

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-113**

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Personnel

**OFFICER PROMOTION REVIEW BOARD
(O-6 & BELOW)**

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This Air Force Personnel Instruction (AFPCI) provides guidance and outlines internal operating procedures to be used in the administration and conduct of Promotion Review Boards (PRBs) for colonels, lieutenant colonels, majors, and captains for the United States Air Force by the Air Force Selection Board Secretariat. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) 8013, Secretary of the Air Force; as implemented by Air Force Instruction (AFI) 36-2608, *Military Personnel Records System* and Executive Order (E.O.) 9397 Social Security Number (SSN), as amended. The applicable System of Records Notice (SORN[s]) F036 AF PC C, *Military Personnel Records System* is available at:

<http://dpclo.defense.gov/Privacy/SORNs.aspx>

This instruction does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). This publication may not be supplemented or further implemented/extended. Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning. See DoD 5400.11-R, *Department of Defense Privacy Program*, for guidance on Safeguarding

Personal Information. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer to attachment 1 for Glossary of References and Supporting Information.

1. Scope. PRBs are conducted under the authority of DoD Instructions 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation* and 1320.14, *Commissioned Officer Promotion Program Procedures* and this instruction.

2. General. The Air Force Selection Board Secretariat conducts PRBs for active duty officer promotion selection and special selection boards. **(T-0).** The purpose of the PRB is to review adverse information determined appropriate for consideration by the Secretary of the Air Force (SecAF) or designee that was not available for review by the promotion selection or special selection board that selected the officer for promotion to the next grade. After reviewing the officer’s selection record (OSR) and the adverse information, the PRB makes a recommendation to the SecAF whether the officer should continue to be considered fully qualified and among the best qualified for promotion consistent with the exemplary conduct requirements of Title 10, United States Code, Section 8583. A separate PRB must be convened for each officer considered.

3. Exemplary Conduct. Title 10, United States Code, Section 8583, requires all commanding officers and others in authority in the Air Force: to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Air Force, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the Air Force, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge.

4. Roles and Responsibilities. The Air Force Selection Board Secretariat will ensure this instruction is adhered to for all PRBs. Board members and alternate board members will familiarize themselves with this instruction, as well as with other applicable instructions and directives and comply with them. Alternate board members will remain on stand-by for the duration of the board.

5. Rules Governing All Boards. All members and staff work directly for the SecAF under the supervision of the board president while the board is in session. No person may direct a particular individual outcome; censure, reprimand, or admonish the board or any member of the board for recommendations or for exercising any function within the discretion of the board; or attempt to coerce or influence, by any unauthorized means, any action of a board or any member of a board in formulating the board’s recommendations.

6. Organizing Boards. PRBs will consist of a board president, board members, recorders, and administrative support staff.

7. Board Membership. Board membership for PRBs will consist of three or more officers, who are senior in grade to the officers being reviewed. No member may be serving in a grade below colonel. Active Duty PRBs will consist of three or more officers on the active duty list (ADL). All PRBs will also include at least one officer from the competitive category of the officer being reviewed.

8. Board President (BP). The BP is a voting member of the board in the grade of brigadier general or above who oversees the conduct of the board and ensures that the board is conducted in accordance with this instruction and SecAF guidance. While the BP may participate in any discussions permitted other board members, the BP may not constrain the other board members from voting their recommendations. The BP will administer an oath to board recorders and administrative staff before the board begins reviewing records, and will perform other duties in connection with the board proceedings as may be required.

9. Board Member Duties. The board members will perform their duties based on the best interests of the Air Force as directed in the SecAF Memorandum of Instructions (MOI). They will request relief from the SecAF if they cannot, in good conscience, perform their duties without prejudice or partiality. They will request relief from the SecAF of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the BP or a member, or any other reason. Upon the granting of their request, the board member will report the basis for his or her belief to the SecAF.

10. Board Recorders. The board recorders ensure procedures outlined in this instruction are met. They will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the BP and members on board processes and other administrative matters. There will be at least one board recorder present during all board proceedings. A member will not serve as a recorder on boards for which they are being considered. If a recorder requires relief for any of the reasons described in paragraph 9, he or she will request relief from the SecAF and report as outlined in paragraph 9.

