

OHIO MILITARY RESERVE

Regulation 624-2



**PROMOTION
OF
COMMISSIONED
AND
WARRANT
OFFICERS**

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
Bldg. 863, Rickenbacker Airport
Columbus, Ohio
43215

25 July 2005

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations. Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 624-2, Promotion of Commissioned and Warrant Officers, dated 25 Jul 05

Paragraph	Change
Annex B	Requirement for Special Branch officers to attend BOC has been deleted.
Annex C	Basic Warrant Officer Course (BWOC) requirement added with option of substituting BOC, based on availability.

NOTE: The previous requirement for completion of CAS3 School has been eliminated. Officers who have completed the school, or are currently enrolled in the school, may substitute completion of CAS3 for the 50% completion of C&GS School required for promotion from MAJ to LTC. No enrollments into CAS3 will be permitted after 01 Jan 05.

OHMR Regulation 624-2

Headquarters
Ohio Military Reserve
Bldg. 863, Rickenbacker Airport
Columbus, Ohio
01 July 2005

PROMOTION OF COMMISSIONED AND WARRANT OFFICERS

By Order of the Governor:

CHARLES S. ROWELL, JR.
Colonel, Ohio Military Reserve
Chief of Staff

Official:



RICHARD B. IOTT
Colonel, Ohio Military Reserve
Assistant Chief of Staff

Supersedes. This regulation supersedes OHMR-R 624-2, 01 December 2004.

Applicability. This regulation applies to all commissioned and warrant officer personnel of the OHMR.

Supplementation. Supplementation of this regulation and establishment of command and local policies is strictly prohibited.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel, OHMR-G1, Bldg. 863, Rickenbacker Airport, Columbus, Ohio 43215.

Summary. This Regulation prescribes policies and procedures for the promotion of officer personnel in the Ohio Military Reserve

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Chapter 1

General

1-1. Purpose. This regulation prescribes the policies and procedures for the following.

- a. Promotion of commissioned officers in the OHMR
- b. Promotion of warrant officers in the OHMR.

1-2. Reference
AR 624-100

1-3. Responsibilities

- a. Promotions are a General Staff responsibility of the Assistant Chief of Staff for Personnel (ACSPER).
- b. Development of eligibility, nomination and recommendation within basic policies and procedures prescribed by this regulation, are command responsibilities.

1-4. Authority to announce promotions

- a. HQOHMR will announce all promotions under this regulation in orders. Promotions to grade O6 and above may also be announced in orders by The Adjutant General's Department.
- b. A promotion order will be revoked

when

- (1) An officer declines promotion.
- (2) An officer was in a non-promotable status on the effective date of the promotion.
- (3) Pertinent facts relative to the eligibility or qualification of the individual are later found to have been in error or invalid.

1-5. Accepting promotion. Unless an officer declines promotion in writing (paragraph 1-6), it is considered to have been accepted on the effective date announced in the promotion orders.

1-6. Declining promotion. An officer may decline promotion announced in HQOHMR orders. An officer who does not want to be promoted must decline in writing. The letter should be sent through command channels to HQOHMR.

Chapter 2

Eligibility, Selection and Promotion of Commissioned Officers

Section I
General Officers and Colonels

2-1. Eligibility for consideration.

a. To be considered for promotion by a selection board, an officer must be on active duty the day the board adjourns.

b. Eligibility for promotion is based on an officer's date of rank as indicated on his last promotion order.

c. COL - must serve a minimum of 72 months to a maximum of 148 months TIG prior to being considered for promotion to general officer.

d. BG - There is no time in grade requirement for promotion within the general officer ranks.

e. To be considered for promotion by a selection board, an officer must meet the general requirements found in Annex A and the training requirements described in Annex B of this regulation.

f. In addition to eligibility requirements, an individual must meet the selection requirements found in Annex D of this regulation to the satisfaction of the promotion selection board to be selected for promotion

g. Failure to be selected for promotion by the maximum number of months specified will result in involuntary separation, subject to the provisions of paragraph 2-12.

2-2. Selection requirements. In addition to eligibility requirements, an individual must meet the selection requirements found in Annex D of this regulation to the satisfaction of the promotion selection board to be selected for promotion.

