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ENLISTED AIRMAN PROMOTION/DEMOTION PROGRAMS

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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*. It provides guidance and procedures on promoting and demoting enlisted airmen. It applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for enlisted promotion and demotion programs. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397 (SSN), as amended by Executive Order 13478.

The applicable Privacy Act System of Records Notices F036 AF PC C, *Military Personnel Records Systems*, F036 AFPC J, *Promotions Document/Records Tracking* (PRODART) and F036 AFPC K, *Historical Airman Promotion Master Test File (MTF)* are available at **http://privacy.defense.gov/notices/usaf**/ apply. Refer to Attachment 1 for glossary. The Paperwork Reduction Act of 1995 affects this instruction. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, *Publications Management Programs*, with AF/A1P. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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 847s from the field through AF/A1PP, Military Force Policy Division, 1040 Air Force Pentagon, Washington, DC 20330 or AF/A1P **Workflow@pentagon.af.mil.**

(LAUGHLIN) This supplement further implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*, and establishes procedures, policy, and responsibilities that apply to all squadrons, to include tenant units, on Laughlin Air Force Base. This instruction is provided to explain and standardize the processing procedures for the Airman Promotion/Demotion Program. 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*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**.

SUMMARY OF CHANGES

This interim change revises AFI 36-2502 to provide updates to program policies to include changes to Weighted Airman Promotion System (WAPS), implementation of MSgt Evaluation Board, corrections and clarification to previously published AFI and is effective 31 July 2015. A margin bar (/) indicates newly revised material.

This instruction applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for enlisted promotion and demotion programs. This Air Force Instruction (AFI) may be supplemented at any level; MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 5 United States Code (U.S.C), Section 552a authorized by Title 10, U.S.C., Section 8013 and Executive Order 9397 (SSN), as amended. The applicable Privacy Act System of Records Notices F036 AF PC C, *Military Personnel Records System*, F036 AFPC J, *Promotion Documents and Records Tracking System* (PRODARTS) and

F036 AFPC K, Enlisted Promotion Testing Record are available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**. 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. A margin bar (|) indicates newly revised material.

(LAUGHLIN) This document has been substantially revised and must be completely reviewed. Major changes include: unit responsibilities, evaluation procedures, changes from 47th Mission Support Squadron (MSS) to 47th Force Support Squadron (FSS) and Military Personnel Flight (MPF) to Military Personnel Section (MPS), and the addition of reference material in the attachments. This revision also removes reference to Commanders Support Staff (CSS) and adds Career Development section.

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Chapter 1

ACTIVE DUTY AIRMAN PROMOTION PROGRAM ELEMENTS

1.1. Roles and Responsibilities.

1.1.1. **US Air Force Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1).**

1.1.1.1. Develops personnel policy and guidelines for implementation/administration of enlisted promotions/demotions.

1.1.2. Gives direction to Air Force Personnel Center Commander (AFPC/CC) for implementation of enlisted promotion policy.

1.2. **Air Force Personnel Center (AFPC).** Enlisted Promotion Branch (DPSOE) provides guidance to major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and military personnel sections (MPS). Promotion selections are accomplished by using the Weighted Airman Promotion System (WAPS) promotion file computer system for grades SSgt through CMSgt. (T-0)

1.3. **MAJCOMs, FOAs, and DRUs**. MAJCOMs, FOAs, and DRUs may establish a quality control program to support the enlisted promotion system. (T-0)

1.4. **Military Personnel Section (MPS)**.

1.4.1. Ensures all Airmen meet eligibility requirements and commander recommends promotion in writing. (T-3)

1.4.2. Updates and monitors promotion data in the Military Personnel Data System (MilPDS). (T-3)

1.4.3. Ensures individuals receive promotion products, and assists with eligibility requirements and commander recommendations. (T-3)

1.5. **Promotion Authority.**

1.5.1. The unit commander or civilian serving as unit director, in accordance with AFI 51-604, *Appointment to and Assumption of Command*, promotes to grades Amn through MSgt. Civilians in the grades of GS-09 or above, CMSgt, and SMSgt have promotion authority when serving as detachment chiefs or as academy commandants. Deployed commanders do not exercise promotion authority.

1.5.1.1. **(Added-LAUGHLIN)** The 47th Flying Training Wing Commander (47 FTW/CC) is the convening authority for the

SrA BTZ promotion process. The 47 FTW/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

1.5.1.2. **(Added-LAUGHLIN)** The 47th Flying Training Wing Command Chief Master Sergeant (47 FTW/CCC) provides

program direction and guidance; to include coordination on all correspondence/information on the program.

1.5.1.3. **(Added-LAUGHLIN)** Approves the Military Personnel Section's (MPS) proposed BTZ board time and date.

1.5.1.4. **(Added-LAUGHLIN)** Selects individuals to serve on the board NLT two weeks prior to the board date.

1.5.2. The MAJCOM, FOA, or DRU commander promotes to grades SMSgt and CMSgt. This authority may be delegated to the vice commander, staff director, Deputy Chief of Staff for Manpower, Personnel and Services, Numbered Air Force (NAF), or equivalent level commander, but may not be further delegated. For unified commands, authority may be delegated to the Air Force Element commander.

1.5.3. The Chief of Staff, CSAF, can promote any enlisted member to the next higher grade.

1.6. **Announcement of Promotion Dates and Quotas.** AFPC/DPSOE announces promotion dates for SSgt through CMSgt. HQ USAF distributes promotion quotas based on fiscal and statutory constraints, and projected vacancies in those grades. (T-0)

1.7. **Establishing Dates of Rank (DOR) and Promotion Sequence Numbers (PSN).**

1.7.1. AFI 36-2604, *Service Dates and Dates of Rank*, establishes DOR for Airmen entering active duty. Subsequent promotions determine future DOR unless other actions take precedence.

1.7.2. AFPC/DPSOE assigns a PSN to Airmen selected for promotion to SSgt through CMSgt based on DOR, Total Active Federal Military Service Date (TAFMSD) and date of birth (DOB). Supplemental selects are assigned PSNs of .9 (on increments previously announced) or .5 (unannounced future increment). (T-0)

1.8. **Determining Promotion Ineligibility.** When individuals are rendered ineligible for promotion, they cannot test, cannot be considered if already tested, and projected promotion will be canceled. This includes selections under WAPS and fully qualified Amn - SrA. See Table 1.1 for ineligibility reasons.

1.9. **Accepting Promotion**. Airmen who accept a promotion are eligible for reassignment and selective retraining in the projected grade.

1.9.1. Selects to the grade of MSgt and SMSgt with more than 18 years total active federal military service (TAFMS) by effective date of promotion will sign an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* or Statement of Understanding within 10 duty days after selections are confirmed. In addition, all CMSgt selects, regardless of TAFMS, will sign an AF Form 63 or Statement of Understanding within 10 duty days after selections are confirmed. (***NOTE:*** This does not apply to individuals eligible to retire in a commissioned or warrant officer status.)

1.9.1.1. The form will acknowledge that MSgt and SMSgt selects must obtain 2 years service retainability and incur a 2-year ADSC from the effective date of promotion to qualify for non-disability retirement. CMSgt selects must acknowledge and obtain 3 years service retainability and incur a 3-year ADSC from the effective date of promotion to qualify for non-disability retirement.

1.9.1.2. Failure to withdraw an existing retirement application (approved or pending) within 10 duty days from presentation of the AF Form 63 or Statement of Understanding will result in removal from the selection list.

1.9.1.3. Email or fax the AF Form 63 or Statement of Understanding back to AFPC/DPT.

1.9.2. AFPC/DPT**:**

1.9.2.1. Provides a list of members to AFPC/DPSOE to cancel the promotion of a selectee who fails to withdraw any existing retirement application within 10 duty days after confirmation of the promotion selection and to withhold the promotion of a selectee who refuses to sign or does not acknowledge receipt of the AF Form 63 or Statement of Understanding. (T-0)

1.9.2.2. Forwards AF Form 63 or Statement of Understanding to Automated Records Management Systems (ARMS) for inclusion in Airman's electronic record. (T-0)

1.10. **Promotion Ceremonies**. Commanders may conduct promotion ceremonies on the last duty day before the promotion effective date, and inform the Airman that a ceremony does not affect pay, seniority, or entitlements.

1.11. **Declining Promotion**. Airmen may decline a promotion in writing any time prior to the effective date (for example, applying for a voluntary retirement). The declination letter must include name, SSN, promotion cycle, PSN if already selected, and a statement of understanding that reinstatement will not be authorized.

1.11.1. The MPS updates MilPDS (Grade Status Reason 3D) and sends a copy of the declination letter to ARMS for inclusion in the Airman's electronic record (see **Table 1.1 Rule 14**).

1.12. **Enlisted Professional Military Education (EPME) Requirements**. Airmen selected for promotion to SSgt must complete in-residence EPME (ALS) before assuming the rank of SSgt. Airmen must successfully complete Phase 2 distance learning prior to promotion to the rank of TSgt. Airmen pending promotion consideration to the rank of SMSgt must complete Phase 3 SNCOA or equivalent/sister service/international EPME (correspondence or in-residence) on or before the Promotion Eligibility Cut-off Date (PECD). PME deferments may be processed for Airmen in situations described in Table 1.2, Note 4. (T-3)

1.13. **Community College of the Air Force (CCAF) Requirements.** Airmen eligible for promotion to SMSgt and CMSgt must have a conferred two year CCAF degree on or before PECD. CCAF degree may be in any discipline.

1.14. **Correcting Enlistment Grades.** The Skills Management Branch (AFPC/DPSOA), approves enlistment grade corrections and AFPC/DPSOE updates MilPDS accordingly.

1.15. **Correcting Promotion Effective Dates and Dates of Rank.** AFPC/DPSOE corrects promotion effective dates as a result of promotion withhold actions and supplemental promotion selections through the Case Management System (CMS). Airmen may be authorized to promotion effective date corrections for the following reasons: supplemental promotion selection, PME withhold, EPME waivers, retainability withhold, investigation (military/civilian) withhold, and Primary Air Force Specialty Code (AFSC) Skill Level waivers. Retroactive effective date corrections are not authorized: ALS academic failure, failed to complete ALS due

to disciplinary reasons, commander non-recommended retroactive promotion due to fitness failure. AFPC/DPSOE will decide all other retroactive effective date correction requests.

1.15.1. MPS releases (cancels) promotion withholds IAW most current Enlisted Promotion Personnel Services Delivery (PSD) Guide. (T-3)

1.15.2. MPS submits CMS requests on retainability withhold, investigation (military/civilian) withhold, Primary AFSC Skill Level waivers, and Fitness Program withholds. MPS must include name, SSN, cycle and grade promoted to, new Date of Rank (DOR), effective date and promotion sequence number, date commander approved promotion, and reason for promotion withholding. (T-3)

1.15.3. AFPC/DPSOE will ensure all supplemental promotion selection, PME withhold, and EPME waivers are processed approximately 45 days after promotion. (T-3).

Table 1.1. Determining Ineligibility For Promotion (see Note 1).

If on or after the promotion eligibility cutoff date, and the Airman is					
A	serving in grade of TSgt through SMSgt	Yes			
B	serving in grade SrA through SSgt		Yes		
C	to be promoted to grade Amn through SrA			Yes	
D	to be promoted to grade SSgt and TSgt under STEP				Yes
	then the Airman is ineligible for promotion during a particular cycle when he or she (includes testing, consideration if already tested, cancellation of promotion sequence number if previously selected)				
1	has a mandatory date of separation (DOS), High Year of Tenure (HYT), or an approved retirement before the first day of the month promotions are incremented in that cycle (see notes 2, 3, and 8).	X	X		
2	has an approved retirement delayed for medical or hardship/humanitarian reasons.	X	X	X	X
3	is a career Airman who applies for retirement in lieu of, or declines to extend or reenlist to obtain service retainability for a controlled duty assignment, permanent change of station (PCS), TDY, or retraining; declines retraining as outlined in AFI 36-2626, *Airman Retraining Program*; declines attendance to the Senior NCO or NCO Academy. PES code C (see notes 2 and 4).	X	X	X	X
4	has been convicted by court-martial (CM), or is undergoing punishment/suspended punishment imposed by CM, or on appellate leave. Includes Return to Duty Program (RTDP) 12 month probationary period, completed punishment, and cases where sentence does not include punishment. PES code F (see notes 2, 4, and 5).	X	X	X	X
5	is on the control roster (AFI 36-2907, *Unfavorable Information File (UIF) Program).* PES code G (see Note 2).	X	X	X	X
6	is serving a probationary period under AFI 36-3208, *Administrative Separation of Airmen*. PES code K (see note 2).	X	X	X	X

7	declines promotion consideration/testing and has an AF Form 1566, WAPS Test Verification or written declination for promotion consideration, on file to that effect. PES code M.	X	X		X
8	is not recommended for promotion consideration, or the promotion authority removes the individual from a select list. PES code N. (See paragraph **4.2.**) ***NOTE***: Non-recommend Airmen in the grade of AB through A1C in monthly increments from the original effective. Below-the-Zone (BTZ) selectees removed from the selection list remain ineligible until they meet the fully qualified promotion requirements. Non-recommend SrA through SMSgt for pin-on or testing for one promotion cycle at a time. (see Note 2)	X	X	X	X
9	fails to appear for scheduled testing (no-show) with or without a valid reason as decided by FSS Commander (as appropriate--see AFI 36-2605, Attachment 9 for dispute resolution); the MPS Section Chief disapproves out-of-cycle testing; or Airman fails to comply with test administration procedures. PES code P (see paragraph **2.6.3.4**).	X	X		
10	is absent without leave (AWOL)/in deserter status. PES code U (see note 2).	X	X	X	X
11	(excluding minor traffic violations) has been convicted by a civilian court or undergoing punishment, suspended punishment/sentence, probation, work release program, or any combination of these or similar court-ordered conditions. Include period of time the Airman is on probation after serving part of a sentence or has had the sentence withheld for a period of time. The ineligibility period will equal the maximum confinement for the same or most closely related offense under the manual for CM. PES code W (see note 2). (***NOTE***: The promotion ineligibility or any portion of the ineligible period may be waived. The promotion ineligibility for Airmen convicted and sentenced to confinement cannot be waived. The waiver authority rests with wing or equivalent level commander.)	X	X	X	X
12	applies for voluntary retirement after promotion selection notification, and as a result of approved retirement, does not have sufficient retainability to meet the required ADSC. Update grade- status-reason to 3G. No change in PES code.	X			X
13	has an approved application for separation as a conscientious objector, or is being involuntarily separated under AFI 36-3208, *Administrative Separation of Airmen*. PES code V (see note 2).	X	X	X	X
14	is on the select list and declines promotion, or is a MSgt, SMSgt, or CMSgt select and fails to acquire service retainability for promotion. Update Grade Status Reason to 3D. No change in PES code.	X	X		X

15	is denied or not selected for reenlistment by commander. PES code J (see notes 2 and 5).	X	X	X	X
16	is pending administrative demotion action under Chapter 5. PES code H (see note 2).	X	X	X	X
17	is disqualified from a previously awarded AFSC for cause (RI9A200 or RI9A100). PES code Q. (***NOTE***: Individuals placed in RI9A200 [unclassified Airmen pending discharge] and RI9A100 [Airmen awaiting retraining, disqualified for reasons within control] remain ineligible for promotion until awarded a PAFSC at a skill level commensurate with current grade. A1C = 3 level, SrA = 5 level, SSgt = 7 level, TSgt = 7 level, MSgt = 7 level, SMSgt = 9 level. PES code Q does not apply to Airmen serving in grades AB and Amn) (see note 7).	X	X	X	X
18	is disqualified from a previously awarded AFSC not for cause and is awaiting discharge (RI9A300) (see note 9).	X	X	X	X
19	is undergoing a suspended reduction imposed by Uniform Code of Military Justice (UCMJ) Article 15, PES code A (see notes 2 and 5).	X	X	X	X
20	is not recommended for entry into upgrade training; or is withdrawn from upgrade training for failing to progress to the next higher level (training status code "T"). PES code 1 (see note 2).	X	X	X	X
21	has a referral report (as defined by AFI 36-2406, *Officer and Enlisted Evaluation Systems*), GSR 3C and PES code R (see notes 2 and 6).	X	X	X	X
22	fails to enroll, complete, or pass Phase 2 and/or Phase 3 (Basic) EPME DL within one year of enrollment. PES code 2 until Phase 2 or Phase 3 requirement is met. (see note 10).	X	X		X
23	due to a failed or non-current fitness assessment as of the promotion eligibility cutoff date (PECD). PES code 3, GSR 3C (see note 11).	X	X	X	X

NOTES:1. For ineligibility of Airmen entering commissioning programs, see paragraph 4.1.
2. Airmen will not receive supplemental promotion consideration for any cycle for which they were ineligible under this rule. Change PES code to "X" (if no other PES code applies), effective the date the specific ineligibility condition no longer exists. Airmen exceeding Time-in-Grade (TIG)/Time-in-Service (TIS) requirements for promotion to Amn through SrA may be promoted the day the ineligibility condition no longer exists. Reference paragraph **4.2.2.3.**
3. TSgt, MSgt, and SMSgt with a retirement date effective the 1st day of the month promotion increments begin remain eligible for promotion consideration.
4. Promotion reinstatement is not authorized and MPS changes PES to code "X" (if no other PES code applies). For approved withdrawal of PCS declination statement (PES code "C"), effective date is the day AFPC approves withdrawal of PCS declination statement. For

Airmen in grades SrA through SMSgt with a court martial conviction, PES code "F" expires 12 months from date sentence is adjudged or longest period of punishment, whichever is later. Airmen in grades A1C and below with a court martial conviction, PES code "F" will apply only if punishment is imposed and will expire upon completion of the longest period of punishment. Airmen convicted by court martial receiving a discharge as punishment who are approved for the Return to Duty Program (RTDP) will undergo suspended court martial punishment (PES code "F") while serving a 12- month probationary period beginning the completion date of the RTDP. While undergoing suspended court martial punishment, Airmen are ineligible for promotion.

5. In cases where reenlistment denial appeals are successfully approved, or cases where court-martial/Article 15 punishment is set aside (includes suspended reduction), the PES code will revert to the original PES code unless another applies. The MPS notifies AFPC/DPSOE via email in cases where reinstatement applies.

6. Airmen in grades AB through A1C meeting TIG/TIS promotion requirements in paragraphs 2.1. and 2.2 can be promoted no earlier than the close out date of an EPR that is not a referral, if otherwise eligible and approved by the commander. Airmen in grades SrA through SMSgt regain promotion eligibility for future promotion cycles only after receiving a report that is not a referral report and closes out on or before the next promotion eligibility cutoff date (PECD), if otherwise eligible. Reinstatement is not authorized.

7. Commanders may request waiver of PES code "Q" for TSgts meeting all requirements for upgrade to the 7-skill level, but are awaiting attendance to 7-level school. MPS forwards approved waiver requests to AFPC/DPSOE. **(T-3).**

8. Members who have an approved HYT extension are eligible for promotion, however, member must be able to obtain the necessary retainability associated with the promotion; if member is unable to obtain retainability then he/she is ineligible during the promotion cycle. Promotion eligibility reinstatement is not authorized for an Airman whose approved retirement date is withdrawn or changed (this includes HYT extensions).

9. Reinstatement of promotion eligibility is authorized if the decision to discharge is reversed and RI9A300 is removed.

10. One year of enrollment begins when officially notified to enroll in DL.

11. Commanders will withhold an individual's projected promotion following a failed or non-current fitness assessment after the promotion eligibility cutoff date (PECD), or after having been selected for promotion (line number) IAW Table 1.2, item 3.

Table 1.2. Withholding Promotion (see paragraph 4).

ITEM	Withhold an Airman's promotion when his or her name is not removed from a select or eligibility list and the Airman is
1	awaiting a decision on an application as a conscientious objector (AFI 36-3204, *Procedures for Applying as a Conscientious Objector*). PES code S.
2	placed in the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program. PES code E. (see notes 1 & 2).

3	Commanders will withhold an individual's projected promotion following a failed a fitness assessment after the promotion eligibility cutoff date (PECD), or after having been selected for promotion (line number)
4	under military/civil court charges. PES code D. (see note 3).
5	under investigation (military/civil.) PES code B (see note 3).
6	pending data verification and the record is not available. Grade Status Reason code 2D, 2M or 2P.
7	missing source document and the AFPC cannot verify one or more promotion factors. GSR code 2P.
8	under other reasons the commander requests with prior approval from the individual's wing commander. (Do not use reasons of substandard behavior or performance, problems with OJT, misbehavior, etc.) GSR code 2N.
9	selected for promotion to MSgt/SMSgt and identified as having 18 or more years TAFMS on the promotion effective date and does not have 2 years retainability the day before the promotion effective date; selected for promotion to CMSgt (regardless of TAFMS) and does not have 3 years retainability before the promotion effective date. GSR code 2K.
10	serving in the grade of SrA, selected for promotion to SSgt, and has not completed resident Airman Leadership School; serving in the grade of SSgt, selected for promotion to TSgt, and has not complete DL Phase 2; or serving in the grade of TSgt, selected for promotion to MSgt, and has not complete DL Phase 3. GSR code 2T (see note 4).
11	serving in the grade of SrA through SMSgt and does not meet skill level requirements as listed in Table 2.1. by the effective date of promotion. GSR 2N.