11. Administrative Support Staff. The administrative support staff will organize records for presentation to the board, account for records that have been reviewed, answer administrative questions and follow standard written procedures governing the administrative support for boards.

12. Rules Governing Communications With Boards. The board recorders ensure all communications with the board are in writing, to include guidance from the SecAF. The board recorders will furnish all written communications to all board members and record it as part of the board's record. An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record. No one other than the SecAF may appear in person to address the board on any matter. Should the SecAF address the board in person, the Air Force Selection Board Secretariat will provide a verbatim transcript of his or her remarks to every board member and include it in the record of the board. This does not restrict the board recorders from furnishing administrative information to the board. Board members, recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

13. Information Meeting the Board. Only the following information is authorized to meet the board:

13.1. The name and OSR, as outlined in AFI 36-2608, *Military Personnel Records System*, of each eligible officer, including the officer selection brief. For purposes of the PRB, the OSR will be constructed to appear as it did when it met the original promotion selection or special selection board.

13.2. Information considered appropriate for consideration by the board by the SecAF, or his or her designee, in the form of an Adverse Information File (AIF). AF/A1P will prepare AIFs from investigative or other files, or from disciplinary or administrative command actions. Unless otherwise directed by SecAF, AIFs will be based upon adverse information as defined in DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*. Officers will be provided a copy of the AIF being considered for submission to the promotion review board and will be afforded an opportunity to submit written comments on the information to SAF/GC. SAF/GC, acting on behalf of SecAF, approves all AIFs.

14. Instructing Boards. A Memorandum of Instructions (MOI), which provides policy and guidance to the board, will be approved by the SecAF for each PRB. Do not modify, withdraw or supplement the instructions after the board submits its report to the SecAF. Attached to the PRB MOI will be a copy of the MOI applicable to the original board that considered the officer, annotated by highlighting those portions that are relevant to the PRB. If the officer was recommended for promotion by a special selection board, the original highlighted MOI attached to the special selection board will be attached to the PRB MOI. The BP will then read the PRB MOI, but not the attachment(s), verbatim to the board. When more than one PRB is held, the BP reads the applicable PRB MOI only once. Immediately prior to beginning deliberations for each board, board members will review the highlighted portions of the original MOI applicable to that board, disregarding the portions of the original MOI that are not highlighted.

15. Board Member Preparation. The Air Force Selection Board Secretariat will pre-brief the BP on the board agenda, PRB MOI, and BP responsibilities. Board recorders will conduct the first day administrative briefing to the board. A copy of the PRB MOI will be provided to each board member, recorder, and administrative assistant.

16. Board Deliberations. Each board member will carefully consider the records of each officer whose name is furnished to the board. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of the officers being considered as long as they discuss only matters documented in accordance with paragraph 13 and any guidance the SecAF may provide to the board. In such discussions, board members may rely upon their own experience and knowledge of the Air Force. Board members may not discuss or disclose the opinion of a person not a member of the board concerning an officer unless that opinion is in the material presented to the board. Board members may not make findings contrary to the determination that the information provided in the AIF constitutes adverse information.

17. Voting. After the board deliberates, the board members will vote yes or no by ballot as to whether the officer concerned remains fully qualified and among the best qualified for promotion to meet the needs of the Air Force, consistent with the requirements of exemplary conduct in Title 10, United States Code, Section 8583. Any record receiving a no vote will be rescored one

time after the board members are given the opportunity to discuss the record. The second score will be the final score, based on majority vote.

