors. Then, once you are completely satisfied, save the file as "Lastname-PRB Rebuttal.pdf" and email the rebuttal pdf file to your case manager. You should receive email verification that we have received your attachment within 72 hours. If you do not hear from someone after that time, please let your case manager know.

## **What is the PRB process**

Once your rebuttal is received it will be packaged with a memorandum from our office directing the PRB to convene at the earliest date and then forwarded to the DA Secretariat for boarding. The PRB will be conducted, usually within 120 days, and the recommendation will be staffed through channels (G1, OTJAG, VCSA, CSA, ASA) to the Secretary of the Army, who will direct your retention or removal from the selection list.

## **When will the PRB be conducted**

The DA Secretariat has 120 days to conduct the PRB. The PRB is normally conducted at the conclusion of a regularly scheduled selection board that meets the specific board criteria for the officer being considered. It is not necessary to wait until your specific O-grade promotion board rolls around. Once we send your packet to be voted, no corrections or additions can be made to your rebuttal packet. If there is a need to revoke your rebuttal packet, a new board will need to be scheduled, further delaying your PRB decision.

## **How long does this process take**

Unfortunately, the PRB process is not a quick one. The entire process from initial notification to a final decision **WILL** take 8 to 12 months. You will be informed through your AKO email as we get updates. Please do not call or email trying to get information on the status of your PRB. If we have additional information or updates to your timeline, we will let you know. If you do not hear from us, that is an indication that we do not have any additional *NEW* information. We have not forgotten about you, even if it has been several months since we have communicated. Please keep in mind that you are one of hundreds of officers that have cases ongoing. We strive to provide each case with our professional attention as often as necessary; time just will not permit daily, weekly or monthly updates. Additionally, please do not expect a different answer by having your bosses boss call. Special attention will not be provided, regardless of the level of inquiry.

## **What information will the PRB consider**

The PRB will consider your rebuttal, AMHRR, ORB, and official photo as those records exist when the board convenes. If the derogatory information does not appear in your AMHRR, a copy will be provided to the board by this office. Other derogatory information may be considered at the discretion of the Secretary of the Army on special cases; however, this is not a normal occurrence.

## **Will I be informed of the recommendation made by the PRB**

No. As with any selection board, this is a recommendation which is not released until approved by the Secretary of the Army. You will be notified at the conclusion of the process when we have the Secretary of the Army's signed retain or remove document.

## **When will the flag (FA) be removed**

You will remain flagged until a final decision is made by the Secretary of the Army. This flag is in place to prevent further embarrassment to you, your family, or the Army in the event that you would be erroneously promoted, only to later have the order and the rank revoked.

## **How will I find out the final results of the PRB**

Your PRB final results will come one of two ways. **1.** If the SecArmy **RETAINS** you on the promotion list, you and your Branch Manager/Career Manager will receive notification via AKO email. The email will have attached to it the scanned SecArmy retain memo and a memorandum from the Special Actions office with additional instructions that pertain to your promotion and any back pay and allowances you may be due. We will forward your retention memo to the appropriate orders authority and you will receive orders in due time, providing you meet all requirements. **2.** If the SecArmy **REMOVES** you from the promotion list, your branch manager and/or chain of command will receive notification via AKO email. The email will have attached to it the scanned SecArmy remove memo and a memorandum from the Special Actions office with additional information. You should be notified in person by your chain of command of the removal decision. You will then receive an email in about 72 hours with the same attachments for your records. In extreme circumstances where there is no direct chain of command available, the removal information will be emailed directly to you. In either case, the SecArmy remove or retain memo will be filed in the restricted portion of your AMHRR IAW AR 600-8-104.

## **Will a removal count as a non selection**

Yes. A decision by the SecArmy to remove you from the promotion list will count as a non-select/pass over for promotion purposes. As such, if you are considered and not selected by the next mandatory promotion and selection board, or are selected and again removed, you will become a two time pass over and may be separated from the Army (1LT-MAJ).

**Promotion Review Board (PRB)**

**Frequently Asked Questions**

**When will I be considered for promotion again if I am removed from the list**

You may be considered by the next regularly scheduled selection board convened to consider officers for promotion in your grade and competitive category providing you are otherwise eligible. Generally, you must have 30 days from your receipt of the notification of removal and the next board convening date.

**Who do I contact**

You are assigned a case manager based on the first letter of your last name.

A – H; W – Z - Mr. Hickey                      DSN: 983-8644, COM: 502-613-8644

I – V                      - Mr. Dahlhauser                      DSN: 983-8660, COM: 502-613-8660

Email is the primary means of communicating with your case manager. Send all correspondence to the following email address: **usarmy.knox.hrc.mbx.tagd-opsa@mail.mil**. When you send email, attention the name of your case manager in the subject line after your subject. **(Subject: PRB Rebuttal, ATTN: Mr Hickey)** Additional information can be found on the S1 Net website: <https://www.milsuite.mil/book/groups/tagd-opsa>

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