***NOTES*:**

1. Commanders will withhold a projected promotion of an individual in the ADAPT Program (PES Code "E"). The Commander has the discretion to release the withhold action at any time and either recommend or non-recommend the Airman for promotion.
2. Commanders should consider recommendations from the Treatment Team (TT). The promotion authority retains final decision.
3. A commander will withhold an Airman's promotion if he or she is under investigation, or the subject of a military or civil criminal law inquiry (formal or informal) which may result in action under UCMJ or prosecution by civil authorities. The commander may continue to withhold the promotion when the investigation or inquiry is complete but no determination has been made as to the action the military or civil authorities will take. (T-1).
4. Wing commander or equivalent (Equivalent level Commander is defined as the first Senior Rater in the rating chain) is the approval and disapproval authority for EPME waivers (cannot be further delegated). They may defer EPME requirements for a maximum of 179-days for Airmen who lack EPME completion for promotion to SSgt. This waiver process does not waive any other withhold conditions. Process these requests through the chain of command (squadron commander, group commander, and wing commander) to AFPC/DPSOE who acts as the final approval authority. The only exception for waivers beyond 179 days is for Airmen on TDYs/deployments that exceed 179 days, on short tour locations with no EPME available, and Airmen who cannot Senior Rater in the rating chain) is the approval and disapproval authority for EPME waivers (cannot be further delegated). They may defer EPME requirements for a

maximum of 179-days for Airmen who lack EPME completion for promotion to SSgt. This waiver process does not waive any other withhold conditions. Process these requests through the chain of command (squadron commander, group commander, and wing commander) to AFPC/DPSOE who acts as the final approval authority. The only exception for waivers beyond 179 days is for Airmen on TDYs/deployments that exceed 179 days, on short tour locations with no EPME available, and Airmen who cannot complete required EPME before promotion due to circumstances beyond their control (i.e., retraining, medical issues, personal hardship, EFMP, etc). Commanders use Attachment 3 to request a promotion waiver for deserving Airmen who meet these scenarios. Route these requests through AFPC/DPSOE. If approved, AFPC/DPSOE will update MilPDS and, if required, will grant a retroactive effective date IAW paragraph **1.15.** Commanders may only approve one EPME waiver per Airman; approval authority for subsequent EPME waiver requests are at the discretion of AF/A1D. (T-3).
5. Commanders will withhold an individual's projected promotion following a failed a fitness assessment after the promotion eligibility cutoff date (PECD), or after having been selected for promotion (line number). Commanders consult AFI 36-2905for administrative options for Airmen who fail to maintain fitness standards throughout the year. Update PES Code "N" when the commander non-recommends promotion; update PES Code "Y" when the commander withholds promotion. Reference paragraph **4.2** of this AFI when deferring promotions to the grades of SSgt through CMSgt.

Table 1.3. Significant Dates of Promotion

	A	**B**	**C**	**D**
RULE	**If the promotion is to the grade of**	**the cycle designation is**	**the PECD is**	**the promotion date is**
1	Amn			the day of the month on which TIG and PES requirements are met (see paragraph **2.1.** or **2.2.**).
2	A1C			
3	SrA			
4	SSgt	E5	31 Mar	1 Sep thru 1 Aug (see note 1).
5	TSgt	E6	31 Jan	1 Aug thru 1 Jul (see note 1).
6	MSgt	E7	30 Nov	1 Aug thru 1 Jul (see note 1).
7	SMSgt	E8	30 Sep	1 Apr thru 1 Mar (see note 1).
8	CMSgt	E9	31 Jul	1 Jan thru 1 Dec (see note 1).

NOTES:
1.These dates reflect the normal promotion cycle increment months; however, due to

budget constraints or other unforeseen actions, these dates may be extended. Anyone promoted beyond the normal cycle will be allowed to assume the higher grade effective the date his/her PSN is incremented. The Airman's DOR will equal the first day of the last month of the normal promotion cycle. Those Airmen promoted beyond a normal cycle are not entitled to apply for correction of military records under the provisions of AFI 36-2604, *Service Dates and Dates of Rank*, to have their effective date retroactively adjusted to their DOR.

Chapter 2

REGULAR AIR FORCE AIRMAN PROMOTIONS TO GRADES AMN THROUGH CMSGT

2.1. Airman and A1C Promotions (see Table 1 3)

2.1.1. An AB is eligible for promotion to Amn at 6 months TIG. An Amn is eligible for promotion to A1C at 10 months TIG.

2.1.2. Individuals initially enlisting for a period of 6 years are promoted from AB or Amn to A1C upon completion of either technical training or 20 weeks of technical training (start date of the 20 week period is the date of Basic Military Training (BMT) completion), whichever occurs first. The DOR for A1C is then adjusted to the date completed BMT without back pay and allowances.

2.1.3. The promotion authority must recommend the promotion in writing before the Airman assumes the grade.

2.2. SrA Promotions (see Table 1 3):

2.2.1. Airmen (fully qualified) are promoted to SrA upon meeting minimum requirements in **Table 2.1**, when recommended by the promotion authority in writing, and have completed 36 months TIS and 20 months TIG or 28 months TIG (whichever occurs first).

2.2.1.1. In situations where an RegAF Airman is unable to obtain their 3-skill level before the projected promotion date and training delay was due to no fault of the Airman, the Unit Commander must ensure retroactive promotion is requested through the MPS upon the Airmen obtaining their 3-skill level. **(T-3).**

2.3. SrA Below-The-Zone (BTZ) Promotion Program:

2.3.1. SrA BTZ is a one-time promotion consideration to advance to SrA 6 months prior to the fully qualified phase point listed in paragraph **2.2.1** above. Host wing commander (or senior Air Force officer serving in that capacity) establishes written administrative procedures for small units serviced by their installation, and may do so for large units if desired. Procedures must ensure all eligible Airmen receive fair, equitable, and timely BTZ consideration. Airmen must meet skill level requirements in **Table 2.1**

2.3.1.1. Commander must review EPRs, Personal Information Files (PIF) (if available), and discuss nominations with the member's supervisors/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large unit or a small unit/Central Base Board (CBB).

2.3.1.2. AF Form 1206, *Nomination for Award*, is required for all A1Cs being nominated to the CBB for BTZ consideration. **Note: DBH reports are no longer required or authorized.**

2.3.1.3. **(Added-LAUGHLIN)** A1C candidates must meet minimum requirements IAW AFI 36-2502.

2.3.1.4. **(Added-LAUGHLIN)** The immediate commander must recommend A1Cs for promotion who are fully qualified for Promotion to BTZ. Qualifications include 36

months' time in service (TIS) and 20 months' time in grade (TIG), or 28 months TIG; whichever occurs first. A1Cs must also possess a 3 skill level. If selected, promotion to SrA BTZ is 6 months prior to the otherwise fully qualified promotion date.

2.3.2. Airmen are identified during the processing month and SrA BTZ promotion selections are made during the months indicated in **Table 2.6**

2.3.3. Airmen must be "considered" by the losing unit if their report not later than date (RNLTD) is the 1st day of the first processing month or later.

2.3.4. Personnel Systems Management Section (PSM) provides an automatic quarterly end of month (EOM) output product to the Career Enhancement Element within the first 10 days of the first processing month (i.e. Jan, Apr, Jul, Oct). The roster identifies all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (i.e. on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.), and whose grade status reason (GSR) does not equal code —5Q (previously considered for SrA BTZ). This output product automatically updates the GSR to —5Q to prevent them from appearing on future SrA BTZ listings. Remove names of those exceeding TIG/TIS requirements. (**NOTE: A1Cs with GSR "YY" or "ZZ" may not show on roster.)** The output product produces an MPS alphabetical listing and a three-part unit listing:

2.3.4.1. **Part I**: Identifies A1Cs with no quality indicators in their record.

2.3.4.2. Part **II:** Lists "questionable eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion.

2.3.4.3. **Part III:** Lists A1Cs who meet the TIG and TIS requirements, but cannot be selected due to promotion ineligibility conditions listed in Table 1.1.

2.3.4.4. Using the Military Personnel Section (MPS) listing, verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions. This will ensure only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for SrA BTZ promotion. Remove any names of those who do not meet the current quarter TIG and TIS requirements and ensure the GSR 5Q is corrected to allow the member to show up on a future roster. Remove any names of those exceeding TIG and TIS requirements and determine if the member was considered during a previous quarter's board. If the member was serviced by the current MPS, review the previous quarterly rosters. If not, contact the previous MPS to verify if they were considered at that location. <u>For individuals not considered during the quarter in which they met TIG and TIS eligibility and are recommended by the commander, request supplemental BTZ consideration.</u>

2.3.4.4.1. Host wings with enough eligible students (7 or more) to earn a quota (CBB or large unit) may request an exception to policy to hold a "student only" BTZ board. Requests are forwarded through the MPS, Career Development Section, and MPS/CC for approval. Technical Training locations apply. If request is not approved or there are less than 7 eligible technical training students they will be considered at the central base board since they contribute to the quota authorization.

2.3.4.4.2. All ROTC/USAFA eliminees who were given credit toward their DOR (DOR is prior to the Effective Date) are ineligible for BTZ consideration. They are eligible for SrA after 1 year on entered active duty (EAD)and have obtained a 3-skill level.

2.3.4.4.3. All ROTC/USAFA eliminees that were NOT given credit toward their DOR (DOR and Effective Dates are the same) are eligible for BTZ consideration.

2.3.4.4.4. Verify BTZ eligibility of all A1C departing PCS and prepare a BTZ selection folder for airmen departing prior to the 1st processing month for the BTZ quarter they are TIG/TIS eligible and whose RNLTD is the 1st day of the first processing month or later.

2.3.5. SrA BTZ quotas are based on the total TIG and TIS eligible population listed on Parts I, II, and III of the quarterly BTZ roster. Large units (7 or more eligibles) are excluded from the eligible population when calculating the CBB quotas. Distribute CBB quotas based on 15 percent of eligibles (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions). Obtain host wing commander approval for CBB quota. Host wing commander may delegate approval of quota distribution no lower than the MPS Commander. Large unit (7 or more eligibles) quotas are based on 15 percent of their unit's eligible population.

2.3.5. **Quotas:**

2.3.5.1. Units cannot aggregate above the unit level. If a unit commander (not group) is the commander having promotion authority for more than one organization, the eligibles are combined at the unit level and the unit remains a small unit or becomes a large unit (7 or more eligibles).

2.3.5.2. In cases where there is a large unit (7 or more eligibles based on TIG and TIS only) and there are not enough eligibles from all the small units to meet the 1-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base board. Do not deviate from established written procedures for these boards.

2.3.5.3. In cases where there are no large units and there are only 2-6 eligibles from all the small units, the base is authorized to hold a central base board and allowed 1-quota.

2.3.5.4. In cases where there are no large units and there is only 1 eligible out of the entire base population eligibles, the MPS Promotions office will notify the MPS/CC to determine if a board should be held. The MPS/CC may authorize 1-quota.

2.3.5.5. **(Added-LAUGHLIN)** The MPS determines the base-wide quota distribution by means of a 15 percent selection rate each cycle. The Force Support Squadron Commander (FSS/CC) approves distribution. For supplemental BTZ promotion to SrA, the FSS/CC has approval authority for those not previously considered.

2.3.6. Large units (7 or more eligibles) receive their own quotas and promote at unit level. Unless the host wing commander establishes written procedures, commanders of large units will establish written selection procedures that ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration. Once selections are made, large unit commanders underline the selectee(s) name, sign, date, and return the BTZ eligibility listing

to the MPS no later than the last day of the selection month (i.e. 31 Mar, 30 Jun, 30 Sep, 31 Dec).

2.3.6. **(LAUGHLIN) Large Unit Selection Procedure:**

2.3.6.1. **(Added-LAUGHLIN)** Large units (defined as having seven or more eligible A1Cs) will receive quotas and make selections at the unit level. Large units will establish procedures that ensure that the SrA BTZ board is fair, equitable and provides timely promotion consideration. Once selections are made, large unit commanders underline the selectee(s) name, sign, date and return the BTZ eligibility listing to the MPS no later than the day of the Central Base Board (CBB). Unit commanders must also provide a memorandum to MPS indicating their selects, non-selects and alternates NLT the day of the CBB.

2.3.6.1.1. **(Added-LAUGHLIN)** Large units may nominate any or all eligible A1Cs from their unit for consideration to the CBB. This decision should be rendered NLT the fifth day of the third month of each quarter.

If this option is selected, that unit will relinquish selection authority and all quotas to the CBB.

2.3.6.1.2. **(Added-LAUGHLIN)** Consider all individuals meeting TIS and TIG requirements; to include airmen TDY, on leave, or those having a projected reassignment with a report no later than date (RNLTD) subsequent to the first processing month. Commanders review qualifications and decide whether to forward the member's name to the SrA BTZ board for consideration.

2.3.7. Small units (6 or less eligibles) are combined into one pool of eligibles to form the CBB population. The host wing commander will establish written BTZ selection procedures to include method of nominating, number of nominations, time table to complete required actions, board composition, areas to be considered, scoring scale, announcing selections and any other required actions necessary to ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration. The MPS, Career Development Section, will ensure they have received all nomination packages from units with eligibles; if a unit is not going to nominate, ensure negative reply is received.

2.4. Central Base Board (CBB) Process.

2.4.1. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave, have PCA'd, or have a report not later than date (RNLTD) on or after the first day of the first processing month (i.e., Jan, Apr, Jul, and Oct) for that quarter selections. All individuals appearing on the eligibility listing must be "considered"; as stated earlier, this means that the commander must review any EPR(s) the Airman may have, PIF, discuss the consideration with the supervisor and chain of command, etc., before making a BTZ recommendation. The MPS will verify BTZ eligibility of A1Cs departing PCS (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure. MPS Career Development Section must coordinate on the AF Form 907, *Relocation Preparation Checklist*, for all A1Cs departing PCS. When a selection folder is not prepared prior to an individual's PCS departure, the gaining MPS must make every effort to obtain a copy of the individual's AF Form 1206 and decoration citations by contacting the losing MPS.

2.4.1.1. Adjustments will not be made to the gaining unit/base quota if the error is discovered and an individual should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current commander recommendation) should be requested by the gaining base.

2.4.1.2. **(Added-LAUGHLIN) CBB and Face-to-Face Evaluation Procedures:**

2.4.1.3. **(Added-LAUGHLIN)** Small units (defined as having six or less eligible A1Cs) will nominate to the CBB. Units may send any or all eligible airmen from their unit to meet a CBB. Eligible airman from across the installation, regardless of MAJCOM or unit affiliation, will compete at the CBB unless the unit they are assigned to has seven or more eligible as stated above.

2.4.2. The host wing commander will establish board procedures for the CBB (see paragraph 2.3.1 and 2.3.7). (T-3)

2.4.2.1. Host wing commander may require all units under their command (not tenant units) to nominate to the CBB. Tenant units remain large units unless host wing commander allows them to compete at the CBB.

2.4.2.2. Commanders must review any EPR(s) the Airman may have, his/her Personal Information File (PIF) if available, and discuss nominations with the member's supervisors/rating chain prior to making a nomination decision.

2.4.2.3. AF Form 1206 is required for all A1Cs being nominated to the CBB for BTZ consideration. Note: DBH reports are no longer required or authorized**.**

2.4.2.4. After CBB convenes, a board report will be accomplished. The board report should contain a list of board members, board recorder, order of merit (identifying total score and select/nonselect status), and cutoff score. The report should be signed by the board president and board recorder, and approved by the host wing commander, unless the host wing commander is the board president; then only one signature is necessary.

2.4.2.4.1. **(Added-LAUGHLIN)** The CBB and Face-to-Face Evaluation must convene prior to the 25th day of the board month (i.e. March, June, September and December) with coordination through the 47th Flying Training Wing Command Chief's Executive Assistant (47 FTW/CCCA).

2.4.2.4.2. **(Added-LAUGHLIN)** The CBB will use a standard score sheet (**Attachment 2**) to evaluate and grade the following categories:

Table 2.1.2. Record and Interview Scoring.

Record Scoring:	
Leadership and Job Performance in Primary Duty:	50 pts
Training, Education, and Self Improvement:	10 pts
Base and Community Involvement:	15 pts
Interview Scoring:	
Appearance:	5 pts
Military Bearing:	5 pts
Communication Skills:	5 pts
Knowledge Level Board Questions:	10 pts

(In the event of a "records only" board, the interview scoring will be omitted.)

2.4.2.4.3. **(Added-LAUGHLIN)** The CBB will be comprised of the following: Board President (47 FTW/CCC or designee), a CMSgt or CMSgt select from each group, and a nonvoting recorder in the grade of SrA or higher. NOTE: If there is not a CMSgt or CMSgt select available, then a SMSgt will be utilized.

2.4.2.4.4. **(Added-LAUGHLIN)** Each member of the board will score and rank order each record. Significant differences in board member scores will be evaluated and resolved by the board president. However, no member will be required to alter any score they have given in any record unless it violates scoring rules. The board recorder will combine the rankings of each nominee. Selectees (according to how many promotions are available) will be determined by using rank order scoring. If a tie exists, add the rank order score of the president to determine final selectees.

2.4.2.4.5. **(Added-LAUGHLIN)** The CBB President will ensure fair and equal consideration of each nominee.

2.4.2.4.6. **(Added-LAUGHLIN)** Every effort will be made to schedule the CBB to allow nominees to physically appear before the board. If any nominee is unable to appear due to permanent change of station (PCS), temporary duty (TDY), emergency leave, etc., the board will convene as a "records only" board. See **Attachment 5**, Guide for Below-the-Zone Promotion Board for preparation of the CBB Face-to-Face Evaluation.

2.4.3. If an Airman was not considered during their eligibility time frame and the error is discovered before BTZ selections are announced, large unit commander will consider the Airman and adjust selections accordingly. The CBB will reconvene to consider small unit eligibles and selections are adjusted accordingly. If the error is discovered after selections are announced, request supplemental BTZ consideration IAW paragraph 2.5.

2.4.4. Alternates may be selected in the event a selectee is removed before the effective date. SrA BTZ promotions cannot be placed in withhold. Projected promotions must be removed for any quality indicators listed in **Table 1.1** (including under investigation). If extenuating circumstances exist, request reinstatement in accordance with paragraph **4.3** If the first alternate's SrA BTZ DOR has already passed, they will receive the original BTZ DOR and an effective date of unit commander approval. MPS assists the airman in applying for a retroactive promotion effective date according to paragraph 1.15.

2.4.5. After selections are made, unit commanders provide a written promotion recommendation prior to the promotion effective date.

2.4.6. Update SrA BTZ promotions immediately upon receipt of selections in MILPDS in accordance with Enlisted Promotions PSD Guide.

2.5. Supplemental BTZ Consideration.

2.5.1. Unit Commanders may request supplemental BTZ consideration for individuals who should have been considered by a previous board and the error was not discovered until after selections are announced or promotions are updated. Unit commanders provide justification

for members not receiving a fair consideration and forwards fully documented supplemental request to the MPS for consideration.

2.5.2. Supplemental consideration **will not be given** for the following reasons:

2.5.2.1. Incorrect data reflected on the BTZ RIP.

2.5.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in the ARMS record.

2.5.2.3. BTZ eligibility listing not returned to the MPS or individuals were overlooked on the listing.

2.5.2.4. Nomination packages or decoration not completed/turned in/approved in time to meet the board.

2.5.3. Supplemental BTZ nominees receive an extra quota for themselves, ONLY. If supplemental nominee is not selected, the extra quota goes away. DO NOT give the extra quota to other nominees.

2.5.4. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with the other eligibles in the next quarter.

2.5.4. **(LAUGHLIN) MPS Promotion Responsibilities:**

2.5.4.1. **(Added-LAUGHLIN)** Act as the overall office of Primary Responsibility (OPR) for the Laughlin AFB BTZ Program and serve as the CBB Recorder.

2.5.4.2. **(Added-LAUGHLIN)** No later than the second week of each quarter coordinate with the 47 FTW/CCC on the number of promotion quotas available, which units will receive their own promotion quotas and the proposed CBB members along with date, time and location the board is to convene.

2.5.4.3. **(Added-LAUGHLIN)** Distribute BTZ unit eligibility rosters and notify squadrons of the number of promotion quotas to be considered by the CBB two months prior to the board convening.

2.5.4.4. **(Added-LAUGHLIN)** Collect eligibility rosters, SURFs, copies of all decoration citations, current AFFMS print-outs and AF IMT 1206s, *Nomination for Award*, from squadrons.

2.5.4.5. **(Added-LAUGHLIN)** Identify date, time and location of the BTZ face-to-face evaluation.

2.5.4.6. **(Added-LAUGHLIN)** Suspense small units to forward completed nomination packages on each nominee to the MPS no later than the first Friday of the third month (i.e. March, June, September and December).Submissions beyond the MPS suspense date will not be provided to the CBB.

2.5.4.7. **(Added-LAUGHLIN)** Large units must provide selectee names no later than the day of the CBB within prescribed time set forth.

2.5.4.8. **(Added-LAUGHLIN)** Prepare a nomination folder on each nominee to include a SURF, copies of all decoration citations, current AFFMS print-out and AF

IMT 1206, as prescribed in paragraph 7.3. Accomplishments used on the AF IMT 1206 may come from any period, beginning the day the Airman entered active duty to present.

2.5.4.9. **(Added-LAUGHLIN)** Prepare score sheets IAW (**Attachment 2)** for each board member to use along with summary sheet for the board president's use.

2.5.4.10. **(Added-LAUGHLIN)** Coordinate changes as necessary with the 47 FTW/CCC and nominating units.

2.5.4.11. **(Added-LAUGHLIN)** Prepare a report based on the findings of the CBB. The report should contain a list of board members, board recorder and order of merit (identifying total score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The report should be signed by the board president.

2.5.4.12. **(Added-LAUGHLIN)** Coordinate the report through 47 FTW/CC for approval.

2.5.4.13. **(Added-LAUGHLIN)** Project BTZ promotions as soon as possible in the Military Personnel Data System.

2.5.4.14. **(Added-LAUGHLIN)** Destroy nomination folders when no longer needed.

2.5.4.15. **(Added-LAUGHLIN)** Brief unit commanders on removal and withhold policies and procedures. If a BTZ selectee is removed from consideration and the first alternate's DOR has passed, the alternate will receive the original BTZ DOR and an effective date determined by the unit commander. The MPS will assist the Airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE according to AFI 36-2502.

2.5.5. **(Added-LAUGHLIN) Unit Responsibilities:**

2.5.5.1. **(Added-LAUGHLIN)** Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY or on leave. For a member who is projected or may have already departed your unit, you may still be required to consider them for BTZ promotion. If the RNLTD is the first day of the first processing month (i.e. January, April, July or October) or later, then they must be considered by the losing unit.

2.5.5.2. **(Added-LAUGHLIN)** All individuals appearing on Parts 1 and 2 of the eligibility listing must be considered. Squadron commanders or designee will use the unit eligibility list to identify nominees for BTZ promotion consideration. An appropriate evaluation process should be established to determine unit nominees by reviewing the airmen's EPR(s) (if applicable), personnel information file (PIF), supervisor or first sergeant recommendation, etc.

2.5.5.3. **(Added-LAUGHLIN)** AF IMT 1206, *Nomination for Award*, is prepared for each nominee (**Attachment 4**). The nomination will be no more than 18 lines in length, including sub-bullets and headings (Leadership and Performance in Primary Duties – 9 bullets, Significant Self Improvement – 3 bullets, Base and Community Involvement – 3 bullets). The AF IMT 1206 will cover accomplishments that

occurred between the entry on active duty and the board cutoff date. The board will also consider any decoration citations, current AFFMS print-out and the SURF. No other written information can be used for consideration. Submit all documents to the MPS. *Directed by HAF reports are no longer required or authorized.