Section II

Lieutenant Colonels, Majors, Captains, First Lieutenant and Second Lieutenant

2-3. Eligibility for consideration.

a. To be considered for promotion by a selection board, an officer must be on active duty the day the board adjourns.

b. Eligibility for promotion is based on an officer's date of rank as indicated on his last promotion order.

c. Time in grade (TIG) requirements for an officer to be considered for promotion or promoted to the next higher grade are as follows:

(1) 2LT - must serve a minimum 18 months to a maximum of 36 months TIG prior to being promoted to 1LT. Promotion to 1LT does not require board action, providing the officer is active, has completed any training requirements, and recommended by his/her immediate superior officer.

(2) 1LT - must serve a minimum 24 months to a maximum of 48 months TIG prior to being promoted to CPT.

(3) CPT - must serve a minimum of 48 months to a maximum of 84 months TIG prior to being considered for promotion to MAJ.

(4) MAJ - must serve a minimum of 48 months to a maximum of 96 months TIG prior to being considered for promotion to LTC.

(5) LTC - must serve a minimum of 60 months to a maximum of 120 months TIG prior to being promoted to COL.

d. TIG earned in other military services may be considered for promotion eligibility.

e. To be considered for promotion by a selection board, an officer must meet the general requirements found in Annex A and the training requirements described in Annex B of this regulation.

f. In addition to eligibility requirements, an individual must meet the selection requirements found in Annex D of this regulation to the satisfaction of the promotion selection board to be selected for promotion.

g. Failure to be selected for promotion by the maximum number of months specified will result in involuntary separation.

2-4. Waivers.

a. The TIG provisions of paragraphs 2-1 and 2-3c(1) through 2-3c(4) may be waived for individuals of exceptional ability and performance. However, an individual is permitted only one waiver of TIG during his total career.

b. Refer to paragraph 2-12 for selective continuation waivers.

2-5. Notice of convening of promotion boards. At least 30 days before convening a promotion board, ACSPER will announce the convening date of the board. The announcement will be a personal notice to each participant.

2-6. Promotion boards

a. General. Promotion boards convened at HQOHMR will recommend officers for promotion.

b. Composition.

(1) Generals and Colonels. Promotion boards will consist of the Commander, OHMR, and at least two representatives of the Adjutant General's Department who are not members of the OHMR. Each officer must be serving in a grade equal to or higher than that of the officer under consideration.

(2) Lieutenant Colonels, Majors, Captains, First Lieutenant and Second Lieutenants. Promotion boards will consist of at least three active duty OHMR officers. Each officer must be serving in a grade equal to or higher than that of the officer under consideration.

(3) Persons with a "conflict of interest", i.e., the recruiter, a relative, or the commander of the receiving unit will be disqualified.

c. Communications with promotion boards.

(1) No one may appear before the promotion board in the interest of anyone being considered.

(2) Officers being considered by the board must appear before the board and may bring any documents they feel would aid the board in their selection process.

(3) Officers being examined by the board may object to board members whose judgment they feel may be prejudicial. The board member will be excused and replaced.

d. Promotion board recommendations. The selections of promotion boards are recommendations to the OHMR Commander and are not binding.

e. Board proceedings. Board proceedings will not be disclosed to anyone who is not a board member unless approved by proper authority.

2-7. Information provided boards.

a. The MPRJ (201 file) for any officer appearing before the board.

b. The last Officer Evaluation Report prepared in accordance with OHMR Regulation 623-2.

c. Any pertinent information which might have a bearing on the promotion of the officer being considered.

d. A completed OHMR Form 25 with proper endorsements.

e. All materials, correct and complete, must be submitted to DCSPER not less than thirty (30) days in advance of the anticipated date of the promotion boards. Any records which are incomplete or submitted late will be held until the next promotion board.

2-8. Selections. Promotion selection boards will base their recommendations on impartial consideration of the officer appearing before the board. Selection criteria will include, but not be limited to, the criteria described in this regulation and OHMR Regulation 623-3, Conducting Officer Promotion Boards. The board will not reveal their reasons for the recommendation or non-recommendation of any officer considered.