18. Quotas. PRBs have no quotas.

19. Board Report. The PRB shall make a written recommendation to the SecAF as to whether, in light of the adverse information, each officer considered remains fully qualified and among the best qualified for promotion. If the officer is among the fully and best qualified, the board report will include specific rationale for support of the officer, including how the officer's promotion would be consistent with the requirements of exemplary conduct. In signing the board report, board members, recorders and administrative assistants will certify the following:

19.1. That to the best of their knowledge, the board complied with the law, regulations, and the Secretary's Memorandum of Instructions;

19.2. The board or any of its members were not subject to or aware of any censure, reprimand, or admonishment resulting from the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

19.3. The board members were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

19.4. The board members were not party to or aware of any attempt at unauthorized communications;

19.5. To the best of their knowledge, the board carefully reviewed the records of each officer whose names were furnished; and

19.6. In the opinion of the majority of the members of the board:

19.6.1. [Name] remains fully qualified and among the best qualified for promotion to meet the needs of the Air Force, consistent with the exemplary conduct requirements of Title 10, United States Code, Section 8583.[and/or]

19.6.2. [Name] does not remain fully qualified and among the best qualified for promotion to meet the needs of the Air Force, consistent with the exemplary conduct requirements of Title 10, United States Code, Section 8583.

19.7. [If determined to be fully qualified and among the best qualified] the board recommends that the SecAF forward the name of the officer determined to remain fully qualified and among the best qualified for promotion for appointment consideration by the President.

19.8. [Rationale for each officer recommended to the SecAF to forward] [Name] had the following substantiated adverse information: [Insert description of adverse information]. The board nonetheless supports [name]'s [promotion] to the grade of [insert grade] because [insert rationale]. [Name] meets the requirements of being fully qualified and among the best qualified for promotion, consistent with the provisions of exemplary conduct because [insert rationale].

19.9. [Rationale for each officer determined to not remain fully qualified and among the best qualified for promotion] [Name] had the following substantiated adverse information: [insert description of adverse information]. The board does not support [name]'s promotion to the grade of [insert grade] because [insert rationale].

20. Out-briefing Board Members. Recorders out-brief the board members, discuss cautions and collect all notes.

21. Board Anomalies. Procedural anomalies occurring during a board that may require variation from established procedures require BP resolution. During the board, the BP may bring any matter to the attention of the SecAF, or designated representative, if he or she determines that SecAF-level decision is required. These responsibilities of the BP do not limit in any way the right of a board member or an Air Force Selection Board Secretariat member to communicate with the SecAF as provided by other authority.

22. Oaths. The following oaths will be administered to board personnel as appropriate:

22.1. *Board Members:* “I solemnly swear (or affirm) that I will, without prejudice or partiality, having in view both the special fitness of the officers and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me and that I will not reveal information about the board conduct and results except as may be provided by the Secretary.”

22.2. *Recorders and Administrative Support Staff:* “I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board and that I will not reveal information about the board conduct and results except as may be provided by the Secretary.”

23. Disclosure of Board Recommendations and Board Proceedings. Before the report is signed by each board member and board recorder, the recommendations and proceedings may be disclosed only to the board members, board recorders, and those administrative support personnel designated in writing by the SecAF. Results of the board will not be released until after the SecAF approves the board report and if applicable, the President approves the promotion list. Board recommendations and proceedings may be disclosed to the extent necessary to process the board report and subsequent related actions. Any other disclosures of the board recommendations and/or proceedings may not occur without the express authority of the SecAF. **(T-0)**.

24. Summary. These PRB procedures were developed to give all officers under review fair and equitable consideration, not for ease of administration.

MARGARET B. POORE, Maj Gen, US
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C., *Chapter 36, Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List*

DoD Instruction 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, 3 January 2014

DoD Instruction 1320.14, *Commissioned Officer Promotion Program Procedures*, 11 December 2013

DoD Instruction 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

AFI 33-360, *Publications and Forms Management*, 23 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2608, *Military Personnel Records System*, 30 August 2006

AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004

Prescribed Forms

None

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADL—Active Duty List

AIF—Adverse Information File

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPCI—Air Force Personnel Center Instruction

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

BP—Board President

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

FOA—Field Operating Agency

MAJCOM—Major Command

MOI—Memorandum of Instructions
OPR—Officer Performance Report
OPR—Office of Primary Responsibility
OSR—Officer Selection Record
PII—Personally Identifying Information
PRB—Promotion Review Board
RDS—Records Disposition Schedule
SecAF—Secretary of the Air Force
SORN—System of Records Notice
SSN—Social Security Number
U.S.C.—United States Code

Terms

Tier Definitions—Tier 0 (T-0)-Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

Tier 1 (T-1)-Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2)-Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3)-Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equiv).