2.5.5.4. **(Added-LAUGHLIN)** The unit commander will notify MPS Promotions no later than the promotion effective date of BTZ selects who possess negative quality indicators, i.e. 2 or less EPR rating, current fitness assessment and unfavorable information file (UIF).

2.5.6. **(Added-LAUGHLIN) Selection Process:**

2.5.6.1. **(Added-LAUGHLIN)** The board president and board members will administer the BTZ Face-to-Face Evaluation (see **Attachment 5**).

2.5.6.2. **(Added-LAUGHLIN)** Selection is based on the "whole person" concept by scoring the AF IMT 1206 using (**Attachment 2)**. All scores will be used by board members to provide a rank order of merit; 1 thru XX to the board president with 1 being the best, 2 being the second best and so forth. Individual board members must break their own ties to develop a clear order of merit.

2.5.6.3. **(Added-LAUGHLIN)** The board recorder will complete the Board Recorder Tally Sheet (**Attachment 3**) and provide it to the board president along with the completed and signed Board Member Score Sheets, and board report.

2.6. SSgt, TSgt, and MSgt Promotions (see Table 1 3). Airmen compete and test under the Weighted Airmen Promotion System (WAPS) in the Control Air Force Specialty Code (CAFSC) held on the PECD. **Table 2.2** outlines WAPS factors and formulas.

2.6.1. **AFPC/DPSOE**:

2.6.1.1. Makes promotion selections using WAPS (promotion file) and data in MilPDS. Only EPRs received during each grade's period of promotion eligibility (maximum of 3 reports) are used to compute the EPR weighted factor score. All eligibles are required to have an EPR that closes out within one year of the PECD on file to compete for promotion. If a member does not have an EPR on file, they cannot be considered for promotion until their EPR closes out or until a directed by HAF EPR is complete for promotion consideration. (T-3). At that time, the member will be considered supplementally.

2.6.1.2. Considers Airmen automatically eligible (see **Table 2.3**, Rule 3, Note 4) if they are in a retraining status without a PAFSC skill level (**Table 2.3**) in their current grade.

2.6.1.3. Applies the quota to each promotion Air Force Specialty Code (AFSC), with the highest scores in each AFSC selected. (T-0)

2.6.1.4. Promotes Airmen in chronic critical shortage (CCS) skills at a higher selection rate than those of non-CCS skills. AF/A1 approves and provides promotion allocation rates to AFPC/DPSOE for each promotion AFSC based on A1P promotion analysis and CCS skills review prior to each promotion cycle. **(T-1).**

2.6.1.5. Considers Airmen with SKT exemptions in one of two promotion AFSCs (00XXX CCS or 00XXX for non-CCS). (See **Table 2.4**, Note 1.) ***EXCEPTION:*** Retrainees in AFSCs without SKTs compete along with all other Airmen in that AFSC.

2.6.1.5.1. After serving in an awarded AFSC for at least 1 year, Airmen are SKT-Exempt for 24 months if they are determined as not fully qualified (SrA = 5 level/SSgt = 7 level) upon return to their previously awarded AFSC. Update a Date Initially Entered Retraining (DIERT) to the date the Airman returned to the previous AFSC. For periods of less than 1 year, ensure the Airman takes the SKT (if AFSC has SKT for particular cycle).

2.6.1.6. Accomplishes an order of merit list in each promotion AFSC from the highest score to lowest score and applies the promotion quota. Selects all Airmen with tied scores at the cutoff for their AFSC. (T-0)

2.6.1.7. Conducts data verification on selects NLT 10 days after virtual promotion release and notifies MPS when errors are identified. (T-0)

2.6.2. **The MPS:**

2.6.2.1. Instructs eligible Airmen to review their records in PRDA, and obtain/review their DVR/score notices on vMPF to verify the data used in the promotion selection process. (T-3)

2.6.2.2. Schedules and tests Airmen using the CAFSC held on the PECD. IAW AFI 36-2605, *Air Force Military Personnel Testing Program*, Attachment 9, Airmen who fail to show for scheduled promotion testing without a valid reason are ineligible for promotion consideration during that particular promotion cycle (**Table 1.1**, Rule 9). Ensure the Airman signs a statement in accordance with paragraph **1.11**, or the *AF Form 1566, WAPS Test Verification*, used to administer tests, to document declination. (T-3)

2.6.2.3. Notifies Airmen in writing when a data error is found during data verification that could result in nonselection, and directs individuals to not assume the new grade until AFPC/DPSOE confirms the selection status. (T-3)

2.6.2.4. Monitors and resolves non-weighable/"data errors" before testing window begins as outlined in this AFI and supplementary program guidance published on myPers and in the latest Personnel Services Delivery (PSD) Guide.

2.6.3. **Unit Commanders:**

2.6.3.1. Advise selects that promotions are *tentative* pending verification by AFPC/DPSOE as outlined in paragraph **2.6.1.7** (T-3)

2.6.3.2. Advise Airmen not to assume the next higher grade if data verification discovers missing or erroneous data. (T-3)

2.6.3.3. Recommend promotion in writing prior to assuming the higher grade, and initiate nonrecommendation and removal action when necessary. (T-3)

2.6.3.4. May request rescheduling from the FSS Commander for Airmen who did not report for testing as specified on the AF Form 1566 or RIP 1566 if convinced the Airman did everything within his or her control to make the appointment. If rescheduling is disapproved for first time no-shows, MPS updates the PES code to "P." (T-3)

2.6.4. To be eligible for promotion consideration, an Airman must:

2.6.4.1. Meet all requirements in **Table 2.1**

2.6.4.2. Review records in Personnel Records Display Application (PRDA), obtain/review Data Verification Rip (DVR) on the vMPF and report any errors to the appropriate MPS workcenter or agency for correction of errors.

2.6.4.3. Test for promotion as outlined in AFI 36-2605. Failure to report for scheduled testing (which includes both tests, if applicable) renders an Airman ineligible for promotion consideration unless rescheduling is approved. A second no-show automatically renders an Airman ineligible for promotion.

2.6.5. Airman prepares for promotion testing (includes obtaining testing material, knowing testing window and date, knowing promotion AFSC), which is solely an individual responsibility and should not be considered an item for enlisted professional development. Group study in any forum or format is prohibited.

2.6.6. Airman retrieves his/her WAPS score notice after promotions are announced. WAPS score notices are a means to give Airmen a report of their relative standing in the promotion consideration process and must never be provided to, or used by, anyone other than the individual and his/her commander. Commanders may request an airman's scores from the airman or the MPS. Commanders must restrict their use of the scores to notification and advisory counseling on the airman's behalf and must not allow further dissemination of scores or their use for purposes other than advisory counseling.

2.7. MSgt Promotions: TSgts eligible for promotion to MSgt compete and test under the WAPS in the CAFSC held on the PECD. Individuals with a reporting identifier (RI) or special duty identifier (SDI) designated as their CAFSC on the PECD will compete within that RI or SDI. Consideration for promotion to the grade MSgt is comprised of a two-phase process which combines the WAPS weighted factors and a central evaluation board. Phase I cutoff is calculated using SKT (when applicable), PFE, TIS, TIG, Decorations and EPR score. Following the completion of Phase I, the top sixty percent of promotion eligibles, by promotion AFSC, move forward to Phase II. Those not selected to move forward to Phase II are considered promotion non-selects. Phase II consists of a central evaluation board. During Phase II, the weighted EPR points from Phase I will be replaced by the board score from the central evaluation board. The Phase II WAPS score consists of the combination of SKT (when applicable), PFE, Decorations, TIS, TIG, and the central evaluation board score.

2.7.1. **AF/A1:**

2.7.1.1. Approval authority for the enlisted evaluation board formal charge and promotion policy associated with convening of all enlisted evaluation boards.

2.7.1.2. Approves the formal board charge annually prior to the convening of first enlisted evaluation board during the calendar year and any essential policy guidance for managing evaluation boards. Review feedback from the previous Board President. **(T-1).**

2.7.1.3. Approves and provides promotion allocation rates to AFPC/DPSOE for each promotion AFSC based on A1P promotion analysis and CCS skills review prior to each promotion cycle.

2.7.2. **AFPC/CC:**

2.7.2.1. Appoints board members for the SNCO evaluation board. **(T-1).**

2.7.2.2. Convenes SNCO evaluation board. **(T-1).**

2.7.2.3. Approves evaluation board results**. (T-1).**

2.7.2.4. Notifies parent MAJCOM of eligibles rendered not fully qualified (NFQ) for promotion by the central evaluation board. "NFQ" may be used when a record does not reflect potential for advancement to the next higher grade. **(T-1).**

2.7.2.5. The Executive Director assumes these responsibilities in the commander's absence.

2.7.3. **AFPC/DPSOE**:

2.7.3.1. Announces eligibility cutoff and board convening dates annually. (T-0).

2.7.3.2. Consider Airmen automatically eligible (see Table 2.3, Rule 3 Note 4) if they are in a retraining status without a PAFSC skill level in their current grade.

2.7.3.3. Considers Airmen with SKT exemption in Phase I in the promotion AFSC 00XXX. (T-0). ***EXCEPTION***: Retrainees in AFSCs without SKTs compete along with all other Airmen in that AFSC or Airmen who elect to take the SKT compete along with all other Airmen in that AFSC. The top 60% of Airmen will move to Phase II providing they meet minimum test score requirements. Regardless of SKT status, Airmen will compete in their retrained [new] CAFSC (promotion AFSC) during the Phase II evaluation board. (T-0).

2.7.3.4. After serving in an awarded AFSC for at least one year, Airmen may be SKT Exempt for 24 months if they are determined as not fully qualified (TSgt = 7 level) upon return to their previously awarded AFSC. Update their DIERT to the date the Airman returned to the previous AFSC. For periods of less than 1 year, the Airman must take their SKT (if AFSC has SKT for particular cycle).

2.7.3.5. Conducts Phase I using SKT (when applicable), PFE, TIS, TIG, Decorations and weighted EPR points score. (T-0).

2.7.3.6. Provides AFPC/PB a list of eligibles from the master promotion file to conduct Phase II. (T-0).

2.7.3.7. After completion of Phase II: Uses the master promotion file to rank Airmen in order of merit, within AFSC, using the combined evaluation board score (270 to 450 points) and the weighted factor score (291 points maximum). **(T-1).**

2.7.3.8. Accomplishes an order of merit list in each promotion AFSC from the highest score to lowest score and applies the promotion quota. Selects all Airmen for promotion whose scores are tied at the cutoff for their AFSC. **(T-1).**

2.7.3.9. Promotes Airmen in CCS skills at a higher selection rate (determined annually by AF/A1P) than non-CCS skills. **(T-1).**

2.7.3.10. Makes promotion selections using WAPS and the Central Evaluation Board results. **(T-1).**

2.7.3.11. Prepares select lists for virtual release. **(T-1).**

2.7.3.12. Prepares and forwards written NFQ notifications to AFPC/CC and member's chain of command when the board renders an Airman NFQ. For those AFSCs with only one Airman eligible and that eligible Airman is rendered NFQ, the AFSC will be deactivated from the promotion cycle. **(T-1).**

2.7.3.13. Sends NFQ memorandums to servicing MPSs for chain of command notifications. (T-0)

2.7.3.14. Conducts data verification on selects NLT 10 days after virtual promotion release and notifies the MPS when errors are identified. (T-0).

2.7.4. **AFPC/PB**:

2.7.4.1. Conducts the Central Evaluation Board in accordance with Chapter 3. **(T-1).**

2.7.5. **The MPS:**

2.7.5.1. Schedules and tests Airmen using the CAFSC held on the PECD to determine test requirements. (T-0). Airmen who fail to show for scheduled promotion testing without a valid reason may be ineligible for promotion consideration during that particular promotion cycle (**Table 1.1**, Rule 9) IAW AFI 36-2605.

2.7.5.2. Notifies AFPC/DPSOE by message of Airmen who already tested, but later desire to decline promotion consideration. Ensures the Airman signs a statement in accordance with paragraph 1.11 or the AF Form 1566 used to administer tests to document their declination. Declination letter or AF Form 1566 must be sent must be sent to ARMS. **(T-3).**

2.7.5.3. Instructs Airmen to review their record in PRDA, obtain and review their DVR before the testing window and their score notice on the vMPF to verify the data used in the promotion process. **(T-3).**

2.7.5.4. Notifies unit commanders of each eligible individual's promotion status. **(T-3).**

2.7.5.5. Notifies Airmen in writing when a data error is found during data verification that could result in nonselection, and directs individuals to not assume the new grade until AFPC/DPSOE confirms the selection status. **(T-3).**

2.7.5.6. Monitors and resolves non-weighable conditions/"data errors" before the testing window begins as outlined in this AFI and supplementary program guidance published on myPers and in the latest Personnel Services Delivery (PSD) Guide. **(T-3).**

2.7.6. **Unit Commanders:**

2.7.6.1. Advise selects that promotions are *tentative* pending verification until AFPC/DPSOE completes data verification as outlined above. **(T-3).**

2.7.6.2. Advise Airmen not to assume the next higher grade if data verification discovers missing or erroneous data. **(T-3).**

2.7.6.3. Recommend promotion prior to assuming the higher grade and initiate withhold or nonrecommendation and removal action, when necessary. **(T-3).**

2.7.6.4. May request rescheduling from the FSS Commander for Airmen who did not report for testing as specified on the AF Form 1566 or RIP 1566 if convinced the Airman

did everything within his or her control to make the appointment. If rescheduling is disapproved for first time no-shows, MPS updates the PES code to "P." **(T-3).**

2.7.7. **Airmen:**

2.7.7.1. Meet all requirements in **Table 2.1**

2.7.7.2. Review records (Selection Folder) in PRDA, obtain/review Data Verification Rip (DVR) on the vMPF and report any errors to the appropriate MPS work center or agency for correction of errors prior to the testing window.

2.7.7.3. Have an EPR closing out within the last 12 months prior to PECD. **(T-0).**

2.7.7.4. Test for promotion as outlined in AFI 36-2605. Failure to report for scheduled testing (which includes both tests, if applicable) renders an Airman ineligible for promotion consideration unless rescheduling is approved. A second no-show automatically renders an Airman ineligible for promotion. (T-0).

2.7.7.5. Prepares for promotion testing (includes obtaining testing material, knowing testing window and date, knowing promotion AFSC), which is solely an individual responsibility and should not be considered an item for enlisted professional development. Group study in any forum or format is prohibited. (T-0).

2.7.7.6. Retrieves his/her WAPS score notice after promotions are announced. WAPS score notices are a means to give Airmen a report of their relative standing in the promotion consideration process and must never be provided to, or used by, anyone other than the individual, unless the individual provides the scores.

2.8. SMSgt and CMSgt Promotions (see Table 1 3). Airmen compete, and are selected for promotion, in the superintendent level (for SMSgt) or the chief enlisted manager (CEM) code (for CMSgt) of their CAFSC. Individuals with a RI or SDI designated as their CAFSC on the PECD will compete within that RI or SDI. Promotion selection for SMSgt and CMSgt is a two-phase process consisting of WAPS factors and a central evaluation board. See **Table 2.8** for WAPS factors and formulas.

2.8.1. **AF/A1:**

2.8.1.1. Appointed as the approval authority for the enlisted evaluation board formal charge and promotion policy associated with convening of all enlisted evaluation boards.

2.8.1.2. Approve the formal board charge annually prior to the convening of first enlisted evaluation board during the calendar year and any essential policy guidance for managing evaluation boards. Review feedback from the previous Board President. (T-0).

2.8.1.3. Approves and provides promotion allocation rates to AFPC/DPSOE for application to each promotion AFSC based on A1P promotion analysis and CCS skills review prior to each promotion cycle.

2.8.2. AFPC/CC:

2.8.2.1. Appoints board members for the SNCO evaluation board. (T-0).

2.8.2.2. Convenes SNCO evaluation board. (T-0).

2.8.2.3. Approves evaluation board results. (T-0).

2.8.2.4. Notifies parent MAJCOM of eligibles rendered not fully qualified (NFQ) for promotion by the central evaluation board. “NFQ” may be used when a record does not reflect potential for advancement to the next higher grade. (T-0).

2.8.2.5. The Executive Director assumes these responsibilities in the commander's absence.

2.8.3. **AFPC/DPSOE:**

2.8.3.1. Announces eligibility cutoff and board convening dates annually. Sends NFQ memorandums to servicing MPS’s for chain of command notifications. (T-0).

2.8.3.1.1. If the date of the special order is prior to the month promotion selections are made, the decoration will automatically update the promotion master file.

2.8.3.1.2. If the date of the special order is the month selections are made or later, send the following documents to AFPC/DPSOE: Written request with unit commander’s recommendation, citation, DECOR 6 (both pages), amendments (if any), documentation verifying when decoration was placed into official channels, and documentation of corrective/follow-up action taken by the Airman.

2.8.3.2. Uses the promotion master file to rank Airmen in order of merit within AFSC or CEM code using the combined evaluation board score (270 to 450 points) and the weighted factor score (345 points maximum). (T-0).

2.8.3.3. Applies the quota to each promotion AFSC or CEM, with the highest scores in each AFSC or CEM selected. (T-0).

2.8.3.4. Promotes Airmen in CCS skills at a higher selection rate (determined annually by AF/A1P) than non-CCS skills. **(T-1).**

2.8.3.5. Makes promotion selections using WAPS and the Central Evaluation Board results. (T-0).

2.8.3.6. Prepares select lists for virtual release. (T-0).

2.8.3.7. Prepares and forwards written NFQ notifications to AFPC/CC and member’s chain of command when the board renders an Airman NFQ. For those AFSCs with only one Airman eligible and that eligible Airman is rendered NFQ, the AFSC will be deactivated from the promotion cycle. (T-0).

2.8.3.8. AFPC/DPSOE conducts data verification on selects prior to virtual promotion release. When a data error is found that could result in non-selection, the Airman is notified of the error in writing and directed not to assume the new grade until AFPC/DPSOE confirms the selection status. (T-0).

2.8.4. **AFPC/PB:**

2.8.4.1. Conducts the Central Evaluation Board in accordance with Chapter 3. (T-0).

2.8.4.2. Supplemental board consideration is not provided when corrected data increases an Airman’s weighted factor score so that the total revised promotion score is at or above the cutoff needed for selection. In such cases, Airmen become selects without supplemental board evaluation.

2.8.4.3. Those personnel requiring a board score greater than the maximum allowable board score (450 points) will not be granted supplemental promotion consideration.

2.8.5. **The MPS:**

2.8.5.1. Schedules and tests Airmen using the CAFSC held on the PECD to determine test requirements. Airmen who fail to show for scheduled promotion testing without a valid reason may be ineligible for promotion consideration during that particular promotion cycle (**Table 1.1**, Rule 9) IAW AFI 36-2605. MPSs notify AFPC/DPSOE by message of Airmen who already tested, but later desire to decline promotion consideration. Ensures the Airman signs a statement in accordance with paragraph 1.11 or the AF Form 1566 used to administer tests to document their declination. (T-3).

2.8.5.2. Notifies unit commanders of each eligible individual's promotion status. (T-3).

2.8.5.3. Instructs Airmen to review their record in PRDA, obtain and review their DVR along with their score notice on the vMPF to verify the data used in the promotion process. (T-3).

2.8.6. **Airmen:**

2.8.6.1. Must meet the eligibility criteria outlined in paragraph 2.6.4, **Table 2.1** Rules 5 & 6 and have an EPR closing out within the last 12 months prior to the PECD.

2.8.6.2. Obtain and review DVRs along with score notices on the vMPF, review PRDA selection folder to ensure data is correct, and notify the appropriate MPS workcenter or agency for correction of any errors.

2.8.6.3. **The MPS:**

2.8.6.3.1. Ensures selects assigned a .9 PSN obtain the required 2 years retainability for promotion to MSgt or SMSgt, and 3 years retainability for promotion to CMSgt from effective date of promotion, and may apply for a change to their ETS once the retroactive effective date is processed. (T-3)

2.8.6.3.2. Instructs commanders to make a written promotion recommendation. (T-3)

2.8.6.4. **The Unit Commander:**

2.8.6.4.1. Instructs selects with a .9 PSN that they are not to assume the higher grade until they obtain retainability (if required). (T-3)

2.8.6.4.2. Notifies selects with a .9 PSN they may assume the next higher grade on the date of written approval, if data verification is complete and they have required retainability. (T-3)

2.8.6.4.3. AFPC/DPSOE will grant a retroactive effective date correction to match an Airman's DOR in accordance with paragraph **1.14**

2.9. Supplemental Promotions for SSgt Through CMSgt. AFPC/DPSOE conducts in-system supplemental promotion consideration monthly after initial promotion selection and announces supplemental selection board dates for eligible Airmen. See paragraph 1.15 for DOR and effective date corrections. Supplemental promotion consideration will not be granted if the error or omission appeared on/in the Airman's DVR, PRDA/ARMS record, or senior NCO selection

folder and no corrective or follow-up action was taken by the Airman prior to the promotion selection date for SSgt through TSgt and prior to the original evaluation board for MSgt through CMSgt. Fully documented supplemental consideration requests will be submitted in writing, to include the Airman's unit commander's recommendation to the MPS. MPSs will review and forward requests to AFPC/DPSOE via CMS. **(T-3).**

2.9.1. If an Airman missed one or more testing cycles (due to deployment or hospitalization, etc.), he/she is considered retroactively. This is done using scores from the first available WAPS tests upon return. If selected for previous cycles, the Airman will receive a retroactive date of rank and back pay.

2.9.1.1. Airmen must complete Airman Leadership School before being considered for STEP promotion to SSgt, or the resident NCO Academy before being considered for STEP promotion to MSgt (this requirement cannot be waived).

2.9.1.2. A minimum of 12 months TIG is required for STEP promotion to TSgt and MSgt; promotions to SSgt must have a minimum of 6 months TIG.

2.9.1.3. Commanders may waive other promotion eligibility requirements in **Table 2.1** **(T-3)**

2.9.2. A separate written request is not required when an individual has indicated his or her desire to apply for supplemental consideration in conjunction with the EPR appeal process. ***NOTE:*** Ensure Blocks 9 and 10, on the AF Form 948, *Application for Correction/Removal of Evaluation Reports*, are completed.

2.9.3. Supplemental promotion may be granted for those individuals who are recommended by their unit commander and are non-weighable, had a change to the weighted data elements (see Table 2.2.) (must be effective prior to PECD), or had wrong or missing data for a specific cycle.