2-9. Meritorious promotions

a. Commanders may recommend outstanding officers for promotion without regard to TIG requirements established in 2-1. However, all training requirements must be completed prior to promotion.

b. Meritorious promotions are an essential part of the promotion system. They are intended to do the following:

(1) Provide officers of exceptional ability an opportunity to advance quickly to more responsible positions.

(2) Help retain high quality officers.

(3) Give officers an incentive to perform at their highest quality level of potential.

2-10. Promotion notification. The names of those officers recommended and approved for promotion will be announced in orders from DCSPER and/or AGOH.

Section III

Failure of Selection for Promotion

2-11. Failure of selection for promotion. An active duty officer of the OHMR who fails selection for promotion a second time will be:

- a. Discharged.
- b. Transferred to the Mobilization Designee List.

2-12. Selective continuation. Subject to the needs of the OHMR, an officer pending separation because of having twice failed to be selected for promotion or having exceeded the TIG standard may be continued on active duty in his or her present grade. Recommendation for such waiver must come from HQOHMR and be approved by the Commander, OHMR. Selectively continued officers will continue to be eligible for promotion.

Chapter 3

Eligibility, Selection and Promotion of Warrant Officers

3-1. General. Promotion authorities will promote warrant officers based on proven ability and potential to serve in the higher grade.

3-2. Eligibility for consideration.

- a. To be considered for promotion by a promotion board a warrant officer must be on active duty the day the board adjourns.
- b. Eligibility for promotion is also based on a warrant officer's date of rank as indicated on his last promotion order.
- c. To be considered for promotion by a selection board, a warrant officer must meet the general requirements found in Annex A the training requirements described in Annex C of this regulation.
- d. In addition to eligibility requirements, an individual must meet the selection requirements found in Annex D of this regulation to the satisfaction of the promotion selection board to be selected for promotion
- e. Warrant officers must have met the minimum time in grade requirements to be considered for promotion or promoted to the next higher grade. Minimum time in grade requirements are as follows:

- (1) WO1 – Must serve 18 months TIG before being promoted to CW2.
- (2) CW2 – Must serve 24 months TIG before being promoted to CW3.
- (3) CW-3 – Must serve 36 months TIG before being promoted to CW4 or MW4.

(4) CW4 or MW4 – Must serve 36 months TIG before being promoted to CW5.

f. TIG earned in other military services may be considered for promotion eligibility.

3-3. Notice of convening of promotion boards.

At least 30 days before convening a promotion board, ACSPER will announce the convening date of the board. The announcement will be made by personal notice to each officer being considered for promotion.

3-4. Promotion selection board

- a. General. Promotion selection boards convened at HQOHMR will select warrant officers for promotion to CW2, CW3, CW4/MW4, and CW5.
- b. Composition. The promotion selection board will consist of at least three members at or above the grade of O4.
- c. Persons with a "conflict of interest", i.e., the recruiter, a relative, or the commander of the receiving unit will be disqualified.

3-5. Information provided board

- a. The 201 file for any warrant officer appearing before the board.
- b. The last warrant officer Evaluation Report prepared in accordance with OHMR Regulation 623-2.
- c. A completed OHMR Form 25 with proper endorsements.
- d. All materials, correct and complete, must be submitted to DCSPER not less than thirty (30) days in advance of the anticipated date of the promotion boards. Any records which are incomplete or submitted late will be held until the next promotion board.

3-6. Selections. Promotion board members will base their recommendations on impartial consideration of the warrant officer appearing before the board. Selection criteria will include, but not be limited to, the criteria described in this regulation and OHMR Regulation 623-3, Conducting Officer Promotion Boards. No board member will disclose their reason for recommendation or non-recommendation of any warrant officer considered. The selection of a warrant officer for promotion by the board is only a recommendation to the OHMR Commander. Upon his approval, DCSPER will publish a promotion order.

3-7. Meritorious promotion.

- a. Commanders may recommend outstanding warrant officers for promotion without regard to TIG requirements established in paragraph 3-2. However, all training requirements must be completed prior to promotion.
- b. Meritorious promotions are an essential part of the promotion system. They are intended to do the following:

(1) Provide warrant officers of exceptional ability an opportunity to advance quickly to more responsible positions.

(2) Help retain high quality warrant officers.

(3) Give warrant officers an incentive to perform at their highest level of potential.

