

**23 FEBRUARY 1998**



**Personnel**

**STRIPES FOR EXCEPTIONAL PERFORMERS  
(STEP) SELECTION PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines general and specific procedures to be followed by 62d Airlift Wing (62 AW) units in the nomination of personnel for STEP promotion consideration. This instruction is applicable to all squadron and staff agencies assigned to the 62 AW.

## **1. General.**

1.1. Each year, the 62 AW commander (62 AW/CC) is given quotas to promote a specified number of airmen to the grades of SSgt through MSgt. Quotas originate at HQ AFPC and are provided to the major commands and separate operating agencies who, in turn, allocate quotas to their subordinate units. The 62 AW/CC will receive quotas through this process. This instruction outlines the procedures to be used to select the individuals who will be submitted to the 62 AW/CC for promotion consideration.

1.2. Individuals nominated for promotion consideration will be screened by a 62 AW central selection board. The central board will consist of two colonels and three chief master sergeants representing all groups and the Director of Staff, including the 62 AW Senior Enlisted Advisor (62 AW/CCC). Board members will be appointed by the 62 AW/CC with recommendations from the 62 AW/CCC.

## **2. Responsibilities.**

2.1. The 62 AW/CC will brief the board to set guidelines for evaluating nominees.

2.2. The central board members will review the records of all nominees and score records on a scale of 1 to 10 in half point increments. A sample score sheet is at **Attachment 1**. The 62 AW/CCC will score all records, however, his/her scores will only be used as a tie breaker. Differences of 3 points or more between board members will be discussed by the board with the chairperson facilitating a resolution. The board's recommendation will be forwarded to the 62 AW/CC and will remain confidential until approved and released by the 62 AW/CC.

**3. Content** . Primary non-selectees will be forwarded to 15<sup>th</sup> Air Force for STEP consideration at that level. Primary non-selects are those nominees receiving the next highest scores after those individuals promoted by the 62 AW/CC.

3.1. Nomination packages will be due to the 62 AW/CCC by the second Thursday of November. The central board will meet the third week of November.

3.2. Each 62 AW group and the Wing Director of Staff may submit two individuals per category to the Central board. The categories are promotion to SSgt, TSgt and MSgt. For the purpose of this instruction, Wing Staff includes:

3.2.1. Wing headquarters administrative staff

3.2.2. Protocol

3.2.3. Wing IG (Exercise Evaluation)

3.2.4. Air Museum

3.2.5. C-17 Program Integration Office

3.2.6. Chaplain

3.2.7. Consolidated Command Center

3.2.8. Historian

3.2.9. Manpower and Organization

3.2.10. Plans, Programs, and Mobility

3.2.11. Public Affairs

3.2.12. Quality Support and Suggestions

3.2.13. Safety

3.2.14. Social Actions

3.2.15. Staff Judge Advocate

3.3. Each individual nomination package will include a promotion RIP, the individual's last five EPRs (or all EPRs if the individual has less than five), a personal data page, and a one-page cover letter signed by the squadron commander. The commander's letter should consist of a chronological summary, in narrative format, of the individual's achievements not already included in the EPRs and/or additional details or clarifications of items in the EPRs. **Attachment 2** and **Attachment 3** are examples of the personal data page and commander's cover letter.

3.4. Nominees must meet time in service and Professional Military Education requirements for promotion as shown in AFI 36-2502, Aiman Promotion Program.

ARTHUR F. DIEHL III, Colonel, USAF  
Commander, 62d Airlift Wing

**Attachment 1**

**SCORE SHEET**

Stripes for Exceptional Performers (STEP) Board

SCORE SHEET

Board Member:

Nominee Name:

Package Score (1 - 10):

Stripes for Exceptional Performers (STEP) Board

SCORE SHEET

Board Member:

Nominee Name:

Package Score (1 - 10):

Stripes for Exceptional Performers (STEP) Board

SCORE SHEET

Board Member:

Nominee Name:

Package Score (1 - 10):

Attachment 2

STEP PERSONAL DATA PAGE

NAME:

SSAN:

GRADE:

Promote to:

Date of Rank:

Duty Title:

Unit of Assignment:

PME History:

Education Level:

Military Awards:

**PERSONAL INFORMATION IS RELEASABLE INFORMATION CONTAINED HEREIN IS PERSONAL AND WILL NOT BE DISCLOSED WITHOUT CONSENT OF THE INDIVIDUALS IAW AFI 37-132.**

**Attachment 3**

**STEP PROMOTION LETTER**

MEMORANDUM TO 62 AW/CC

FROM: GROUP/CC (OR 62 AW/DS)

SUBJECT: STEP Promotion for SrA Janette Q. Airman

SrA Janette Q. Airman unquestionably deserves a STEP promotion to the grade of Staff Sergeant. She has garnered accolades at the squadron, group, and wing level, as well as from TDY units. Her achievements and honors stretch throughout her military career and will undoubtedly continue into her future. She has been at McChord since May 97 and has garnered such awards as Wing airman of the Quarter and the Airman Leaderships School's John L. Levitow Award. She is the mobility and SORTS monitor for the weather flight, duties that are normally reserved for a SSgt or TSgt. She volunteers many hours of her off-duty time to help others and has been awarded the "Military Outstanding Volunteer Services Award" by the local Red Cross chapter. (chronological narrative) I could not be prouder of her accomplishments and feel very fortunate to have someone of her caliber in my group. I can think of no one who better exhibits the essence of a truly professional member of our enlisted corps than SrA Airman. A STEP promotion would be just reward for the great things she has done and will continue to do for the wing.

WILLIAM P. AIRLIFTER, Colonel, USAF

Commander, 62d Operations Group

**NOTE:** Letter will be one full page and typed in 12 pitch font.