2.9.3.1. A supplemental request based on a missing decoration must have a closeout date on or before PECD, and the commander's recommendation date on the DECOR 6 must be before the date AFPC makes the selections for promotion. Resubmit decorations (downgraded, lost, amended, etc.), to verify the original submission was placed into official channels prior to the selection date.

2.9.3.1.1. If the date of the special order is prior to the month promotion selections are made, the decoration will automatically update the promotion master file.

2.9.3.1.2. If the date of the special order is the month selections are made or later, send the following documents to AFPC/DPSOE: Written request with unit commander's recommendation, citation, DECOR 6 (both pages), amendments (if any), documentation verifying when decoration was placed into official channels, and documentation of corrective/follow-up action taken by the Airman.

2.9.3.2. AFPC considers MAJCOMs, FOAs, and DRUs without a quota (less than 300 SrA through TSgt) and announces procedures via annual STEP message. (T-0)

2.9.3.3. Updates all STEP promotions into MilPDS. The effective date and DOR are the date the selection authority announces the selections. (T-0)

2.9.4. MSgt thru CMSgt Supplemental Procedures: There are no automatic approvals for supplemental promotion consideration. **Table 2.5** is used to determine whether or not a request for supplemental promotion consideration is *authorized*, and if so, whether or not mandatory scoring is required. Final decisions for approval of supplemental consideration requests rest with the AFBCMR or AFPC/DPSOE.

2.9.4.1. TSgt, MSgts, and SMSgt meeting one of the reasons in **Table 2.5** may be considered supplementally. These individuals will receive supplemental selection board consideration, if approved in accordance with Chapter 3.

2.9.4.2. Supplemental board consideration is not provided when corrected data increases an Airman's weighted factor score so that the total revised promotion score is at or above the cutoff needed for selection. In such cases, Airmen become selects without supplemental board evaluation.

2.9.4.3. Those personnel requiring a board score greater than the maximum allowable board score (450 points) will not be granted supplemental promotion consideration.

2.9.5. Score notices are not provided for Airmen who receive supplemental board consideration to MSgt, SMSgt, and CMSgt, unless they were not considered by the original board. Weighted scores only are provided (not a board score).

2.9.6. Supplemental Processing Instructions:

2.9.6.1. Individuals supplementally selected for promotion to grades SSgt through CMSgt receive PSNs of .9 (on increments previously announced) or .5 (unannounced future increment).

2.9.6.2. Individuals selected and assigned a .9 PSN are automatically projected for promotion the first day of the month following the month they were considered/selected in. This is to ensure data verification is completed and the commander recommends promotion prior to the promotion automatically consummating.

2.9.6.3. **The MPS:**

2.9.6.3.1. Ensures selects assigned a .9 PSN obtain the required 2 years retainability for promotion to MSgt or SMSgt, and 3 years retainability for promotion to CMSgt from effective date of promotion, and may apply for a change to their ETS once the retroactive effective date is processed. (T-3).

2.9.6.3.2. Instructs commanders to make a written promotion recommendation. (T-3).

2.9.6.4. **The Unit Commander:**

2.9.6.4.1. Instructs selects with a .9 PSN that they are not to assume the higher grade until they obtain retainability (if required). (T-3).

2.9.6.4.2. Notifies selects with a .9 PSN they may assume the next higher grade on the date of written approval, if data verification is complete and they have required retainability. (T-3).

2.9.6.4.3. AFPC/DPSOE will grant a retroactive effective date correction to match an Airman's DOR in accordance with paragraph **1.15**

2.10. Promoting Under Stripes for Exceptional Performers (STEP). This program supplements existing Airman Promotion programs and is designed to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion. It is intended to provide a means to promote Airmen for compelling, although perhaps not quantifiable, reasons. Isolated heroic acts or specific achievements should not be the sole basis for promotion under this program. STEP promotions are authorized to grades SSgt and TSgt. Airmen are not supplementally considered for STEP. DOR and effective date are the date the selection authority announces the promotion.

2.10.1.1. Airmen must complete Airman Leadership School before being considered for STEP promotion to SSgt (this requirement cannot be waived).

2.10.1.2. A minimum of 12 months TIG is required for STEP promotion to TSgt and promotions to SSgt must have a minimum of 6 months TIG.

2.10.2. Selections will be based on recommendations from subordinate commanders or personal knowledge of the individual. Time consuming administrative boards are discouraged.

2.10.3. **AFPC/DPSOE:**

2.10.3.1. Distributes STEP quotas to MAJCOMS, FOAs, DRUs and Air Force Elements with 575 or more SrA and SSgts assigned. **(T-1).**

2.10.3.2. AFPC considers MAJCOMs, FOAs, and DRUs without a quota (less than 575 SrA through SSgt) and announces procedures via annual STEP message. **(T-1).**

2.10.3.3. Updates all STEP promotions into MilPDS. The effective date and DOR are the date the selection authority announces the selections. **(T-0).**

2.10.4. **The MPS:**

2.10.4.1. Completes P-series orders and notifies AFPC/DPSOE by message of STEP selections within 72 hours. Include name, SSN, grade promoted to, effective date, CAFSC, assignment unit, special order number, and date. **(T-3).**

Table 2.1. Minimum Eligibility Requirements For Promotion (See Note 1).

RULE	**If promotion is to the grade of (see note 2)**	**and the PAFSC as of PECD is at the**	**and time in current grade is computed on the first day of the month before the month promotions are made**	**and the TAFMD is on the first day of the last month of the promotion cycle (see note 3)**	**and the Airman has**	**and following mandatory education is complete (see note 9)**	**then**
1	SrA (see paragraph **2.2.**)	3 level (see note 4)	not applicable (see paragraph **2.2.1.** for requirements)	1 year (see paragraph **2.2.1.** for TIG/TIS requirements)		See note 9	the Airman is eligible for promotion if recommended in writing, by the

2	SSgt (see Table 2.3and paragraph **2.6** and notes 5, 6)	5 level (see note 5)	6 months	3 years		See note 9	promotion authority. He or she must serve on AD in enlisted status as of the PECD, serving continuous AD until the effective date of promotion, and is not in a condition listed under Table 1.1 on or after the PECD. The individual must be in PES code X on effective date of promotion (see note 8).
3	TSgt (see paragraph **2.6.**)	7 level (see note 5)	23 months	5 years		See note 9	
4	MSgt (see paragraph **2.6.**)	7 level	24 months	8 years		See note 9	
5	SMSgt (see paragraph **2.7.**)	7 level (see note 5)	20 months	11 years	8 yrs cumulative enlisted service (TEMSD) creditable for basic pay (see note 7)	SNCO Academy and Associates Degree from Community College of the Air Force (CCAF) (see notes 10 and 11)	
6	CMSgt (see paragraph **2.7.**)	9 level (see note 5)	21 months	14 years	10 yrs cumulative enlisted service (TEMSD) creditable for basic pay (see note 7)	Associates Degree from Community College of the Air Force (CCAF) (see notes 10and 11)	

NOTES:

1. Use this Table to determine standard minimum eligibility requirements for promotion consideration. HQ USAF may announce additional eligibility requirements. The individual must serve on enlisted AD and must have been on a continuous active duty as of PECD. (T-0).
2. The high year of tenure (HYT) policy applicable as of PECD may affect promotion eligibility in grades SrA and above. (T-0).

3. Use years of satisfactory service for retirement in place of TAFMSD to determine promotion eligibility for Air National Guard and Air Force Reserve Airmen ordered to extended active duty (EAD). Exception: Active Guard Reserve (AGR or Statutory tours). Reserve or Guard Airmen are eligible for promotion if EAD is on or after PECD. ROTC disenrollees ordered to active duty in the grade of A1C are required to serve a minimum of 12 months from EAD prior to pinning on SrA. (T-0).
4. A1Cs must meet skill level requirements by the effective date of promotion for SrA. However, an A1C in lengthy tech school training, or in a hardship situation, who doesn't possess the minimum required PAFSC can be granted skill level waiver (SLW) to pin on SrA. The technical training squadron commander or for Airmen in a hardship/medical situation, the unit commander may submit a request for SLW stating the extenuating circumstances (i.e., awaiting training, medical delays, etc.) to AFPC/DPSOE. (T-0).
5. SrA must meet skill level requirements by the PECD for SSgt, except for those individuals in PES "Q." SSgts test and compete for promotion to TSgt if they have a 5-skill level as of PECD; however, they must have a 7-skill level before promotion. Commanders may waive the 7-skill 7-level school. TSgts without the appropriate skill level are ineligible to test unless they have a valid DIERT date. MSgts and SMSgt must meet minimum skill-level requirements listed above. MSgt and SMSgt skill levels may be waived according to Table 2.3. to allow them to compete for promotion. Demote Airmen promoted with a PAFSC waiver who fail to obtain or maintain grade skill relationship as outlined in Chapter 6. (T-0).
6. Airmen demoted to SrA, SSgt, or TSgt will not have their HYT adjusted to make them eligible to compete for promotion. Airmen who are demoted past their HYT for that grade will not be afforded an opportunity to promotion test. If demoted an Airman's HYT will be established in accordance with AFI 36-3208. (T-0).
7. Service in a commissioned, warrant, or flight officer status is creditable for pay but it cannot be utilized to satisfy the TEMSD requirement (38 Comptroller General 598). Airmen may be considered for promotions who meet this requirement on the 1st day of the last month promotions are normally made in the cycle. Actual promotion does not occur earlier than the 1st day of the month following the month the Airman completes the required enlisted service. This applies if the select had a sequence number in an earlier promotion increment; however, if the Airman meets the required enlisted service on the first day of the month, the DOR and effective date is that date. (T-0).
8. If a TDY student meets the requirements of this table but does not maintain satisfactory proficiency, the MPS that services the Airman's TDY unit informs the MPS servicing the Airman's unit of assignment. (T-3).
9. To satisfy promotion eligibility requirements, EPME will be completed by in-residence for promotion to SSgt and by correspondence for promotion to TSgt and SMSgt. All PME may be completed in-residence or by correspondence. (T-0).
10. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, United States Marine Corps Staff NCO Academy, or approved comparable international courses are equivalent to SNCOA. (T-0).
11. The CCAF degree can be in any discipline. Degree must be conferred (awarded) by CCAF on or before the promotion eligibility cut-off date. (T-0).

Table 2.1.1. (Added-LAUGHLIN) Base-wide Quota Distribution.

Distribution:	Eligibles	Quota	Eligibles	Quota
	2-6	1	30-36	5
	7-9	1	37-43	6
	10-16	2	44-49	7
	17-23	3	50-56	8
	24-29	4	57-63	9

Table 2.2. Calculating Points and Factors for Promotion to SSgt through MSgt (Phase I).

RULE	A	B
	If the factor is	**then the maximum score is**

RULE	A If the factor is	B then the maximum score is
1	SKT	100 points. Base individual score on percentage correct (two decimal places). (note 1) A minimum SKT score of 40 points is required (a combine score of 90 SKT/PFE points is required). (note 2)
2	PFE	100 points. Base individual score on percentage correct (two decimal places). (note 1) A minimum PFE score of 40 points is required (a combine 90 points SKT/PFE is required). Airmen testing PFE only are required to score a minimum of 45 points (note 2).
3	TIS	26 points. Award 1.3334 points for each year of TAFMS up to 20 years, as of the last day of the last month of the promotion cycle. Credit .108334 point for each month of TAFMS (15 days or more = .108334 point; drop periods less than 15 days). Example: The last day of the last month of the cycle (31 Jul 03 minus TAFMS date (18 Jul 96) equals 7 years 14 days (inclusive dates considered equals 7 x 1.3334 = 9.33 points). (note 1)
4	TIG	40 points. Award .3334 point for each month in grade up to 10 years, as of the first day of the last month of the promotion cycle (count 15 days or more as .3334 point; drop periods less than 15 days). Example: The first day of the last month of the promotion cycle (1 Jul 03) minus current DOR (1 Jan 00) equals 3 years 6 months 1 day (inclusive dates considered) equals 42 x .3334 = 14.00 points. (note 1)
5	Decorations	25 points. Assign each decoration a point value based on its order of precedence. (note 3)Medal of Honor: 15 Air Force, Navy, or Distinguished Service Cross: 11 Defense Distinguished Service Medal, Distinguished Service Medal, Silver Star: 9 Legion of Merit, Defense Superior Service Medal, Distinguished Flying Cross: 7 Airman, Soldier, Navy-Marine Corps, Coast Guard Bronze Star, Defense/Meritorious Service Medals, Purple Heart: 5 Air, Aerial Achievement, Air Force Commendation, Army Commendation, Navy-Marine Corps Commendation, Joint Services, or Coast Guard Commendation Medal: 3 Navy - Marine Corps, Coast Guard, Air Force, Army, or Joint Service Achievement Medal: 1
6	EPRs	250 points. Multiply each EPR's point value (note 4), preceding the PECD, not to exceed 3 reports, by the time-weighted factor for that specific report. When the maximum three EPRs are calculated the time weighted factors begins with 50 percent (.50) for the most recent report, 30 percent (.30) for the middle or second most recent report, and 20 percent (.20) for the bottom report (50% - 30% -20%). After calculating each report, add the total weighted point value of each report for a sum. When an Airman is in their second year of eligibility, and/or when only two reports are calculated, the time weighted factor begins with 60

RULE	A	B
	If the factor is	**then the maximum score is**
		percent (.60) for the top or most recent report and 40 percent (.40) for the bottom report (60% - 40%). When an Airman is in their first year of promotion eligibility and/or when only one EPR is calculated, the time weighted factor is 100 percent. (notes 1, 4, and 5) **Example:** EPR string (most recent to oldest): Promote Now + Must Promote + Promote Now Promote Now [250] x .50 = 125 weighted points Must Promote [220] x .30 = 66 weighted points Promote [200] x .20 = 40 weighted points 231 points

Notes:

1. Cutoff scores after the second decimal place. Do not use the third decimal place to round up or down. (T-0).
2. Airmen that score the minimum 40 points on either the SKT or PFE (when taking both examinations) must score a minimum of 50 on the other one, in order to meet the minimum combine score of 90. For those testing PFE only a minimum score of 45 is required (combine score of 90 when doubled). Airmen that fail to obtain the minimum score are considered promotion ineligible. (T-0).
3. The decoration closeout date must be on or before the PECD. The signed date by the higher official endorsing the recommendation on the DECOR 6 must be before the date HQ AFPC announced the selections for promotion. Fully document resubmitted decorations (downgraded, lost, etc.) and verify they were placed into official channels before the selection date. (T-0).
4. Promote Now = 250, Must Promote = 220, Promote = 200, Not Ready Now – 150, Do Not Promote = 50. (T-0).
5. Only count evaluations received during each grade's period of promotion eligibility. Do not count non-evaluated periods of performance, such as break in service, report removed through appeal process, etc., in the computation. However, if one of the last three EPR ratings has been removed or reflects a nonrated period, and the Airman is on a third or subsequent eligibility the fourth EPR becomes the third EPR in the last three reports used in the weighted calculation score. (T-0).

Table 2.3. PAFSC Skill Level Waivers to Compete for Promotion (See Note 1).

RULE	AB	
	If the Airman does not possess the required PAFSC skill level	**then a PAFSC skill level waiver is**

1	and performs duties in RI or SDI (except for RIs 9S100, 9S200, then Rule 2)	authorized (see note 2).
2	and performs duties in RI 9S100, or 9S200 (see note 3).	
3	and is an A1C through SMSgt in retraining or pending retraining (RI 9A000) and would have upgraded by the PECD for promotion to SSgt through SMSgt, or the last day of the month for A1C eligibles for SrA were identified, had the Airman not retrained (see note 4)	
4	and is a SrA assigned to a specialty requiring lengthy formal training and did not have sufficient time or training to upgrade to the appropriate skill level due to the length of the formal school	
5	and is a SrA through TSgt in normal upgrade training (see note 5)	not authorized.
6	and returns to duties from an RI, SDI, or another awarded AFSC, to another AFSC	authorized (see note 2).

NOTES:

1. Do not allow prior service enlistees and former officers skill level waivers except as indicated in paragraph **7**.3. (T-0).
2. Process PAFSC skill-level waivers as outlined in this AFI and supplementary program guidance published on myPers and in the latest Personnel Services Delivery (PSD) Guide. (T-3).
3. Airmen in these RIs as of the PECD must meet skill levels established by the Air Force Technical Applications Center (AFTAC). Airmen who fail to meet the requirements imposed by the unit commander are ineligible for a skill-level waiver. Airmen with these RIs as their PAFSC must meet the skill-level criteria indicated on the certificate from AFTAC. An Airman must have the certificate before promotion to MSgt. (T-3).
4. Since the majority of Airmen are in a retraining status (SSgt through MSgt) and promotion to SMSgt and CMSgt are routinely approved for a PAFSC skill-level waiver, the promotion record is built as "eligible" during the promotion file build. The promotion authority may still deny the Airman promotion consideration by disapproving a PAFSC skill-level waiver. (T-3).
5. Normally, do not permit Airmen in normal upgrade training a skill-level waiver. Grant PAFSC skill level-waivers before PECD for significant documented interruptions (beyond the Airman's control) in current training that prevents the Airman from upgrading. (T-3).

Table 2.4. SKT Exemptions (See Note 1 and Paragraph 2.6.1.5.)

RULE	**A**	**B**
	If on or before the PECD the Airman is	**then an SKT exemption is**
1	performing duties in RI 9S100, 9S200 (see note 2)	not authorized.
2	disqualified (RI 9A000) and awaiting retraining	authorized.

3	in normal upgrade training (see note 3)	not authorized.
4	awaiting retraining and their CAFSC has changed to the new AFSC as outlined in AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)* (Training Status Code "M" applies)	authorized.
5	SrA through TSgt in retraining status (see note 4)	
6	returned to duty in a fully qualified AFSC from another awarded AFSC (dual qualified) (see note 5)	
7	returned to duty in another awarded AFSC not fully qualified (see Para **2.6.1.5.**)	

NOTES:

1. Consider Airmen who are SKT exempt for promotion in one of two promotion AFSCs, one for non-chronic critical skills (non-CCS) and another for CCS. When there is not an SKT for the specialty, then all Airmen in that AFSC compete for promotion together, regardless of their training status (i.e., retrainees, etc.). All Airmen who are SKT exempt and are in an AFSC where an SKT exists can take the SKT by signing a statement. Once signed, do not reverse the decision without unit commander and MPS commander concurrence. Once the promotion test is administered, do not reverse the decision. Refer to TCO memorandums for other SKT exemptions.

2. Airmen must fulfill PAFSC skill-level requirements according to **Table 2.3.**

3. Allow Airmen who return to a previously awarded AFSC for which they are not assigned within the last year and do not have the required skill level (SrA = 5 level, SSgt = 7 level, & TSgt = 7 level) a 24-month SKT exemption. Update a DIERT date equal to the date the Airman returned to the previous AFSC. Approve a PAFSC skill-level waiver according to Table **2.3.**

4. Allow SKT exemptions for 24 months regardless of training status. Airmen can elect to take the SKT by signing a statement. Do not reverse the Airman's decision to take, or not to take, the SKT without unit commander and MPS commander concurrence. Do not reverse the decision once the promotion test is administered.

5. MPS updates MilPDS Training Status Code (TSC) "I" with a Date Initially Entered Retraining (DIERT) equal to the date of return into the previous awarded AFSC (ref AFI 36-2101, *Classifying Military Personnel [Officers and Enlisted]*) if within 6 months of PECD. Airmen may elect to take the SKT. Do not place prior service Airmen or former officers in TSC "I".

Table 2.5. Authorized Reasons to Request Senior NCO Supplemental Promotion Board Consideration (See Note 1)

RULE	**If the item concerns**	**and the correction is to**	**then consideration by supplemental evaluation board is**	**and rescoring is**

1	PME (see note 2)	add the Senior NCO Academy course	authorized.	Mandatory (see note 3)
2	EPR	add, remove, or make significant change		
3	academic education	show academic degree completion		Optional (see note 4)
		correct academic specialty		
		change year of completion	not authorized.	N/A
4	decoration	add a decoration (not authorized if the citation or order was filed or if the decoration was listed on the brief used by the board)	authorized.	Optional (see note 4)
5	projected retirement data (individuals who are eligible and considered by original board)	delete a projected retirement that is not valid at the time board met		Mandatory (see note 3)
		delete a projected retirement that was valid when the board convened but later withdrawn	not authorized.	N/A
		change the projected retirement date		
6	any eligibility factor or erroneously considered in the wrong AFSC	render an Airman eligible (as of the PECD) who was erroneously ineligible when the board convened or correct AFSC effective prior to PECD	authorized.	Mandatory (see note 3)
7	projected HYT date (individuals who were ineligible because of an HYT date and not considered by the original board)	show approved extension of HYT date (and reason is best interest of the Air Force)	authorized	Mandatory (see note 3)
8	Duty history	add/correct duty history data	authorized	optional

NOTES:
1. Do not allow supplemental consideration for Airmen needing more than the maximum board score (450 points) for selection.

2.Credit is given if the Airman takes the end of course (EOC) examination on or before the PECD and successfully completes the course, even if it is not scored until after the PECD (HAF files will not change, only the promotion and WAPS Information Retrieval [WIRE] files). PME was last used for CMSgt during cycle 94E9 and for SMSgt during cycle 96E8.

3. Mandatory scoring eliminates the need for optional review; the record goes directly to a supplemental panel to score the record.

4.Prior to rescoring the record, the panel considers the type of error, the degree of impact on the promotion score, and the number of points needed for selection. Those records the panel considers but chooses not to rescore are rendered nonselects.

Table 2.6. SrA Below the Zone Processing Months and Board Dates

ITEM	A	B	C
	Processing Months	**Board/Selection Month**	**For promotions in**
1	January/February	March	April - June
2	April/May	June	July - September
3	July/August	September	October - December
4	October/November	December	January - March

Table 2.7. Calculating Weighted Points and Promotion Factors for Promotion to MSgt (Phase II).

RULE	A	B
	If the factor is	**then the maximum score is**
1	SKT	100 points. Base individual score on number correct (two decimal places). (note 1) A minimum SKT score of 40 points is required (a combine score of 90 SKT/PFE points is required). (note 2)
2	PFE	100 points. Base individual score on number correct (two decimal places). (note 1) A minimum PFE score of 40 points is required (a combine score of 90 points SKT/PFE is required). Airmen testing PFE only are required to score a minimum of 45 points (note 2).