3-8. Promotion notification

Promotion notification will be in accordance with paragraph 2-9.

3-9. Failure of selection for promotion. An active duty warrant officer of the OHMR who fails selection for promotion a second time will be

a. Reconsidered for promotion after a period of one year.

b. Discharged.

c. Transferred to the Mobilization Designee List

3-10. Selective continuation. Subject to the needs of the OHMR, a warrant officer pending separation because of having twice failed to be selected for promotion or having exceeded the TIG standard may be continued on active duty in his or her present grade. Recommendation for such waiver must come from HQOHMR and be approved by the Commander, OHMR. Selectively continued warrant officers will continue to be eligible for promotion.

**Chapter 4
Reductions and Auditing**

4-1. Reductions.

a. Officers and warrant officers will not be reduced in grade except in the following specific instances:

(1) Voluntary reductions. With the approval of the Commanding General, officers and warrant officers may voluntarily reduce themselves if the reduction is due to a reorganization wherein their position on the Table of Organization is eliminated and there are no other reasonable positions available with commensurate rank.

(2) Administrative reductions. Should facts pertinent to an officer's or warrant officer's promotion later be shown to have been in error, the individual's promotion will be revoked without bias. If the facts are found to have been fraudulent, the individual will be discharged.

4-2. Auditing of promotions.

a. It is the responsibility of the ACS of Personnel and Administration (G1), to randomly audit promotions on a regular basis to ensure compliance with all current standards for promotion. A report of audit findings will be submitted to the Commander, OHMR not less than annually.

b. Promotions found to have been approved in contradiction to standards will be revoked by G1 and the person authorizing the promotion subject to administrative disciplinary action.

SUBJECT: Promotion as an Officer/Warrant Officer in the Ohio Military Reserve

TO: (Insert name)

(Date)

1. You are promoted as an officer/warrant officer in the Ohio Military Reserve, effective this date, to the grade shown in address above.

2. No acceptance or oath of office is required. Unless you expressly decline this promotion within 60 days, your assumption of office will be effective this date. If you desire to decline this promotion, so indicate by endorsement of this letter and return it to this Headquarters.

3. The date shown above is the date you attained eligibility for promotion to the grade to which promoted herein, and will be used in computing time in grade for promotion to the next higher grade.

FIGURE 1.

SUBJECT: Non-selection for Promotion of Officer/Warrant Officer

To: (Insert name)

(Date)

1. You were considered for promotion under the provisions of OHMR Regulation 624-3 and you were not selected.

2. You will again be considered in approximately one year. If selected, promotion will be one year later than it would have been had you been selected the first time. If not selected the second time, you will be discharged (commissioned officers only).

FIGURE 2.

SUBJECT: Non-selection for Officer Promotion After Second Consideration

TO: (Insert name)

(Date)

1. An Ohio Military Reserve officer who is considered for promotion and fails to be selected is again considered approximately one year later. If he fails to be selected on this consideration, he will be discharged.

2. You have twice been considered for promotion to the next higher grade in accordance with the above procedure and have not been selected.

3. You have two options as indicated in Paragraph 2-8 and 3-9, OHMR Regulation 624-2. You may be discharged or transferred to Mobilization Designation (MOBDES). If this office does not receive a request from you requesting transfer to MOBDES within thirty days of this notice, your discharge will be automatically processed.

FIGURE 3.

ANNEX A (Requirements for Promotion Eligibility) to Regulation 624-2 (Promotion of Commissioned and Warrant Officers)

Requirements for Promotion Eligibility

1. PURPOSE

The purpose of this annex is to ensure that officers promoted are trained in the mission oriented and leadership skills which they will be required to use through a uniform set of standards which will set goals for advancement and rewards for training accomplished.

2. TRAINING STANDARDS

a. In addition to the TIG and TIS requirements of this regulation, the training standards shown in Annexes B or C must be met to be eligible for promotion :

b. Commissioned officers whose assignment is other than MP may substitute the basic and advanced course of their respective branch, or if none is available, may substitute the infantry officer's basic or advanced course. The same is true of C&GS and War College courses.

c. It is the responsibility of officers to manage their own training program so that completion of training requirements approximates the point in time when TIG and TIS requirements are met.

d. Physical Fitness Standards – Refer to OHMR Regulation 40-1.

e. Drill Attendance Standards - To be eligible for promotion recommendation an individual must maintain a 85% attendance rate at monthly drill or have achieved the equivalent number of hours of duty during the previous twelve months.

f. Vacancy - To be eligible for promotion, an individual must currently fill, or be moved to, a position on the Table of Organization which is authorized the new pay grade.