RULE	A If the factor is	B then the maximum score is
3	TIS	26 points. Award 1.3334 points for each year of TAFMS up to 20 years, as of the last day of the last month of the promotion cycle. Credit .108334 point for each month of TAFMS (15 days or more = .108334 point; drop periods less than 15 days). Example: The last day of the last month of the cycle (31 Jul 03 minus TAFMS date (18 Jul 96) equals 7 years 14 days (inclusive dates considered equals 7 x 1.3334 = 9.33 points). (note 1)
4	TIG	40 points. Award .3334 point for each month in grade up to 10 years, as of the first day of the last month of the promotion cycle (count 15 days or more as .3334 point; drop periods less than 15 days). Example: The first day of the last month of the promotion cycle (1 Jul 03) minus current DOR (1 Jan 00) equals 3 years 6 months 1 day (inclusive dates considered) equals 42 x .3334 = 14.00 points. (note 1)
5	Decorations	25 points. Assign each decoration a point value based on its order of precedence. (note 3)Medal of Honor: 15 Air Force, Navy, or Distinguished Service Cross: 11 Defense Distinguished Service Medal, Distinguished Service Medal, Silver Star: 9 Legion of Merit, Defense Superior Service Medal, Distinguished Flying Cross: 7 Airman, Soldier, Navy-Marine Corps, Coast Guard Bronze Star, Defense/Meritorious Service Medals, Purple Heart: 5 Air, Aerial Achievement, Air Force Commendation, Army Commendation, Navy-Marine Corps Commendation, Joint Services, or Coast Guard Commendation Medal: 3 Navy - Marine Corps, Coast Guard, Air Force, Army, or Joint Service Achievement Medal: 1
6	Board Score	450 points. Each panel member scores each record, using a 6- to 10-point scale and half-point increments. An individual's record may receive a panel composite score (3 members) from a minimum of 18 (6 - 6 - 6) to a maximum of 30 (10 - 10 - 10) points. The composite score (18 to 30 points) is later multiplied by a factor of 15, resulting in a total board score (270 to 450). Example: Panel composite score 8 + 8.5 + 8 = 24.5 24.5 x 15 = 367.5 Board Score

Notes:

1. Cutoff scores after the second decimal place. Do not use the third decimal place to round up or down. (T-0).
2. Airmen that score the minimum 40 points on either the SKT or PFE (when taking both examinations) must score a minimum of 50 on the other one, in order to meet the minimum combine score of 90. For those testing PFE only a minimum score of 45 is required (combine score of 90 when doubled). Airmen that fail to obtain the minimum score will be rendered a promotion non-select. (T-0).
3. The decoration closeout date must be on or before the PECD. The signed date by the higher official

RULE	A	B
	If the factor is	**then the maximum score is**
endorsing the recommendation on the DECOR 6 must be before the date HQ AFPC announced the selections for promotion. Fully document resubmitted decorations (downgraded, lost, etc.) and verify they were placed into official channels before the selection date. (T-0).		

Table 2.8. Calculating Weighted Points and Promotion Factors for Promotion to SMSgt and CMSgt.

RULE	A	B
	If the factor is	**then the maximum score is**
1	USAFSE	100 points. Base individual score on correct (note 1). A minimum score of 45 points is required (note 2).
2	TIS	16 points. Credit .05334 point for each month of TAFMS, up to 25 years, computed as of the last day of the cycle (note 1).
3	TIG	40 points. Credit .3334 point for each month in current grade based on DOR up to 10 years, computed as of the first day of the last month of the cycle (note 1).
4	Decorations/ Awards	25 points. Assign each decoration a point value based on its order of precedence as follows (note 3):Medal of Honor: 15Air Force, Navy, or Distinguished Service Cross: 11Defense Distinguished Service Medal, Distinguished Service Medal, Silver Star: 9Legion of Merit, Defense Superior Service Medal, Distinguished Flying Cross: 7Airman, Soldier, Navy-Marine Corps, or Coast Guard Bronze Star, Defense/Meritorious Service Medals, Purple Heart: 5Air, Aerial Achievement, Air Force Commendation, Army Commendation, Navy-Marine CorpsCommendation, Joint Services Commendation, or Coast Guard Commendation Medal: 3Navy - Marine Corps Achievement, Coast Guard Achievement, Air Force Achievement, Army Achievement, or Joint Service Achievement Medal: 1
5	Board Score	450 points. Each panel member scores each record, using a 6- to 10-point scale and half-point increments. An individual's record may receive a panel composite score (3 members) from a minimum of 18 (6 - 6 - 6) to a maximum of 30 (10 - 10 - 10) points. The composite score (18 to 30 points) is later multiplied by a factor of 15, resulting in a total board score (270 to 450). **Example:** Panel composite score 8 + 8.5 + 8 = 24.5 24.5 x 15 = 367.5 Board Score

Notes:
1. Cut off scores after the second decimal place. Do not use the third decimal place to round up or down. (T-0).
2. A minimum USAFSE score of 45 is required to maintain promotion eligibility. Airmen that fail to obtain the minimum score will be rendered a promotion non-select. (T-0)
3. The decoration closeout date must be on or before the PECD. The signed date by the higher official endorsing the recommendation on the DECOR 6 must be before the date HQ AFPC announced the selections for promotion. Fully document resubmitted decorations (downgraded, lost, etc.) and verify they were placed into official channels before the selection date. (T-0).

Chapter 3

REGULAR AIR FORCE SENIOR NONCOMMISSIONED OFFICER EVALUATION /SUPPLEMENTAL BOARD PROCEDURES

3.1. General. This chapter provides guidance and outlines operating procedures to be used in the administration and conduct of RegAF central senior noncommissioned officer evaluation and supplemental boards for the United States Air Force at AFPC, USAF Selection Board Secretariat. Selection Board Secretariat personnel are responsible for conducting central evaluation and supplemental boards for promotions to Master Sergeant, Senior Master Sergeant, and Chief Master Sergeants on the active duty list.

3.2. Responsibilities. Board members and alternate board members should familiarize themselves with applicable portions of this instruction. Board members will be provided a link to the site that contains this AFI in their board member notification letter. Alternate board members will remain on stand-by for the duration of the board.

3.3. Board Membership. Board membership will reflect the eligible population in terms of minority and gender, MAJCOM of assignment, and career area. Career areas, when practical, are broken into four categories: Support, Operations, Maintenance, and Medical. The largest AFSCs within each career area garner a board member when practical.

3.4. Board Organization. Boards will be constructed with a Board President (at least a Brigadier General) and at least one panel. Panels will consist of one colonel (current or "graduated" group commander, when practical) and two chief master sergeants from the same career area (defined in paragraph **3.3**). AFSCs and CEM codes will be scored by panels with representatives from the AFSCs or CEM codes under consideration or from the same career area as those being evaluated. All members of an AFSC or CEM code will be evaluated by the same three board members.

3.5. Board Member Preparation. The Selection Board Secretariat will pre-brief the Board President (BP) on the board agenda, Formal Charge, BP responsibilities, and the trial run exercise (practice scoring session). Board recorders will conduct the first day administrative briefing to the board. The BP will then read the Formal Charge verbatim to the board and a copy will be provided to each board member. Each board member will initial a copy of the Formal Charge to be maintained in the permanent record. Oaths are administered to board members and to the recorders and administrative staff. A trial run exercise will then be conducted to familiarize board members with the selection records and situations the board may encounter during actual scoring.

3.6. Scoring Records. Board scores are based upon the material in each SNCO's Noncommissioned Officer Selection Record (NSR). Board members will not have access to objective WAPS data to include United States Air Force Supervisory Examination (USAFSE) scores.

3.6.1. Board members will assign each eligible SNCO a board score reflecting their assessment of relative leadership potential. Select/Non-Select decisions are made based upon the totality of the eligible's scores in WAPS, not just their board score. (See Table 2.2 and Table 2.7).

3.6.2. Scoring is by secret ballot and without benefit of discussion, unless a significant disagreement (a "split") occurs in the scores on a particular record.

3.6.2.1. If a board member identifies a record-based matter that causes concern, he/she will surface the matter to the Board Recorder who will discuss it with the BP. The BP may approve bringing that matter to the attention of the board members. Such records may be rescored after discussion.

3.6.2.2. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible Airmen as long as they discuss only matters documented in the NSR.

3.6.2.3. Board members may not discuss or disclose the opinion of any person not a member of the board concerning the member.

Figure 3.1. Scoring Scale. Boards will use the following scale

3.7. Defining "Splits". A "split" is a significant disagreement between board members about the score of a record. A "split" is considered a difference in a score of 1.5 or more points between any two panel members (e.g., 6 and 7.5, or 8 and 9.5).

3.8. Resolving "Splits". All scoring stops and all voting panel members must be present and may discuss the records involved in a "split." Only panel members with split scores may change their scores in the process of resolving a split. A "split" is resolved when there is a difference in a score of 1.0 or less points between any two panel members (e.g., 6 and 7.0, or 8 and 8.5).

3.9. New Documents. If new information (e.g., decoration citation, enlisted performance report, updated SNCO evaluation brief) concerning individual records is acquired during scoring, the affected records will be brought back to the panel for rescoring. New documents will not be accepted after the panel has adjourned.

3.10. Not Fully Qualified (NFQ) for Promotion. Board members are charged to identify any Airman who, in their opinion, is NFQ for advancement to the next higher grade. Board members, when assessing the Airman's record, may recommend to the board president the Airman be rendered NFQ for promotion if, in their evaluation, they do not believe the Airman has demonstrated the potential for advancement. NFQ is a mechanism designed to preclude promotion by default in small career fields; however, it should not normally be used to supplant the 6 to 10 scoring methodology with a pass-fail methodology. It shall not be used to "send" a message to the eligible or the eligible's chain of command.

3.10.1. The board president will review the record of any Airman a panel renders NFQ. If the board president believes the record has been inconsistently scored, the board president may send the record back to the panel for verification. Although a board member's rationale for determining an eligible to be NFQ is not releasable, he/she should be prepared to explain the logic behind the decision to the BP. Those individuals which a majority of the panel believes are NFQ are identified as such in the board report and are not considered for promotion.

3.10.2. For those AFSCs with only one Airman eligible and that Airman is rendered NFQ, the AFSC will be deactivated from the promotion cycle.

3.10.3. AFPC/PB provides a list of Airmen rendered NFQ by the board to AFPC/DPSOE. If the board determines an Airman is NFQ based on an evaluation of the record, the Airman is rendered ineligible for the promotion cycle.

3.11. BP Quality Review. In order to assure consistency of scoring, the Board President reviews records from each AFSC or CEM code under consideration. To do this, the Board Secretariat takes the following actions:

3.11.1. Prior to the board, the staff works with the Enlisted Promotion & Military Testing Branch and the Air Staff to determine (as closely as possible) the number of projected promotions, as well as those AFSCs and CEM codes on the Chronic Critical Shortage Skills Listing for that promotion cycle.

3.11.2. After the panel finishes scoring each AFSC or CEM code, the Board Secretariat staff will produce the board score relative order of merit listing for the specialty. They will then identify the area on the order of merit corresponding to the projected promotion quota for that specialty by:

3.11.2.1. Drawing a line at the score category that comes closest to fulfilling the projected quota without exceeding it.

3.11.2.2. Drawing another line one score category lower on the order of merit.

3.11.2.3. The Board President will then receive the following: a representative sampling of records directly above, below, and in the identified area; the highest scoring record in the specialty; and any records found to be NFQ by the panel.

3.11.2.4. During his/her review, if the Board President believes one or more records from this sampling were scored inconsistently, he/she then reviews all records from the affected score categories involved and may direct rescore of any record he/she deems fit. The BP will review the resulting scores and determine whether the first score or the rescore shall be the final score for the record (the BP may only direct one rescore for a particular record considered).

3.12. Board Report. AFPC/PB prepares board proceeding reports and handles as FOR OFFICIAL USE ONLY, under provisions of DoD Regulation 5400.7-R_AFMAN 33-302, *DoD Freedom of Information Act (FOIA) Program*, and retains them for the period specified in the *Air Force Records Disposition Schedule*, available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

3.12.1. Provides a board report to AFPC/DPSOE, Enlisted Promotions and Military Testing Branch, which will discuss the proceedings of the board and identify those Airman found to be NFQ for promotion. Board scores will flow electronically into WAPS from the boardroom. All board members, recorders, and administrative assistants/support personnel will sign the board report. (T-0).

3.13. Outbrief Board Members. Recorders outbrief board members on the rules of disclosure of board proceedings, providing some cautions about what can and cannot be discussed as well as collecting all notes. It is important that personal observations not jeopardize the credibility of the board process and that Airmen receive a consistent Air Force message.

3.13.1. The Selection Board Secretariat staff will inform board members and administrative assistants that all involved with the board process are prohibited from ever sharing their

observations of board proceedings i.e., how members voted, discussions about members' records, lists or statistics of results, who served on which panel.

3.13.2. Board members and administrative assistants are encouraged to use the briefing slides provided by the Board Secretariat Staff to brief the board process and structure i.e., numbers considered, board organization, steps followed.

3.14. 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 CSAF or AFPC/CC, if he or she determines that such decision is required. The need for an alternate board member being called to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph. The Board President will make determinations on availability of a primary board member and an alternate board member and is the authorizing official for directing that an AFPC/CC-approved alternate replace a board member.

3.15. Supplemental Boards. The following differences in procedure apply to supplemental boards:

3.15.1. Board Organization. Boards will be constructed with a Board President (at least a Brigadier General) and at least one panel. Each panel will be composed of board members from one of the four career areas. For example, one panel could have a mission support group commander, an operations chief master sergeant, and a maintenance chief master sergeant. Panels will not be confined to scoring specific AFSCs or CEMs. Similarly, one panel will not necessarily see all the records from a specific AFSC or CEM.

3.15.2. Determining Select/Non-Select Status. AFPC/DPSOE determines what board score an eligible would have needed in order to beat the promotion cutoff from the original board. See paragraphs 2.7 and 2.6.2.

3.15.2.1. An eligible Airman's record is compared to benchmark records. Benchmark records are: three records with the same required score as identified in paragraph **3.15.3** ("plus" benchmark) and three records a half point below ("minus" benchmark). All records are "aged" to appear as they would have on the original board, and all records are scored together.

3.15.2.2. The panel compares the supplemental record against the benchmarked records to determine selection status.

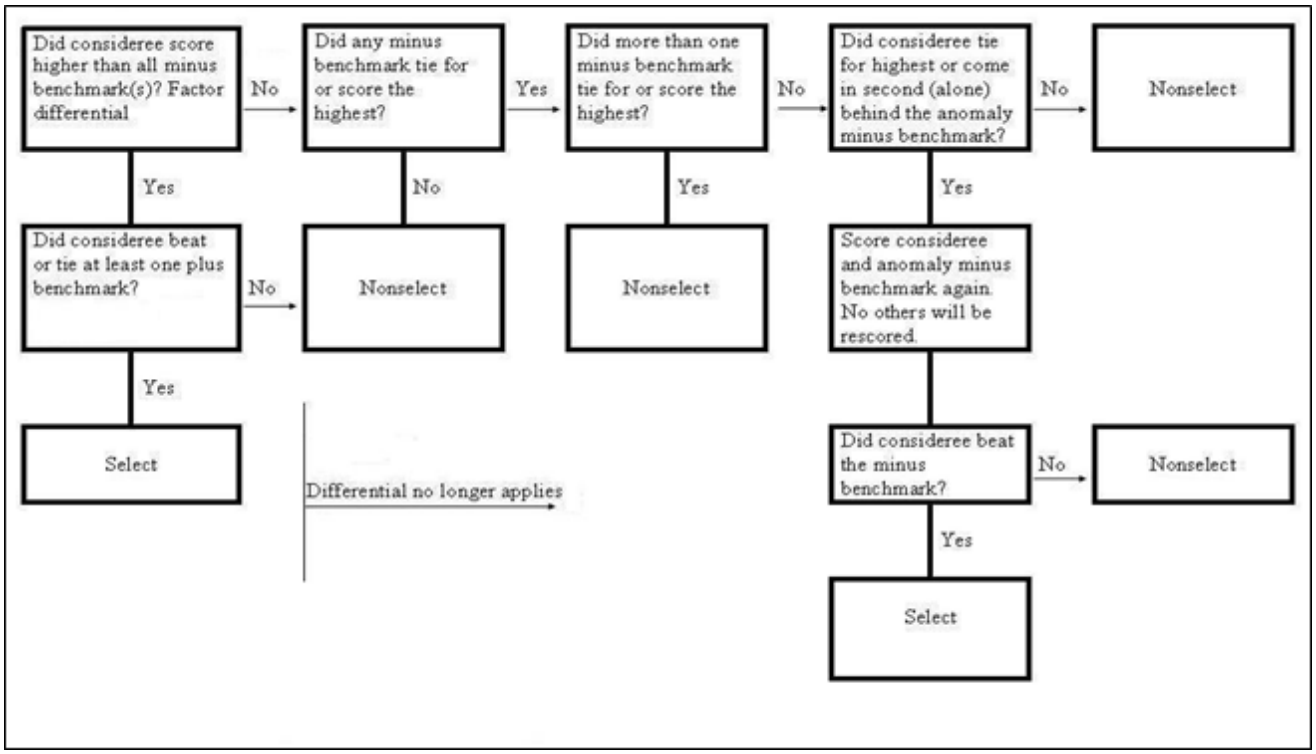
3.15.2.3. An eligible is a "Select" if he/she outscores all "minus" benchmarks and ties or outscores at least one of the "plus" benchmarks. Unlike evaluation boards, there is no quota on supplemental boards. The decision tree at Figure 3.2 will be used to determine select/non-select status.

3.15.3. Differentials. When benchmark records are not available at the required "minus" scores, AFPC/DPSOE will go to the next available lower score categories for "minus" benchmarks. When this occurs, the point differential (difference between the required benchmark score and the actual benchmarks used) must be accounted for when applying the decision tree. The differential will not exceed minus 3 points.

3.15.4. Inversion. Some degree of inversion is to be expected. Only the most extreme cases warrant a potential rescore of the records. The enlisted supplemental decision tree outlines those cases and directs when a rescore is allowed, subject to BP approval.

3.15.5. New Documents. New documents are not applicable in the supplemental process.

Figure 3.2. SNCO Supplemental Decision Tree



3.16. Disclosure of Board Proceedings. The list of board members will be released in conjunction with the release of the board results (approximately 3-4 weeks following board adjournment). At that time, board members may discuss the board process and procedures, board organization, and the number of eligibles considered. Board members may never disclose how board members voted, who sat on each panel, or what AFSCs they scored. In addition, they may not keep lists or statistics from the board. Board members are also prohibited from discussing their personal observations about the strengths and weaknesses in the records.

3.17. Summary. These evaluation board procedures were developed to give all eligible Airmen fair and equitable consideration, not for ease of administration. While it in many ways mirrors the officer selection board process, SNCO evaluation boards are not governed by law and are not the sole determinant of promotion and as such bear significant differences. These procedures will remain in effect until otherwise modified in writing.

Chapter 4

*REGULAR AIR FORCE AIRMAN PROMOTION ACTIONS

4.1. Officer Training Candidates.

4.1.1. **MPS:**

4.1.2. Notify Airmen they are ineligible for promotion consideration when entering Air Force commissioning programs on or before PECD. If Airmen enter an Air Force commissioning program after PECD but before selections are made, they will not be considered for promotion. (T-3)

4.1.3. Promote Airmen entering the Airman Education and Commissioning Program (AECP), Officer Training School (OTS), Nurse Enlisted Commissioning Program (NECP), Physician Assistant (PA) or Academy of Military Science (AMS) programs as follows:

4.1.3.1. Promote Airmen in grades SrA and below to SSgt effective 1 day before their scheduled PCS or TDY departure. (T-3)

4.1.3.2. Airmen entering AECP, OTS or NECP with a projected promotion to TSgt or above will retain PSN and be promoted when incremented regardless of whether it occurs before or after the Airman enters the commissioning program.

4.1.4. Promote Airmen selected for the Air Force Academy with a PSN before entry. Do not promote Airmen with PSNs after program entry; place memorandums in their records to show selected grade, cycle, and PSN. Prior service disenrolled Airmen receive their former grade and DOR with the effective date as the EAD date; second year disenrolled Airmen receive the grade determined by AFI 36-2604, *Service Dates and Dates of Rank*. (T-3)

4.1.5. Demote eliminated Airmen to their former grades per Chapter 6, and then promote them to the highest grades entitled effective the day following demotions. The DOR of the higher grades are the original DORs (AFI 36-2014, *Commissioning Education)*. (T-3)

4.1.6. Notify Airmen promotion eligibility may be reinstated (see paragraph **4.3**) if they are eliminated from training through no fault of their own. The training facility commander must make a recommendation for reinstatement. (T-3)

4.1.7. Discharge Airmen selected for the Airman Scholarship and Commissioning Program (ASCP) and enlist them into the AF Reserve. Airmen with PSNs that increment prior to entry into ASCP will be authorized to assume the grade. Place memos with PSNs in the records of Airmen who have PSNs that will increment after entry (listing grade and cycle). For those who do not complete ASCP, see AFI 36-2604, *Service Dates and Dates of Rank,* to determine active duty grade and DOR. (T-3)

4.1.8. Airmen selected for the Technical Degree Scholarship Program (TDSP) will enlist in the Regular Air Force for a period of 48 months, serve in the grade of A1C while completing the degree requirement, and receive basic pay and privileges of that grade. These Airmen are not entitled to promotion to SrA or SrA BTZ while completing the TDSP academic phase. After completion of the degree requirement, Airmen will attend OTS and will be promoted to SSgt effective 1 day before departure, but no earlier than 11th day before report no later than date. Upon graduation from OTS, Airmen will be discharged from enlisted status and

tendered a commission as a Regular officer in the United States Air Force in the grade of second lieutenant.

4.1.8.1. Eliminees from the TDSP academic phase will choose a 4-year commission or a 2-year enlistment. 2-year enlistees entitled to a grade higher than A1C due to prior service will require grade and service date verification to determine the appropriate grade and DOR the Airman is entitled to. 2-year enlistees with no prior service will be promoted to A1C with a DOR equal to the Basic Military Training start date.

4.1.9. ROTC disenrollees will serve a 2-year enlistment and will be accessed to the appropriate grade prior to entering active duty. Airmen will receive a DOR equal to date of entry into the ROTC program and an effective date equal to the date of EAD.

4.1.9.1. After accessed, Airmen are authorized one promotion to Amn or A1C base on their assessed DOR per TIG requirements in paragraph **2.1** The DOR and effective date for this one promotion is the EAD. Consecutive promotions based on the accessed grade and DOR prior to EAD are not authorized (Airmen cannot be promoted from AB to A1C). AFPC/DPSOE updates the one promotion via CMS. Their next promotion is based on the TIG requirement in paragraph 2.1 or 2.2. Accessed A1Cs who receive an adjusted DOR will be eligible for SrA after 28 months TIG, but must also serve a minimum of 12 months from EAD prior to pinning on SrA. These members will not be eligible for SrA BTZ. This also applies to United States Air Force Academy Cadet disenrollees.

4.2. Nonrecommending, Deferring, and Withholding Promotions. The action may be initiated and approved by the unit commander or director of civilian led units for Airman in the grades AB - TSgt. The nonrecommendation, deferral, or withhold can be initiated by the unit commander, but is approved by the promotion authority for Airmen in grades MSgt and SMSgt (see paragraph **1.5**).

4.2.1. **Unit Commanders:**

4.2.1.1. Inform Airmen of adverse actions in writing or verbally before promotion effective date (confirm verbal notification in writing within 5 duty days). The notification memorandum must include reasons, dates, occurrences, and duration of the action. If the Airman is notified verbally prior to effective date, and written notification is followed up after effective date of promotion, include a statement confirming the Airman was verbally notified not to assume the higher grade prior to the effective date of promotion. For actions on those in grades SrA through SMSgt, include the affected promotion cycle. Obtain promotion authority approval for Airmen in grades of MSgt and SMSgt. (T-3)

4.2.1.2. Obtain the Airmen's written acknowledgment. (T-3)

4.2.1.3. Forward the written notification to the MPS to send for file in the Airman's ARMS record and updates MilPDS. (T-3)

4.2.2. Nonrecommending Promotion. Nonrecommendation for promotion should be used when an Airman's behavior does not adhere to established standards. Promotion reinstatement is not authorized. For promotion nonrecommendation actions/ineligibility conditions:

4.2.2.1. Separate written nonrecommendations are not required for Airmen otherwise ineligible according to **Table 1.1** (except for Rule 8, where the ineligibility condition is specifically "nonrecommendation for promotion").

4.2.2.2. A1Cs and below, ineligible for promotion under **Table 1.1** (except for Rule 8), will become eligible for promotion upon completion of the ineligibility condition if otherwise eligible and recommended by the commander.

4.2.2.3. Promotion DOR will be the date the Airman became eligible and the effective date will be the date of written recommendation by the commander for those exceeding TIG/TIS requirements. A retroactive promotion effective date may be requested according to paragraph **1.14**

4.2.2.4. Nonrecommend A1Cs and below in monthly increments up to 6 months (**Table 1.1**, Rule 8).

4.2.2.4.1. Promotion DOR and effective date will be the anniversary day of the original promotion date, but only if the anniversary day falls after the date the commander recommends promotion in writing. ***EXAMPLE:*** If DOR to Amn is 9 Mar 06 and commander recommends promotion in writing 10 Mar 07 or later, then DOR to A1C is 9 Apr 07; if commander recommends promotion in writing 8 Mar 07 or earlier, then DOR to A1C is 9 Mar 07.

4.2.2.4.2. Six-year enlistees with a contract guaranteeing A1C upon completion of Basic Military Training and Technical Training who are nonrecommended for promotion will have their contract voided.

4.2.2.4.3. Remove BTZ selects from a selection list and inform them they remain ineligible until fully qualified (see paragraph **2.2**). (T-3)

4.2.2.5. Nonrecommendation for Airmen in grades SrA and above (for pin-on or testing) only applies for one promotion cycle at a time.

4.2.2.5.1. MPS must send a copy of the nonrecommendation to AFPC/DPSOE when the promotion authority (see paragraph **1.5**) approves the nonrecommendation for promotion (to include testing) for a MSgt or SMSgt.

4.2.3. Deferring Promotion. Deferring a promotion delays the promotion and pay past the original effective date to allow the commander to determine if the Airman meets acceptable behavior or performance standards. For deferring promotion to SSgt through CMSgt:

4.2.3.1. The deferral duration is for 1 to 3 months.

4.2.3.2. Wing or equivalent level commanders may approve deferring promotion beyond 3 months to SSgt through MSgt. Equivalent level commander is the first senior rater in a commander's position in the Airman's reporting chain.

4.2.3.3. The promotion authority (see paragraph **1.5**) approves deferring promotions to SMSgt and CMSgt.

4.2.3.4. The promotion authority must make a promotion decision, in writing, upon completion of the deferral period. DOR and effective date is the 1st day of the month after the deferral period ends and cannot be retroactive.

4.2.3.5. If a promotion is deferred and then withheld, the DOR is the 1st day of the month after the deferral period ended and cannot be retroactive to the what the original DOR would had been if no deferral was taken.

4.2.4. **Withholding Promotion**. Commanders must be advised withholding a promotion is not used as a punishment or inducement for an Airman to conform to acceptable standards of performance. Withholding action is taken after promotion selection but before the effective date of promotion. For withholding promotions:

4.2.4.1. The promotion of any Airman is withheld when he or she possesses any of the conditions listed in **Table 1.2** Written commander notifications are required for all conditions listed in **Table 1.2** Commanders will clearly state specific reasons for all withholding actions. MPS will return memorandums not stating the specific reasons for withholding actions to commanders and reference this paragraph.

4.2.4.2. Wing or equivalent level commanders may approve withholding promotions longer than 1 year. Equivalent level commander is the first senior rater in a commander's position in the Airman's reporting chain. The promotion authority (see paragraph **1.5**) approves withholding promotions to SMSgt and CMSgt.

4.2.4.3. Airmen receive their original DOR; the effective date is the date the commander terminates the withhold action and recommends promotion. See paragraph **1.15** for corrections to effective dates.

4.2.4.4. Airmen whose promotions were withheld, and later changed to a deferral, will receive a DOR no later than the 1st day of the third month after the original promotion effective date. ***NOTE:*** Wing/CC or equivalent must approve deferring promotion beyond 3 months. (T-3)

4.3. Promotion Reinstatement. This procedure only applies to Airmen removed from the control roster or who completed Article 15 suspended reduction. Reinstatement includes promotion testing, consideration for promotion if tests are on file, or for previous selects that become ineligible.

4.3.1. Wing or equivalent level commander (equivalent level commander is the first senior rater in a commander's position in the Airman's reporting chain) may approve: (***EXCEPTION:*** Reinstatement to the grades of SMSgt and CMSgt must be forwarded to the promotion authority. (see paragraph **1.5**) (T-3)

4.3.1.1. For reinstatement requests for Airmen who were found ineligible because their records had incomplete or wrong data, the DOR is the date of original increment and effective date is date of reinstatement approval. Individuals may request a retroactive promotion effective date according to paragraph **1.15**

4.3.2. **Commanders:**

4.3.2.1. Should initiate reinstatement requests for Airmen ineligible for promotion to grades SSgt through CMSgt for only the most deserving cases (including Airmen who were selects), and send reinstatement requests through the MPS for processing.

4.3.2.2. Requests for reinstatement should not be approved solely because commanders reverse decisions that originally rendered Airmen ineligible.

4.3.3. DOR and effective date for approved promotion sequence number (PSN) reinstatements to grades SSgt through CMSgt are the 1st day of the month following the month the commander initiated reinstatement action if promotion increment has passed. MPS send a copy of the reinstatement to AFPC/DPSOE providing the Airman's name, SSN, cycle, date commander initiated reinstatement, date reinstatement was approved, and circumstances surrounding the reinstatement. AFPC/DPSOE will provide testing instructions if tests were not previously administered supplemental consideration if tests are on file, or update grade data in MilPDS if the Airman was a previous select.

4.3.4. An Airman or the Airman's unit commander may request reinstatement for reasons not covered above. This exception is not intended for use as a rehabilitative tool for improved behavior. Requests should be limited to those extreme cases that warrant reinstatement. MPS forward fully documented exception to policy requests through the Airman's wing commander, or the promotion authority for SMSgt and CMSgt, to AFPC/DPSOE for final decision. All levels of command may disapprove these requests and discontinue further processing. The DOR and effective date for approved reinstatements to grades SSgt through CMSgt are the 1st day of the month following the month the commander initiated reinstatement action.

4.4. Applying for Correction of Records. Airmen who believe they have suffered injustice in their promotion consideration are encouraged to exhaust all administrative remedies prior to applying to the Air Force Board for Correction of Military Records (AFBCMR) under the provisions of AFI 36-2603, *AFBCMR*. The application for correction of military records should be filed within 3 years after discovering the alleged error or injustice; however, the AFBCMR may waive untimely filing in the interest of justice.

Chapter 5

THE USAF BAND ENLISTED PROMOTION AND PROPRIETY REVIEW PROCESS

5.1. Premier Band. The United States Air Force Band (The USAF Band), Joint Base Anacostia-Bolling, DC, is the Air Force's sole Premier Band.

5.2. Background. To support CONUS and worldwide mission requirements, The USAF Band accesses fully qualified professional musicians. The USAF Band members are by-pass specialists who do not enter into formal upgrade training to attain craftsman (7-skill level) designation. The USAF Band competes with the other services' premier bands and the civilian sector in recruiting fully qualified professional musicians. While assigned to The USAF Band, members are deferred from rotational PCS moves. Special enlisted promotion authority is granted only for band members assigned to the USAF Band because:

5.2.1. Recruiting fully qualified professional musicians saves training costs and time.

5.2.2. Recruiting and retaining fully qualified professional musicians to The USAF Band requires an incentive.

5.2.3. Members are deferred from rotational PCS moves and must compete for promotion to internal vacancies rather than external quotas.

5.3. Promotion Authority. The Commander, Air Force District of Washington (AFDW/CC) is The USAF Band promotion authority.

5.4. Promotion Objective. The objective of The USAF Band promotion process is to fill existing and forecasted vacancies based on authorized unit manning with the best-qualified candidates. All assigned members who have shown potential for increased responsibility and meet the minimum eligibility requirements will be considered for promotion.

5.4.1. Due to the highly specialized nature of positions in the USAF Band, it conducts a separate promotion process based on internal unit vacancies. Promotion to TSgt is effective upon the day the member first reports for duty with The USAF Band and requires the approval of the promotion authority or its designated representative. There are no TIS or TIG requirements.

5.4.2. Promotion to the grades of MSgt, SMSgt, and CMSgt are made one grade at a time to an existing vacancy. The number of personnel selected for promotion is based on existing and forecasted vacancies during the promotion cycle under consideration. All selects not promoted prior to the end of the promotion cycle will be promoted the first day of the following month.

5.5. The USAF Band Promotion Cycle. The PECD for all cycles is 31 March. Promotion testing for The USAF Band members will be conducted during normal scheduled Air Force promotion testing cycles. The promotion board will meet in the month of June and evaluate the selection records for all eligible members for MSgt, SMSgt and CMSgt. Promotion dates begin on 1 August and end on 31 July of the following year. AFDW/A1, Director of Personnel, will provide eligible members a copy of the promotion fact sheet.

5.6. Promotion Quotas. The USAF Band promotion quotas for each grade are determined by AFDW/A1 based on existing and forecasted vacancies during the promotion cycle as of 31 May.

A vacancy is defined as an existing unfilled authorization. A forecasted vacancy is defined as an authorization which will become unfilled as a result of retirement, separation, PCS, etc., during the promotion cycle. Unforecasted vacancies which occur after 31 May are not added to the promotion quota.

5.7. Eligibility Requirements. To be eligible for promotion under this authority, members must possess Control Air Force Specialty Code (CAFSC) and Duty Air Force Specialty Code (DAFSC) 3N2X1. To be eligible for the next higher grade, members of The USAF Band must meet minimum time in service and time in grade requirements (see **Table 5.1**).

5.7.1. Eligibility for PFE/USAFSE Testing. Due to the variation between Air Force PECDs and The USAF Band PECDs, different criteria must be used to determine eligibility to test. To be eligible to test for the next higher grade, members of The USAF Band must meet the eligibility requirements in Table **5.1** and must not be declared ineligible on the basis of **Table 5.2**

5.8. Deferring, Withholding and NonRecommending Promotions. Band members must be recommended for promotion by The USAF Band Commander. The commander will forward the eligibility/ineligibility roster to the AFDW/A1 staff no later than 15 April. See paragraph **4.2** for nonrecommending, deferring, and withholding promotions.

5.9. Data Collection and Verification. Upon PECD, the AFDW A1 staff will initiate actions to begin the promotion consideration process.

5.9.1. By 15 April, each eligible member should verify their Promotion Data Verification Brief (DVB) by logging into vMPF on the AFPC web page. Members must identify any discrepancies on the DVB to their servicing MPS or Base Education Office.

5.10. The Promotion Board. The promotion board is an essential element in The USAF Band promotion process. Selection records are evaluated based on the whole person concept with a maximum board score of 450 points. All eligible members will have their selection record reviewed and scored by the promotion board.

5.10.1. The promotion board will be chaired by a General Officer or Brigadier General Select (if a General Officer is unavailable, a colonel may chair the promotion board). The three voting members of the promotion board will be a colonel from a non band AFSC, a CMSgt from a non band AFSC and a CMSgt band manager who is not and has not been assigned as a member of The USAF Band. The promotion board members will be nominated by the AFDW A1 staff and appointed by the promotion authority. No board members will serve on consecutive boards and no member assigned to The USAF Band will be appointed to the promotion board.

5.11. Determining Selects, Promotion Sequence Numbers and Establishing Dates of Rank. Promotion selections are based on the promotion quota (see paragraph **5.6**). AFDW/A1 will release promotion sequence numbers. Selects are promoted in sequence to the first available vacancies at the appropriate grade until all selects are promoted. Unfilled vacancies are carried over to the next promotion cycle.

5.11.1. Promotion Dates of Rank. When vacancies occur on the first day of the month, promotions are made on that day. When vacancies occur after the first day of the month, promotions are made on the first day of the following month.

5.12. Selection List. The promotion selection list is prepared by the AFDW staff and routed to the promotion authority for final approval.

5.13. Supplemental Promotions. Current Air Force policy will be used when determining supplemental consideration. Each individual must submit a request for supplemental consideration in writing to AFDW A1.

5.13.1. The three voting members of the supplemental promotion board will consist of the Chief Enlisted Force Policy (HQ USAF/A1PPE), a Colonel and another CMSgt. The AFDW A1 will appoint and convene the panel.

5.14. Promotion Propriety Review. As stated in paragraph **5.2**, members of The USAF Band are fully qualified professional musicians and are granted the privilege of promotion under the authority of this instruction while assigned to The USAF Band. In order to be assigned to The USAF Band, each member underwent an extensive audition and interview process. Should the member fail to continue to meet these high standards, they may be involuntarily removed from the organization. Any member determined by the commander to have failed to maintain The UASF Band standards can voluntarily apply for retraining into a different Air Force Specialty. Any member may also request a voluntary reassignment. A grade determination will be conducted through the Promotion Propriety Review Board (see paragraph **5.14.2**) for members being reassigned voluntarily or involuntarily from The USAF Band. Members voluntarily or involuntarily released from the band will be reclassified in accordance with AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted).*

5.14.1. Statement of Understanding. Members will be required to sign the Statement of Understanding (see Attachment 2) as part of their in-processing when first assigned to The USAF Band. This will be filed in the member's Automated Records Management System (ARMS).

5.14.2. Promotion Propriety Review Board. The function of the Promotion Propriety Review Board is to perform a grade propriety review (GPR) on enlisted members of The USAF Band who will be reassigned to a new career field or to a regional band. Members assigned to a new career field will be assigned in accordance with AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted).* The assessment process seeks to determine the grade and/or date of rank (DOR) appropriate to the member upon entry into the new career field or change of assignment.

5.14.2.1. Promotion Propriety Review Board Members. For The USAF Band, the AFDW/CV (or their appointed colonel designate), The USAF Band Commander and AFDW/CCC (or their appointed CMSgt designate) will comprise the Promotion Propriety Review Board. A representative from the AFDW/A1 staff will serve as the facilitator and a member from The USAF Band will serve as the technical representative.

5.14.2.2. Review Package. AFDW/A1 staff will prepare a review package, to be used by the Promotion Propriety Review Board, as the basis for its assessment. As a minimum, the review package should contain data comparing the member under review to the USAF at large and the new career field (average Air Force time-in-grade and time-in-service phase points), Individual Data Review RIP, Security Clearance Eligibility Record, Assignment Notification, PCS orders to The USAF Band, copies of all performance reports, copies of all award citations and a copy of the signed “Statement of

Understanding." ***NOTE:*** The member under review may submit, in writing, their own assessment to the AFDW/A1 staff for inclusion in the review package. This written assessment should address the factors in the board's decision.

5.14.2.3. The senior board member will forward the board's recommendation to the AFDW/A1, who will forward it to the band career field manager (SAF/PAR) for coordination no later than 90 days prior to the member's departure for the new assignment. In turn, SAF/PAR will forward the board's recommendation to HQ USAF/A1PPE for final determination and approval. HQ USAF/A1PPE will inform the AFDW/A1 of its decision. The USAF Band Commander may verbally inform the member of the board's recommendation upon completion of the propriety review.

5.14.3. The AFDW/A1 will notify The USAF Band Commander of the final determination made by HQ USAF/A1PPE. The commander will immediately notify the member in writing of the GPR determination by memorandum. The commander will forward a copy of the notification memorandum to the AFDW A1 staff for inclusion in the member's ARMS. The AFDW/A1 staff will ensure demotion/date of rank adjustment orders are completed and distributed appropriately (i.e., gaining MPS, member, AFPC/DPSOE). Grade and DOR changes take effect on the day the member arrives at their new duty station (Date Arrived Station).

5.14.4. GPR Objective. The GPR will be based on the whole person concept. As a minimum, the Promotion Propriety Review Board should consider the following factors:

5.14.4.1. Has the member received the proper training to serve in the new career field at the rank which they presently hold?

5.14.4.2. Does the member have the kinds of duty experiences at the grade level commensurate with the new career field position?

5.14.4.3. Has the member demonstrated the leadership and management skills required in the new career field?

5.14.4.4. Has the member achieved the average TIS and TIG, both in the new career field and in the Air Force at large, to avoid creating an unfair promotion competition advantage over their new career field peers? ***NOTE:*** Members being assigned to a new career field will not retain any grade for which they do not meet the minimum Air Force TIS requirements in **Table 2.1** or be given DOR earlier than possible under those TIS requirements.

5.14.5. GPR Board Recommendations. The Promotion Propriety Review Board may make any of the following recommendations:

5.14.5.1. Allow the member to retain their current rank and time in grade.

5.14.5.2. Allow the member to retain their current rank, but have their DOR adjusted in accordance with determinations made with respect to paragraph **5.14.4** ***NOTE:*** A member's downward-adjusted DOR may extend to any period including present date of rank.

5.14.5.3. Demote to a rank and DOR commensurate to members with similar TIS in the new career field or the Air Force at large. The DOR for the grade to which demoted may be either the average date of rank held by other Airmen in that grade in the new career

field or the DOR actually held if previously promoted to the grade under other Air Force promotion systems. ***NOTE:*** A member cannot be demoted below a grade previously earned under the Air Force promotion system governing the gaining career field.

5.14.6. GPR Resulting Administrative Actions. AFDW/A1 staff notifies the local FSS to publish any required demotion/DOR adjustment guidance for the gaining MPS, and AFPC/DPSOE to project DOR.

Table 5.1. Minimum Eligibility Requirements for The USAF Band Promotion

RULE	**If promotion is to the grade of**	**and the time in current grade computed on the first day of the month before the month promotions are made**	**and the TAFMS date on the first day of the last month of the promotion cycle**	**then**
1	TSgt	N/A	DAS	the Airman is eligible for promotion if recommended, in writing by the promotion authority
2	MSgt	24 months	6 years	
3	SMSgt (see note)	20 months	10 years	
4	CMSgt (see note)	21 months	14 years	
NOTE: SNCO Academy (correspondence or in-residence) and Associates Degree from Community College of the Air Force (CCAF) must be completed prior to PECD for promotion eligibility.				

Table 5.2. Determining Ineligibility for PFE/USAFSE Testing

The Airman is ineligible to test for promotion during a particular cycle when he or she:	
A	Does not meet minimum Time In Service requirement by the first day of the last month of the promotion cycle.
B	Does not meet minimum Time In Grade requirement by the first day of the month before the month promotions are made.
C	Has a mandatory date of separation (DOS), high year of tenure (HYT), or an approved retirement before the first day of the month that promotions are incremented in that cycle (1 August).
D	Has declined promotion consideration/testing and has an AF Form 1566, WAPS Test Verification, on file to that effect.
E	Is denied or not selected for reenlistment.
F	Has declined to attend appropriate resident PME.
G	Non-recommended by commander or has other quality factor rendering them ineligible.

Chapter 6

ADMINISTRATIVE DEMOTION OF ACTIVE DUTY AIRMEN

6.1. Demotions. Do not use administrative demotions when it is more appropriate to take actions specified by the Uniform Code of Military Justice (UCMJ).

6.1.l. The home station unit commander recommends demotion action to the demotion authority (paragraph 6.2). Deployed commanders must send demotion actions to the home station unit commander for action. The home station unit commander will complete coordination with the appropriate demotion authority. (T-0).

6.1.2. Do not demote Airmen who have separated.

6.1.3. Begin administrative demotion for action during the term of enlistment when the reason for the action occurred, except when the commander is not aware of the facts and circumstances until after that term of enlistment expires.

6.1.4. If the commander has sufficient reason to initiate demotion action, use the entire military record in deciding whether demotion is appropriate.

6.1.5. When appropriate, give Airmen an opportunity to overcome their deficiencies before demotion action is initiated. Commanders should maintain supporting documentation of all rehabilitation and probationary actions.

6.1.6. Do not suspend administrative demotions. The demotion authority, with administrative jurisdiction, can restore the individual's original grade. If the demotion authority restores the Airman's original grade following the demotion, he or she must do so sometime between 3 months and 6 months after the effective date of the demotion.

6.1.6.1. Restoring grade should be an uncommon occurrence. The effective date and the date of rank (DOR) are the date on which the demotion authority approves restoration in writing.

6.1.6.2. Do not revoke demotion orders. File the demotion order in the Airman's ARMS record along with the memorandum approving the restoration. Create a CMS case and include restoration package/memorandum and refer the case to AFPC/DPSOE. (T-0).