(1) It is permissible for a TO position to be held by an officer one grade higher than the specified grade.

(2) Under no circumstances may a special branch (CH, JAG, MED) officer be moved to a command position vacancy unless the officer has completed the required basic officer training including basic entry level training. When so qualified and so transferred, the officer's branch will be changed to match the new assignment and the special branch qualification will be carried as a secondary qualification.

3. EXCEPTIONS

a. The Unit Commander may recommend consideration of prior service skills for a basis of promotion to the next senior Commander on an individual basis.

b. Officers who are appointed into the OHMR at a specific grade but are lacking certain prior experience skills may be directed by their Unit Commander to take specific subcourses or courses to bring their skill to a level commensurate with their grade within these guidelines prior to beginning work on requirements for advancement.

c. The Army Correspondence Course program continuously changes and updates courses, often renumbering, renaming or replacing individual subcourses. While every effort should be made to complete the required courses as specified, substitution due to changes and availability is permissible as long as the basic concept of the training is not changed.

d. Deviation from this policy is not authorized except by prior written approval of the Deputy Chief of Staff, Personnel. The reason(s) and authorization for deviation will be attached to the promotion recommendation (OHMR Form 25) filed in the individual's MPRJ.

ANNEX B (Officer Promotion Matrix) to Regulation 624-2 (Promotion of Commissioned and Warrant Officers)

OFFICER PROMOTION MATRIX

Effective 25 Jul 05

Training required to be promoted to	TIG and TIS	Meet Fitness Standard	Attendance 85% in last twelve months	Vacancy must exist	**Basic Officer Course (BOC)	AIPD **Basic MP Officers Course	AIPD **Advanced Officer Course	CAS3	C&GS School	War College
O-2	X	X	X	X	X					
O-3	X	X	X	X	X	X				
O-4	X	X	X	X	X	X	X			
O-5	X	X	X	X	X	X	X	*X	*X (50%)	
O-6	X	X	X	X	X	X	X		X	
O-7	X	X	X	X	X	X	X		X	(optional)

* The previous requirement of CAS3 School has been eliminated, however, credit for completion will still be recognized. Completion of CAS3 or half (50%) of C&GS is required for promotion to LTC.

****NOTE: Special branch officers (Medical, Chaplain, or JAG) are not required to complete BOC and may substitute the basic and advanced course of their respective branch, or if none is available, may substitute the infantry officer basic or advanced course. The same is true of C&GS School and War College, if available.**

ANNEX C (Warrant Officer Promotion Matrix) to Regulation 624-2 (Promotion of Commissioned and Warrant Officers)

WARRANT OFFICER PROMOTION MATRIX

Effective 25 Jul 05

Training required to be promoted to	TIG and TIS	Meet Fitness Standard	Attendance 85% in last twelve months	Vacancy must exist	Basic Warrant Officer Course (BWOC)*	AIPD ISO 0103 Hist. of the Warrant Officer	AIPD 020-A-0001TST Platoon Level Warrant Off. Course	AIPD 202-B-0001TST Company Level Warrant Off. Course	TBD
CWO2	X	X	X	X	X	X			
CWO3	X	X	X	X	X	X	X		
CWO4	X	X	X	X	X	X	X	X	
MWO4	X	X	X	X	X	X	X	X	
CWO5	X	X	X	X	X	X	X	X	X

*Based on availability, Basic Officer Course (BOC) may be substituted for BWOC.