6.1.6.3. Initiating restoration beyond 6 months after the effective date of demotion will require an exception to policy. This exception is not intended for use as a rehabilitative tool for improved behavior. Requests should be limited to those extreme cases that warrant restoration. MPS forward fully documented exception to policy requests initiated by the demotion authority through the Airman's wing commander with coordination from JA (if they are not the demotion authority) to AFPC/DPSOE for final decision by AF/A1P. All levels of command may disapprove these requests and discontinue further processing. **(T-1).**

6.2. Who Can Demote.

6.2.1. The group commander, or equivalent level commander, may demote MSgts and below. Equivalent level commander is defined as a senior Air Force officer in the grade of colonel. ***EXAMPLE:*** An Air Force officer in charge of an Air Force Element or a

commander above the squadron level. ***NOTE***: Higher levels of command may also demote, but group commander is the lowest level of authority.

6.2.2. The MAJCOM commander, FOA commander and DRU commander, may demote those in the grades of SMSgt and CMSgt. This demotion authority may be delegated to the MAJCOM vice commander, Deputy Chief of Staff for Manpower, Personnel and Services, Numbered Air Force (NAF), or equivalent level commanders, but may not be further delegated.

6.2.3. The appellate authority is the next higher level commander and handles demotion appeals.

6.2.4. The Secretary of the Air Force (SECAF) may demote to significantly reduce strength, grade levels, or both.

6.3. Reasons to Demote.

6.3.1. Student Status Termination. Airmen are demoted to their former grade when their student status ends if they were promoted in anticipation of completing additional training, or to obtain a commission.

6.3.1.1. Demote officer trainees or pipeline students to their former grade if they are eliminated from training.

6.3.1.2. Delay the demotion when an Airman would lose authorization to ship household goods, move dependents, or both, until he or she arrives at the new duty location (permanent change of station [PCS]). The gaining commander completes demotion action using the effective date as the date when the Airman arrives at the new duty location.

6.3.1.3. Demote Airmen attending temporary duty (TDY) Air Force schools to their former grade when the school commandant informs the base that their student status is terminated.

6.3.2. If a member is promoted to SSgt, TSgt, or SMSgt with an approved EPME waiver and later is dismissed for cause, declines DL or in residence PME.

6.3.3. Demotion Based on Skill Levels. Demote Airmen, when appropriate, to a grade that corresponds to their skill level.

6.3.3.1. Demote Airmen, including Airmen promoted with a Primary Air Force Specialty Code (PAFSC) waiver, if they cannot achieve a skill level appropriate to their grade.

6.3.3.2. Demote Airmen to the highest possible grade allowed for the skills they have if their Air Force specialty (AFS) skill level is downgraded for substandard performance. Use the date their skill level was reduced as the effective date of demotion.

6.3.4. Failure to fulfill Responsibilities. Airmen may be demoted for failing to fulfill Airman, noncommissioned officer (NCO), or senior noncommissioned officer (SNCO) responsibilities under AFI 36-2618, *The Enlisted Force Structure*, Chapters 3 through 5.

6.3.5. Failure to Keep Fit. Airmen may be demoted for failing to maintain or demonstrate the ability and willingness to attain physical standards, according to AFI 36-2905, *Fitness Program.*

6.3.6. Failure to Perform. Demote Airmen under the policies of the Personnel Support Division (AFDW/A1K), and this instruction, if they do not perform at USAF or USAF Space Command bands standards (applies to AFSC 3N2X1).

6.3.7. Voluntary Reassignment or Reclassification. Demote Airmen under the policies and procedures established by AFDW/A1P if they volunteer for reassignment or reclassification out of AFSC 3N2X1.

6.4. How to Process a Demotion.

6.4.1. **The Unit Commander:**

6.4.1.1. Signs the notification memorandum informing the Airman of intent to demote.

6.4.1.2. Cites this instruction, the specific paragraph, demotion authority if other than initiating commander, the recommended grade for demotion, the specific reasons for demotion, and provides a summary of the facts.

6.4.1.3. Ensures the following information is included in the notification memorandum:

6.4.1.3.1. "I (concur)(do not concur) with the proposed demotion; I (will or have) (will not or have not) (submit or submitted) written materials on my behalf. I (request)(waive) a personal hearing before the initiating commander. I (have)(have not) consulted with counsel."

6.4.1.4. Advises the Airman that he or she may seek legal counsel. The unit commander provides the name and number of the local Area Defense Counsel who can assist with written and oral statements.

6.4.1.5. Informs the Airman (if eligible) of the right to apply for retirement in lieu of a demotion, effective no later than the 1st day of the 4th month following the initial notification of demotion, as follows:

6.4.1.5.1. Within 3 working days of Airman's acknowledgement of demotion memorandum, if eligible to retire, indicate the member understands the option to apply for retirement in lieu of demotion. Also indicate whether Airman is applying for retirement in lieu of demotion.

6.4.1.5.2. Member must have completed at least 20 years of active duty service by the 1st day of the 4th month after the initial notification date of demotion.

6.4.1.5.3. Member must apply for retirement within 3 working days of receipt of demotion notification memorandum, or the demotion will take effect as the date the demotion authority approved the demotion. The unit commander may approve, in writing, an extension of time to submit the retirement application. See paragraph **6.6** and contact AFPC/DPSOR for additional instructions on applying for and processing an application for retirement in lieu of demotion.

6.4.1.6. Makes sure the Airman endorses the demotion when he or she receives it. The Airman must agree or disagree within 3 working days.

6.4.1.7. Informs the Airman that if he or she does not agree, statements may be presented, orally or written, within 3 work days after receiving this. The unit commander may approve extensions, in writing.

6.4.2. **The Initiating Commander:**

6.4.2.1. After receiving the Airman's acknowledgment, the commander decides whether or not to terminate the demotion action or continue processing it.

6.4.2.2. If the commander terminates the demotion process, he or she needs only to inform the Airman.

6.4.2.3. If the commander decides to continue processing the demotion action, he or she notifies the affected Airman of the decision in writing. The commander summarizes the written or oral statements, and sends the entire case file to the servicing MPS for processing.

6.4.3. **Demotion Authority:**

6.4.3.1. The demotion authority can take additional grade reductions other than the initiating commander's recommendation. Request a written legal review from the servicing staff judge advocate (SJA) before deciding the demotion. Return the entire case file to the Airman's servicing MPS.

6.4.4. **MPS:**

6.4.4.1. The MPS informs the Airman's unit commander, in writing, of the demotion decision and gets the Airman's written acknowledgment. (T-3)

6.4.5. **The Commander:**

6.4.5.1. Informs the Airman that his or her current grade is retained if the demotion is not approved. (T-3)

6.4.5.2. Informs the Airman of the grade to which he or she is demoted, including the DOR and the effective date. (T-3)

6.4.5.3. Informs the Airman that he or she must acknowledge the decision within 3 working days. (T-3)

6.4.5.4. Informs the Airman that he or she can appeal the demotion to the appellate authority within 3 working days. (T-3)

6.4.6. **The Airman:**

6.4.6.1. Acknowledges receipt by endorsing the document.

6.4.6.2. Includes the date.

6.4.6.3. Indicates if he or she will appeal the decision.

6.5. How to Process an Appeal. The MPS forwards the case to the demotion authority for review. The demotion authority can reverse the previous decision and restore the Airman's original grade, or forward the case to the appellate authority without comment. If the appellate authority approves the appeal, the appellate authority directs the MPS to restore the Airman's previous grade and revoke demotion orders.

6.6. How to Apply for Retirement. An Airman eligible for voluntary retirement as set out in paragraph 6.4.1.5.2 can elect to "retire in lieu of demotion." The requested effective date of retirement will be no later than the 1st day of the 4th month following the date the Airman received the initial demotion notification. An application to retire in lieu of demotion must be

processed to Secretary of the Air Force Personnel Council (SAFPC) for final approval/disapproval.

6.6.1. An application to retire in lieu of demotion is not submitted through vMPF. Airmen apply to retire in lieu of demotion using a hardcopy AF 1160. When an Airman submits an AF Form 1160 to retire in lieu of demotion, all demotion action stops until SAFPC acts on the retirement application. Contact AFPC/DPSOR for additional instructions on applying for and processing retirement in lieu of demotion application..

6.6.2. The demotion process is terminated if SAFPC approves the retirement in lieu of application. If SAFPC disapproves the retirement in lieu of application, the demotion process continues.

6.7. Grades to Demote Airmen.

6.7.1. Demote a SrA or higher no lower than Airman First Class (A1C). ***EXCEPTION:*** Airmen under paragraph **6.3.1** can be demoted to the grade of AB.

6.7.2. Demote an A1C no lower than Amn.

6.7.3. Demote an Amn to AB.

6.7.4. Demote by three or more grades only when no reasonable hope exists that the Airman will ever show the proficiency, leadership, or fitness that earned the initial promotion.

6.8. How to Determine the DOR.

6.8.1. DOR for Airmen demoted under paragraph **6.3.1** is the first date served in reduced grade (i.e., original date of rank).

6.8.2. DOR for Airmen who are demoted under paragraph **6.3.2** is the original date of rank and the effective date is the date the commander approves the demotion.

6.8.3. DOR for Airmen demoted under paragraphs **6.3.3** through **6.3.5** is the effective date of the demotion action (i.e., the date the demotion authority approves the demotion).

6.8.4. AFDW/A1P determines the DOR for Airmen demoted under paragraphs **6.3.6** and **6.3.7**

6.9. When to Announce and Revoke Demotions.

6.9.1. Publishing Orders. The MPS publishes orders after the demotion authority (not the appellate authority) approves the demotion, but not earlier than 4 working days after the Airman acknowledges it. Forward one copy of each demotion order under this instruction to AFPC/DPSOE.

6.9.2. What to do if the Airman is Eligible to Retire in Lieu of Demotion. Publish orders only if the Airman does not submit an application for retirement within 3 working days following acknowledgment (not including the date of acknowledgment).

6.9.2.1. Stop demotion proceedings for an Airman who applies for retirement pending the outcome of the application.

6.9.2.2. If SAFPC turns down the application for retirement in lieu of demotion, publish the demotion orders after the demotion authority approves the demotion. The effective date and DOR of the demotion are the approval date of the demotion.

6.9.3. Revoking Demotion Orders. Revoke demotion orders and restore the Airman's original grade, DOR and effective date if the demotion authority determines that the order was published without basis of authority.

6.10. How to Publish Demotion Orders. The special order series is "AA" for administrative demotions.

6.10.1. **The MPS:**

6.10.1.1. Gets written confirmation of verbal order as soon as possible.

6.10.1.2. Publishes the administrative demotion special order. Include:

6.10.1.2.1. Grade, name, SSN, unit, major command, and address of unit.

6.10.1.2.2. Grade from which he or she was demoted, showing that the grade was permanent.

6.10.1.2.3. Grade to which he or she is demoted, showing that the grade is permanent.

6.10.1.2.4. Effective date and DOR of the grade demoted to.

6.10.1.2.5. Paragraph under which the Airman was demoted. ***EXAMPLE:*** Demotion of An Airman: SSGT OZZIE R. TOOLE, 123-45-6789, 56th Logistics Support Squadron ACC, Langley AFB VA, is demoted from permanent grade of SSgt to permanent grade of SrA effective and with date of rank 15 August 1992. Authority: AFI 36-2502, paragraph **6.3** (Reference sub-paragraph referring to specific demotion reason).

6.10.1.2.6. Why orders were not requested in advance. ***EXAMPLE:*** The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance.

6.10.1.3. Distributes the demotion order to the individuals and organizations on the order.

6.10.1.4. Forwards one copy of the demotion order to AFPC/DPSIRR, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723 for ARMS.

6.11. The Demotion Authority:

6.11.1. Directs revoked demotion orders published under this instruction if the appellate authority determines that demotion action is inappropriate. ***EXAMPLE:*** Paragraph 4.10. of Special Order AA-141, this HQ, 10 August 1992, purporting to demote SSGT EARL TRAVER, 123-45-6789, this HQ, to grade of SrA, which has been determined by Commander, AETC, to be without original basis and null and void, is revoked. Authority: AFI 36-2502, paragraph 6.3. (reference sub-paragraph referring to specific demotion reason).

6.11.2. Retains demotion orders if the Airman's grade is restored according to paragraph **6.1.6**

6.12. Documenting Demotion Actions. The MPS:

6.12.1. Updates the demotion in the personnel data system (MilPDS) according to the Enlisted Promotions PSD guide immediately after the demotion authority (not appellate authority) approves the demotion. (T-3)

6.12.2. Sends a copy of the entire case file to AFPC/DPSIRR, 550 C Street West Ste 21, Randolph AFB TX 78150-4723 to have documents scanned into ARMS. (T-3)

6.13. Dual Status Airmen. Airmen can also hold a commission as an officer in the Air Force Reserve. If demoted, the MPS forwards the completed demotion report with the commander's recommendation regarding termination of appointment (AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members)*, directly to HQ Air Reserve Personnel Center (ARPC), Separations Branch (DPTTS), 18420 E. Silver Creek Avenue, Bldg 390 MS68, Buckley AFB, CO 80011.

Chapter 7

TOTAL FORCE SPECIAL PROMOTION PROGRAMS

7.1. Promoting RegAF Airmen in Missing Status. For Airmen declared "missing in action" (MIA) or "prisoner of war" (POW), the MPS forwards the unit commander's promotion recommendation or nonrecommendation to ARMS for inclusion in member's electronic record, forwards a copy to AFPC/DPSOE, determines promotion eligibility using **Table 2.1** and waives all other requirements. The AFPC Commander (Executive Director in the Commander's absence) determines promotion for these Airmen. AF/A1PP determines promotion for other categories of Airmen declared in a missing status.

7.1.1. **AFPC/DPSOE:**

7.1.1.1. Promotes recommended Airmen in the grades of A1C and below when they meet TIG and TIS requirements in paragraphs **2.1 and 2.2** (T-0)

7.1.1.2. Considers SrA through SMSgt for promotion during the first or next normally scheduled cycle based on the TIG and TIS eligibility requirements. The Airman's TIG and TIS must meet or exceed the average TIG and TIS phase points for those selected in their AFSC or CEM code. Selects those meeting or exceeding TIG and TIS for promotion, if recommended by the unit commander, and assigns a PSN. (T-0)

7.2. Promoting RegAF Medal of Honor Recipients. AFPC/DPSOE automatically promotes Medal of Honor recipients one grade unless they currently serve in the grade of CMSgt. The effective date is the 1st day of the month following the date of the order. If the Airman is on a promotion selection list, the effective date of the additional promotion is the 1st day of the month following the normal selection list promotion.

7.3. Promoting RegAF Prior-Service Airmen and Former Officers. AFPC/DPSOA (Skills Management Branch) initially classifies Airmen and identifies their skill-level on entry to active duty. ***NOTE:*** Initial classification and later skill-level upgrade are the only basis for satisfying the skill level requirement in **Table 2.1** However, those personnel in the grades of SrA through TSgt returned to duty in an AFSC skill level that does not make them eligible to test for promotion (SrA = 5 level, SSgt = 5 level, and TSgt = 7 level) are authorized a DIERT date equal to their EAD. The DIERT date will expire 24 months from their EAD.

7.4. Promoting RegAF Airmen During Declared National Emergency or War. The Air Force uses Title 37, U.S.C., Section 201; DoDD 1304.20; *War and Mobilization Plan, Volume 1 (WMP-1*), Annex G; Deputy Chief of Staff for Manpower and Personnel (DCS/P) Emergency Actions Book (EAB) to determine enlisted promotions under emergency or war conditions.

7.4.1. The Air Force Combat Operations Staff/Contingency Support Staff, Military Personnel Readiness Center (AFCOS/CSS MPRC), with AFPC Personnel Readiness Center (PRC), implement instructions by priority message. Use the staff guidance and preformatted messages outlined in the DCS/P EAB whenever possible.

7.4.2. **AF/A1PP may:**

7.4.2.1. Suspend existing promotion programs and accelerate existing promotion increments to meet emergency wartime grade requirements.

7.4.2.2. Initiate a decentralized system of temporary promotions. The selection authority is the MAJCOM commander, who may further delegate this authority. See **Table 2.1** for minimum TIG and TIS at the time of promotion to determine eligibility.

7.4.2.3. Select Airmen on a best-qualified basis subject to limitations or requirements specified by the MAJCOM commander. HQ USAF specifies any changes from current eligibility requirements. Make promotions to fill vacancies (unit, wing commander, or MAJCOM, depending on the level promotion authority delegated) in approved wartime grade requirements. Reservists mobilized from the inactive status list and recalled retirees must serve a minimum of 6 months continuous active duty following recall to be eligible for promotion. The DOR for promotion will equal the effective date.

7.5. RegAF Wounded Warrior (AFW2) Program.

7.5.1. Promotion to SSgt, TSgt and MSgt will use the following procedures:

7.5.1.1. Once awarded RI 9W200 IAW 36-2101, AFPC/DPSOE will consider AFW2s for promotion provided they are promotion eligible and they WAPS test. The status of RI 9W200 will be verified by AFPC/DPSOE through AFPC/DPF prior to the testing window for each cycle. The AFW2s will compete for promotion with other Air Force-wide Specialty Knowledge Test (SKT) exempt Airmen; testing only on the Promotion Fitness Examination (PFE). At any time an AFW2 may decline their SKT exemption, they will be required to take the SKT commensurate within their most recent Control Air Force Specialty Code (CAFSC); SKT exemption elections will be annotated on AF Form 1566.

7.5.1.1.1. For Promotion to MSgt, regardless of testing status, the AFW2 will be excluded from Phase I and their selection record will meet the central evaluation board and compete for promotion among other AFW2s.

7.5.1.2. The MPS/TCO must provide a copy of the AFW2's AF Form 1566 to AFPC/DPSOE for them to make appropriate changes in WAPS/WIRE. Once the promotion test has been administered, the decision (to elect PFE only, or PFE and SKT testing) cannot be reversed. **NOTE:** When there is not an SKT for the specialty, then all Airmen in that AFSC compete for promotion together, regardless of their status, testing on the Promotion Fitness Examination.

7.5.1.3. AFPC/DPSOE will assist the AFW2's nearest MPS to schedule testing and help meet the AFW2's testing needs, IE., if physically incapable of WAPS testing alone, yet desiring to test. MPS will contact AFPC/DPSOE for additional guidance and approval.

7.5.1.4. DELETED

7.5.2. Special promotion considerations to SSgt and TSgt.

7.5.2.1. To ensure AFW2s are considered for promotion and are promoted along with their peers, the following promotion procedures will apply if the AFW2 is promotion eligible, but cannot WAPS test as documented by a medical authority due to catastrophic injuries. A catastrophic injury is defined as a permanent, severely disabling injury, disorder, or disease that compromises the Service Member's ability to carry out the activities of daily living to such a degree that the Service Member or Veteran (SM/V) requires personal or mechanical assistance to leave home, bed, and/or requires constant

supervision to avoid physical harm to themselves or others. The medical authority's documentation identifying a SM/V with a catastrophic injury must be processed through AFPC/DPF to AFPC/DPSOE. Additionally, unit commander promotion recommendation with wing commander approval must accompany the medical authority's documentation.

7.5.2.1.1. AFPC/DPSOE considers each AFW2 (if unable to test as documented by competent medical authority) for promotion based on RI 9W200 and select them for promotion upon reaching the average TIG of selectees in their CAFSC. The AFW2 must be eligible for promotion and meet minimum eligibility requirements as outlined in Table 2.1 to be considered for promotion

7.5.2.1.2. AFPC/DPSOE verifies AFW2 promotion eligibility and ensures individuals meet the minimum TIG and TIS requirements. If the AFW2's TIG as of the most recent PECD, meets or exceeds that of selectees in their most recent CAFSC, the AFW2 is eligible for promotion consideration by AF/A1. If approved for promotion, the DOR and effective date will be the first day of the month following AF/A1 written promotion approval. AFPC/DPSOE will make promotion approval notification to the AFW2's wing and unit commander.

7.5.2.1.3. DELETED

7.5.3. Promotion to MSgt, SMSgt, and CMSgt will use the following procedures:

7.5.3.1. Once awarded RI 9W200, AFPC/DPSOE will consider the AFW2 for promotion. Regardless of testing status, if the AFW2 is promotion eligible their selection record will meet the promotion evaluation board and compete for promotion among other AFW2 personnel in their respective grade using WAPS eligibility factors. AFW2's who are declared fit to test and meet the promotion evaluation board will be considered for evaluation board separately from those AFW2's who only meet the evaluation board and who are declared unfit to test. If the member is the only promotion eligible, the promotion evaluation board will determine if the member is fully qualified. AF/A1 and AF/CCC through AF/A1P, will approve promotion results for AFW2 MSgt, SMSgt, and CMSgt selects prior to public release.

7.5.4. Rare and exceptional cases may be considered as an exception to this policy by AF/A1 with AF/CCC coordination.

7.5.5. Eligible Airmen may receive promotion consideration in multiple grades while they are participating in the AFW2 Program.

7.5.6. Active Duty Service Commitment requirements for promotion of an AFW2 are automatically waived.

7.6. RegAF, USAF Reserve and Air National Guard Posthumous Promotions.

7.6.1. Reg AF Airmen due for promotion to grades Amn through SrA who die within 30 days of their originally projected promotion date are eligible for posthumous promotion. RegAF Airmen selected for promotion to grades SSgt through CMSgt who die before their projected promotion date, are eligible for posthumous promotion. Any circumstance outside of this guidance will require considered under an exception to policy. Submit requests to AFPC/DPSOE through AF/A1P to AF/A1 for final approval. The MPS will publish special

orders, following unit commander posthumous promotion recommendation with wing commander's approval. Then the MPS will email the orders to: **afpc.casualty@us.af.mil** immediately upon notification of posthumous promotion approval from wing commander. The actual date the Airman is declared deceased becomes the effective date cited in the promotion order. No financial benefits accrue as a result of a posthumous promotion.

7.6.1.1. WAPS tests will not be scored for Airmen in the grades of SrA through SMSgt who die prior to promotion release. WAPS scores are only releasable once considered a matter of record, which is after the promotion release date.

7.6.2. USAF Reserve Airmen who become deceased before being promoted and have been officially recommended for promotion are eligible for posthumous promotion. Such promotion is authorized only if it is known they would have been promoted under normal circumstances. The MPS or ARPC publishes special orders and forwards five copies to Air Force Reserve Center/A1KP (AFRC/A1KP) immediately upon notification.

7.6.2.1. The actual date the Airman is declared deceased becomes the effective date cited in the promotion order. No financial benefits accrue as a result of a posthumous promotion.

7.6.3. Air National Guard Eligibility. Airmen are authorized such promotion when all criteria in Table 10.1 have been met prior to death.