ANNEX D (Selection Requirements for Officer Promotion) to Regulation 624-2 (Promotion of Commissioned and Warrant Officers)

(Extract of OHMR Regulation 623-3, Conducting Officer Promotion Boards, dtd 01 Jun 04)

Criteria for Selection.

a. In order to be eligible for consideration, an officer must meet all of the following criteria as indicated on the Ohio Military Reserve Promotion Board Evaluation Form 89E, dated Jun 04.

b. Because the selection process is inherently a product of the summary subjective evaluation of each officer's record by each board member, these indicators of potential may receive different relative weights in the minds of the respective board members. However, the board must place the greatest emphasis on an officer's more recent performance in his/her career field. Descriptions of these indicators of potential follow:

(1) Military Bearing and Physical Fitness. Evaluate the officer's fitness for duty considering the standards of OHMR R40-1, the guidance at paragraph 5 (below), and the officer's overall appearance. Review the official photograph when one is present, and the height and weight data on officer evaluation reports (OERs).

(2) Education and Professional Training.

(a) Evaluate the appropriateness and extent of training, to include military schooling, special skills qualifications, and other training conducted by the OHMR.

(b) Completion of the minimum military education for promotion to the higher grade as established in:

(3) Civilian Education and Professional Training. Evaluate the appropriateness and amount of education the officer has obtained from civilian institutions. An officer's file must contain, at a minimum, proof of an associate degree, either in the form of a certified transcript or a certified copy of the diploma. The qualifying degree must have been awarded no later than the day prior to the convene date of the board.

(4) Assignment History and Professional Development. Evaluate the officer's assignment history or assess his/her professional development. Duty description information on OERs. However, the board must also carefully consider the personnel management guidance provided elsewhere in OHMR R623-3, Conducting Officer Promotion Boards, dtd 01 Jun 04.

(5) Record of Performance. Evaluate how well the officer performed in various assignments throughout his/her period of service. The board should determine whether the officer has performed his/her assigned duties with intelligence, creativity, and professional competence. Obtain this information from evaluation reports and other documents in the MPRJ or from other official documents that OHMR R623-3 may authorize the board to review during its deliberations. Consider the following attributes as you review each record:

(a) Ability to Conceptualize, Teach-Coach, and Communicate. The capacity to create and maintain effective interpersonal relationships and to communicate both orally and in writing indicate an officer's ability to influence others, to lead, and to manage effectively. Select officers who can conceptualize the future, teach subordinates to improve themselves, and enhance unit achievement.

(b) Manner of Performance. Determine whether the officer has performed his/her assigned duties with intelligence, creativity, and professional competence. Assess trends in efficiency, up or down, as the officer gains experience and increased responsibility. Evaluate the officer's potential from the content of the reports available, rather than from the number of reports in the file.

(c) Professional Attributes and Ethics. Evaluate how well the officer fulfills his/her requirements to serve the State. This requires a summary evaluation of the officer's dedication, professional deportment, respect for fellow soldiers and the desire to excel. Review comments on evaluation reports, commendatory and disciplinary information, and professional certification entries. In weighing this factor, keep the following in mind:

(i) Integrity and Character. These attributes constitute the real foundation of successful leadership. Officers must set a positive example and demonstrate an unequivocal commitment to the values of the professional military ethics. Absolute integrity of word, deed, and signature is a matter that permits no compromise. An officer who has sacrificed his/her integrity has forfeited the respect and trust of those with whom he/she serves. Accordingly, each officer shoulders great responsibility of the establishment and observance of scrupulous and ethical and moral standards.

(ii) Attitude, Dedication, and Service. Pay particular attention to the selfless officer whose records reflects a consistent willingness to make personal sacrifices in order to accomplish his/her mission and to the bold and innovative officer who demonstrates a willingness to take calculated, but not indiscriminate, risks.

(iii) Concern for Soldiers and Families. Soldiers are the OHMR's most important resource. Select the officer who exhibits imagination in challenging subordinates; who treats soldiers,

civilians and their families, with dignity and respect at all times; and who has sympathy and compassion for others' real individual and personal problems.

(iv) Versatility. The OHMR requires an unusual degree of versatility and competence in the life cycle development of officers. Officers are trainers and leaders in defining and shaping the complex task facing the Army of the future. For this reason, the officer corps must be composed of versatile officers to meet the demands of our new mission, doctrine, technologies, and force structure.

(6) Age. Age should not be a consideration in the selection process. Some officers maintain mental and physical energies that belie their chronological age, while other more youthful officers display relatively less stamina, vigor, and commitment.