7.6.3.1. This promotion requires approval by TAG. Further delegation to the State AAG for Air is not authorized for posthumous promotions. The effective Date of Rank (DOR) cited in the order is the date the airman died. The State Headquarters will publish promotion orders in accordance with ANGI 33-101. The following statement is a mandatory entry on the special orders: "No financial benefits accrue as a result of this posthumous promotion."

7.6.3.2. The commander or Casualty Assistance Representative (CAR) must counsel the Next of Kin (NOK) in writing that no financial benefits accrue as a result of a posthumous promotion.

7.6.3.3. Under no circumstances will a posthumous promotion be updated in the military personnel data system.

7.7. USAF Reserve and Air National Guard Missing in Action (MIA) Promotion during War or National Emergencies. These provisions apply to Airmen captured or kidnapped while performing duties overseas.

7.7.1. AF Reserve. For Airmen declared MIA or captured, the immediate commander's promotion recommendation or non-recommendation is filed in the Airman's UPRG and a copy is forwarded to AFRC and ARPC. AFRC/A1KP verifies promotion eligibility using Table 8.2 and identifies and forwards waiver requirements as needed. The AFRC commander or designated representative is the promotion authority for these Airmen. (T-0)

7.7.2. Air National Guard (ANG). Immediate commanders may recommend Airman declared MIA or captured for promotion to the next higher grade provided they meet all promotion eligibility criteria identified in Table 10.1. Request for promotion must be endorsed by NGB/A1P prior to the airman being promoted by the appropriate approval authority.

7.7.3. Guard and Reserve Commanders or Program Managers will ensure that Airmen, who are returned to their units after being in an MIA or captured status, retain their ranks as an overage, or by assignment to another position in the higher grades.

7.8. Promoting USAF Reserve and Air National Guard Medal of Honor Recipients. AFRC/CC and NGB/CF may automatically promote Medal of Honor recipients one grade unless they currently serve in the grade of CMSgt. The effective date is the 1st day of the month. If the Airman is on a promotion selection list, the effective date of the additional promotion is the 1st day of the month following the normal selection list promotion.

7.9. USAF Reserve and Air National Guard Wounded Warrior (AFW2) Program. Members who have been awarded the appropriate Reporting Identifiers (RIs) of 9W200, 9W300, or 9W400 as secondary or tertiary AFSC (IAW 36-2010) are eligible for promotion unless they currently serve in the grade of CMSgt. AFW2 must meet all component specific eligibility criteria and requirements. Approval authority for an AFR member is AFRC/CC. Approval authority for ANG members is identified in paragraph 10.1.2., but must be endorsed by NGB/A1P. Reserve service commitment, fit for duty determination and fitness requirements for promotion of an AFW2 are automatically waived.

Chapter 8

*USAF RESERVE AIRMEN PROGRAM ELEMENTS (ONLY APPLIES TO AFR NOT EAD)

8.1. Program Objectives. A promotion is advancement to a higher grade based on past performance and future potential. There are four enlisted promotion categories: Unit Vacancy, Stripes for Exceptional Performers I (STEP I), Stripes for exceptional Performers II (STEP II), and Other (e.g. Medal of Honor, Missing in Action (MIA), AFW2, and Posthumous).

8.2. Responsibilities. Promotion responsibilities will be identified throughout this chapter. **Table 8.1** identifies the appropriate promotion authority. Only the Promotion Authority may approve a promotion. However, any commander in the Airman's command channel may disapprove a promotion.

8.3. Eligibility Requirements. (**See Table 8.2**) Airmen in grades E-5 and above must meet eligibility requirements as of the last day of the month prior to the promotion cycle. The Airman must also be the incumbent in a higher graded position.

8.3.1. The Airman must be performing satisfactorily based on his or her assigned position and not have any unexcused absences within the previous 12-month period from the promotion effective date. Additionally, the most recently completed R/R year must be satisfactory (AFI 36-2254VI, *Reserve Personnel Participation*).

8.3.2. Individuals awaiting technical school after Basic Military Training graduation will remain eligible for promotion and must meet the requirements in Table 8.2.

8.3.3. The Promotion Authority makes the final determination on promotion eligibility of any member. Only AF/RE can approve requests for waivers to establish promotion eligibility. Process all waiver requests through the appropriate command channels to AF/RE. (T-0)

8.4. Ineligibility for Promotion. AFRC will suspend promotion to any grade or grades if AFRC determine that the assigned strength in a particular grade or grades will exceed the number authorized. HQ Individual Reservist Readiness and Integration Organization (IR/RIO) Program Managers will provide input through IR/RIO on promotion suspensions within the command they service. (T-1). The following circumstances preclude promotion:

8.4.1. Grades E-6 and above within 12 months of BRAC, unit deactivation or other programmatic actions. (Note: Enlisted promotions through the grade of E-5 will be allowed to continue until final closure of the losing organization).

8.4.2. Airmen projected for reassignment to an inactive status, separation, or retirement within six months of promotion date.

8.4.3. Airmen in Training Status Code "T", Failure to Progress.

8.4.4. Airmen who are within one year of the date of a court-martial order or the end of the longest period of punishment, whichever is later.

8.4.5. Airmen within one year of a referral Enlisted Performance Report (EPR) or a rating of "2" or less, unless a new EPR is rendered with an overall rating of "3" or higher, whichever occurs first.

8.4.6. Airmen above the grade of SSgt in an overage/overgrade code for their position.

8.4.7. Airmen (E-6 through E-9) in retraining status; ineligible until after attaining the 3-level in the new Air Force Specialty Code (AFSC). A member must also hold the required skill level listed in Table 8.2 in his or her Primary AFSC (PAFSC). Promote retrainees only once while in retraining status. Subsequent promotion eligibility is authorized once a member is no longer in a retraining status until either the member has been fully upgraded in the retraining AFSC, or has returned to perform duty in the awarded PAFSC.

8.4.8. Airmen with UIF Code 2 or 3.

8.4.9. Airmen whose Reserve Component Physical Health Assessment (RCPHA) or Dental exam is not current.

8.4.10. Airmen with unexcused absences within the previous 12-month period.

8.4.11. Airmen (E-6 through E-8) that are within 24 months of HYT. (Note: Members must have 24 months retainability before being considered for promotion to E-7 through E-9).

8.5. Unit Vacancy Promotion. A vacancy exists within an AFSC for unit/IR(Individual Reservist) (excluding prefix and suffix) if the number assigned in the next higher grade in that AFSC is less than the number authorized and the member is moved into the position and is the incumbent.

8.5.1. An Airman assigned as an overage to a position projected for vacancy (due to retirement, separation, or reassignment of the incumbent) becomes eligible for promotion in the promotion cycle after the incumbent physically retires, separates or is reassigned and member drops off files, provided all other promotion eligibility criteria are met. Do not change incumbent position number or move current incumbent as an overage in another or current position for the purpose of promoting the new Airman assigned.

8.5.2. United States Air Force Reserve (USAFR) Unit Assigned. The Numbered Air Force will compute their own vacancies. Consider geographically separated units separately when determining vacancies. Compute authorized and assigned for Air Reserve Technicians (ART) separately.

8.5.3. ARPC/DPAA must verify that grade ceilings are not exceeded for Active Guard and Reserve (AGR) promotions to SMSgt and CMSgt.

8.5.4. Promotion to the grades of Amn through SSgt does not depend on vacancies. The Airman is eligible for promotion if he or she meets the eligibility requirements of **Table 8.2**.

8.5.5. Do not count overage code "R"(retired-regular active duty members) in the assigned strength for promotion purposes, for a period of 2 years from date the Airman is accessed.

8.6. Air Force Reserve Stripes for Exceptional Performers I (STEP I).

8.6.1. This program authorizes promotion to the rank of TSgt (AFRC unit members, IR and Participating Individual Ready Reserve (PIRR) for a member who meets the criteria in **Table**

8.2 (except a vacant position) *and* to whom the following criteria apply: (Note: STEP I does not apply to AGR members.)

8.6.1.1. Completed 16 years of satisfactory service for retirement as of the last day of the month prior to the promotion cycle.

8.6.1.2. Blocked from promotion under the unit vacancy program. For PIRR members, unit vacancy promotion is not an option; STEP I is available. ***Note:*** SSgts assigned to SSgt or SrA positions are eligible for consideration.

8.6.1.3. Meets all other eligibility criteria specified in this chapter and **Table 8.2** and have the approval of the Promotion Authority specified in **Table 8.1**.

8.6.2. For unit assigned members, the MPS updates overgrade code L and grade status reason code "7G" to all STEP I selectees. IR/RIO staff performs/provides this function for IMAs and PIRR.

8.6.3. All personnel promoted under this program must be leveled to an equal or higher graded position when a vacancy exists in accordance with AFI 36-2115, *Assignments within the Reserve Components*. The overgrade code "L" is removed at the time the member is reassigned/leveled to a position of equal or higher grade.

8.7. Processing Vacancy and STEP I Promotions.

8.7.1. AFRC Units. Promote unit-assigned Airmen selected for ART positions to SrA or the Unit Manpower Document (UMD) grade, whichever is lower, concurrent with their assignment to the Air Reserve Technician positions. If they are serving in a higher grade and the UMD ART position reflects a grade equal to or higher than the grade in which currently serving, retain the current grade. The MPS will verify the information on the promotion roster and the AF Form 224, *Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force*. (Note: This paragraph does not apply to NPS enlistees attending BMT or technical training school. See **paragraph 8.8** for AGRs).

8.7.1.1. Identify Airmen eligible for promotion by using a monthly promotion eligibility product/tool. Use **Table 8.2** to determine promotion eligibility.

8.7.1.2. The unit commander lines through the name(s) of Airmen not recommended for promotion, annotates the reason for non-recommendation on the roster, and notifies the Airmen in writing.

8.7.1.3. The unit commander will forward the roster and the AF Form 224 to the MPS as established by unit procedures.

8.7.1.4. **The MPS:**

8.7.1.4.1. Identifies Airmen eligible for promotion each month by using a promotion eligibility product to determine eligibility. (T-3)

8.7.1.4.2. Certifies the information on the promotion eligibility product and the AF Form 224. (T-3)

8.7.1.4.3. Forwards the promotion eligibility product and AF Form 224, as applicable, to the Promotion Authority for approval. (T-3)

8.7.1.4.4. Authenticates Section IV following the Promotion Authority signature. (T-3)

8.7.1.4.5. Processes Reserve Service Commitment (RSC) contracts for promotions to the rank of MSgt through CMSgt. (T-3)

8.7.1.4.6. Processes the monthly promotion eligibility product and AF Form 224 prior to the first day of the promotion month. (T-3)

8.7.1.4.7. Updates MilPDS. Open Case Management System case for Unit AGRs. (T-3)

8.7.2. IRs and Participating IRR (PIRR). The listing of all individuals eligible for promotion is based on the data available in the Military Personnel Data System (MilPDS) file. ARPC will provide and suspense the promotion eligibility EOM products to IR/RIO for distribution to the appropriate Detachment Commanders identifying Airmen eligible for promotion monthly. The detachment commander will validate the eligibility of the Reservists included on the product. The Detachment commander will line through the names of any members who are not eligible for consideration based upon applicable AFIs and cite the reason(s) the member(s) is/are ineligible and the duration of their ineligibility. The detachment commander forwards a copy to the appropriate detachment staff for forwarding to the unit of assignment/attachment commander to notify the Airmen in writing the reason of non-recommendation. (T-3).

8.7.2.1. The IR/RIO will suspense the product to the appropriate detachment staff to meet IR/RIO/IC's suspense. (T-0).

8.7.2.2. The supervisor of assigned IR's and PIRRs verifies eligibility criteria and recommends or non-recommends their members to their unit commander. If MilPDS does not accurately reflect any items, the supervisor will contact the appropriate detachment staff to ensure update of items in MilPDS and will provide source documents with the returned product, unless the member does not meet the basic eligibility requirements of this instruction. (T-0).

8.7.2.2.1. The unit commander lines through the name of the IR or PIRR member not approved for promotion, and briefly states the reasons for non-approval. (T-0).

8.7.2.2.2. If the supervisor wants to promote a member not on the eligibility product and the member meets all requirements, the unit commander will add the individual(s) NAME, SSN, promote-to GRADE, and identify any missing criteria and the date it was met above the certification statement and provide source documents.

8.7.2.2.3. The unit commander signs the product and forwards it and any required source documents and the RSC contract, if required, to the appropriate detachment staff to ensure the document arrives by the suspense date.

8.7.2.2.4. The IC verifies eligibility of those approved for promotion by the unit commander. If the detachment commander finds any member ineligible, the detachment staff will return the product to the unit commander for removal from the list or resolution of criteria. (T-0).

8.7.2.2.5. The detachment staff sends the unit CC-signed roster to ARPC/DPTTRA by the 25th of each month. (T-0).

8.7.2.3. ARPC/DPTSC verifies the master promotion eligibility product, updates the personnel data system as indicated on the product, and publishes and distributes orders. (T-0).

8.7.2.4. The IC provides a copy to the member's Unit Reserve Coordinator who will distribute to the member and assigned RegAF unit commander. (T-0).

8.7.3. Non Prior Service (NPS) enlistees. The Promotion Authority may promote NPS enlistees ordered to initial active duty training (IADT) after completion of basic military training to the next higher grade, provided the members meets the requirements in **Table 8.2**. The Time in Service (TIS) calculation for promotion begins on the date the enlistee entered IADT. The effective date of promotion is the date member met eligibility conditions in **Table 8.2**., unless the order specifies a different date.

8.8. Title 10, U. S.C. Section 12310, Active Guard and Reserve (AGRs).

8.8.1. AFRC Assigned AGRs. AFRC Directors approves or disapproves all promotion recommendations for all TSgts and below assigned to AFRC. AFRC/A1 approves or disapproves all promotion recommendations for MSgt and above assigned to AFRC. The immediate supervisor recommends promotion on an AF Form 224 for Airmen who meet eligibility requirements in Table 8.2 and sends to AFRC/A1KP, no later than the 10th day of the month proceeding the month the promotion is effective. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. (T-0). For the Airmen not recommended for promotion: The respective Director annotates the reason for non-recommendation on the AF Form 224 and notifies the Airmen in writing.

8.8.1.1. AFRC/A1KP verifies the AF Form 224, ensures AFRC assigned AGR Airmen meet all eligibility requirements, ensures packages were forwarded through command channels to the commander for quality force review and forwards it to AFRC/A1 for promotion approval/disapproval. Promotions to the grade of MSgt through CMSgt require an RSC contract and must be signed prior to promotion. Upon approval/disapproval, AFRC/A1KP will update MilPDS, then publish and distribute orders.

8.8.2. ARPC assigned AGRs. ARPC/CC approves or disapproves all promotion recommendations for personnel assigned to ARPC. ARPC/DPTSC obtains the list of assigned ARPC enlisted AGRs from ARPC/DPX monthly and verifies eligibility. (T-1).

8.8.2.1. DELETED

8.8.2.2. Directorate prepares and signs the AF Form 224 with desired promotion date in blank Section IV, and coordinates the form for all required signatures. The Director submits the completed and signed AF Form 224 to ARPC/DPTSC for processing. RSC contracts for MSgt through CMSgt promotions will accompany the AF Form 224. Promotions to the grades of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations at least one month prior to promotion effective date. ARPC/DPTSC will update MilPDS, and publish and distribute orders." (T-0).

8.8.3. AFRCRS (Recruiters). Coordinate with AFRC/RSO on individual recruiter production.

8.8.3.1. Retrieve the promotion list and verify eligibility.

8.8.3.2. Receive recommendations from Senior Recruiters and NAF Flight Commanders.

8.8.3.3. AFRCRS (Recruiters). AFRCRS/CC approves or disapproves all promotions for personnel assigned to the recruiting Service. AFRCRS Commander Support Staff will accomplish the following:

8.8.3.4. Coordinate recommendation/non-recommendation with AFRCRS/CCF on quality force issues.

8.8.3.5. Coordinate recommendations of promotions to the ranks of SMSgt and CMSgt with ARPC/DPAA for grade ceiling and/or strength limitations.

8.8.3.6. Complete the AF Form 224, sign the MPS verification, and forward to immediate supervisor for signature and return. Promotions to the grade of MSgt through CMSgt require an RSC contract and must be signed prior to promotion.

8.8.3.7. Provide all recommendations/non-recommendations to AFRCRS/CC for approval/ disapproval. For Airmen not recommended for promotion: The AFRCRS/CC annotates the reason for non-recommendation on the AF Form 224 and notifies the Airman in writing.

8.8.3.8. Update MilPDS, publish and distribute promotion orders.

8.8.4. HQ IR/RIO AGRs. IR/RIO/CC approves or disapproves all promotion recommendations for enlisted personnel assigned to IR/RIO. The immediate supervisor recommends promotion on an AF Form 224 for an Airman who meets eligibility requirements in Table 8.2 and forwards through his or her chain of command for quality force review prior to the desired promotion month. Promotion to the rank of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. (T-0).

8.8.4.1. IR/RIO verifies the AF Form 224, ensures IR/RIO assigned AGR Airmen meet all eligibility requirements, and forwards the form through command channels to IR/RIO/CC for promotion approval/disapproval. Promotions to the grade of MSgt through CMSgt require an RSC contract and must be signed prior to promotion. Upon approval/disapproval, IR/RIO will forward all required documents to ARPC/DPQA for MilPDS updates.

8.8.5. **AGR Airmen not assigned to AFRC, Recruiting, ARPC or IR/RIO**. The MAJCOM/FOA/DRU A1 sends promotion recommendations to ARPC/DPAA for staffing to AF/RE for approval/disapproval. Promotion recommendations for AF/RE Promotion Authority must arrive at ARPC/DPAA not later than the 10th day of the month proceeding the month the promotion is effective. ARPC/DPAA verifies grade ceilings for SMSgt and CMSgt promotions, processes RSC contracts for MSgt through CMSgt promotions, updates MilPDS, and prepares and distributes promotion orders. For those Airmen not recommended the AF/RE lines through the name(s) of Airmen not recommended for promotion, and annotates the reason for non-recommendation on the form/roster, and notifies the Airmen in writing.

8.9. Air Force Reserve Stripes for Exceptional Performers II (STEP II). STEP II authorizes promotion of outstanding, well-deserving Airmen one grade over the Unit Manning Document

(UMD) position grade to which assigned; or members in a higher graded position who are being blocked for promotion who are otherwise eligible can be considered for STEP II. **Note:** PIRR while not assigned to a position are eligible for STEP II.

8.9.1. Members must meet the following criteria for STEP II consideration:

8.9.1.1. Meet eligibility requirements as outlined in **Table 8.2**, with the exception of being in a higher graded position. This requirement does not apply to PIRR. However, a member in a higher graded position blocked for promotion who is otherwise eligible for promotion is also eligible to be considered for STEP II.

8.9.1.2. Have no unexcused absences within the preceding 12 month period.

8.9.1.3. Be nominated by the immediate supervisor and have first endorsement by the unit commander or designated representative.

8.9.1.4. Not be an AGR.

8.9.2. A member may be promoted no more than one grade over the authorized position grade. Since PIRR do not occupy a position with an authorized grade, only one STEP II promotion is allowed while in the PIRR.

8.9.3. STEP II promotion boards will be held annually, with a promotion effective date of 1 October.

8.9.4. STEP II promotees will be assigned overgrade code L, and will be leveled by the squadron, group, wing commander, or PM as soon as possible. PIRR members, while not in a UMD position, require the code to identify a STEP II promotee.

8.9.4.1. When a STEP II promotee is reassigned to a position of equal or higher grade, remove overgrade code L from the system.

8.9.5. Do not use STEP II promotions when computing vacancies for unit vacancy promotions.

8.9.6. A central board process at ARPC/DPA determines promotions to the grades of TSgt through CMSgt.

8.9.7. AFRC/A1 establishes yearly promotion quotas as approved by AFRC/CC or designee.

8.10. Airmen mobilized under Title 10, U.S.C. Section 12304 (Presidential Reserve Call Up) or Section 12302 (Partial Mobilization compete for promotion within the normal Reserve promotion program.

8.11. Reserve Service Commitment. Promotion to the ranks of MSgt, SMSgt, and CMSgt require 2-years of retainability. If the Airman is unable to obtain the full 2-year retainability, he or she is not authorized the promotion to the next higher grade. This is not waiverable. The unit forwards the RSC contract to the MPS, if applicable for Unit Reservists, or IR/RIO for IMAs/IRRs for updating and distribution. (T-0).

8.12. Publishing Promotion Orders. MPS or ARPC publishes and distributes all orders. MPS or ARPC prepares composed or computer generated orders on an AF Form 224 or AF Form 2096, *Classification/On-the Job Training Action* (for unit assigned Reservists).

8.12.1. Computer generated order will include grade, name, SSN, Date of Rank, Effective Date, Personnel Accounting Symbol (PAS), and the authority. Appropriate blocks on the AF Form 224, must be completed.

8.12.2. Use AF Form 224 for promotions made under Title 10, U.S.C. Section 12310, and for AFRC unit assigned Reservists promoted to SMSgt and CMSgt.

8.13. Missing Data. The commander may ask ARPC/DPTSC to provide information from the master personnel record group or the Automated Records Management System (ARMS) system for promotion eligibility information not reflected in MILPDS. MPS or ARPC enters information into MilPDS.

8.14. Revoking Promotions. When the Promotion Authority requests to revoke promotions, the request must include the following:

8.14.1. The effective date of promotion and the reason the promotion was not halted prior to the effective date.

8.14.2. Identification of the training periods the Airman was paid in the higher grade, if applicable. To allow Reservists to retain pay already received, add the date the Airman was told of the erroneous promotion action and statement to show that the Airman actually discharged the higher grade's function in good faith and served without knowledge of the error in the promotion. Refer to DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowance* [ARPAS] and DoD Military Pay and Allowances Entitlement for further information.

8.14.3. Copy of the MilPDS Report on Individual Person (RIP) and a copy of the promotion order.

8.14.4. Unit Assigned Airman and AGRs. Send requests for revocation to AFRC/A1KP for approval/disapproval. AFRC/A1 sends the revocation to the MPS for processing. The MPF publishes and distributes AF Form 973, *Request and Authorization for Change of Administrative Orders*. The unit advises the member of the revocation request approval or disapproval. Wing commander recommendation on requests for revocation and submits them to HQ AFRC/A1KP for approval/disapproval. HQ AFRC/A1KP sends the revocation to the MPS for processing. The MPS published and distributes AF Form 973, *Request and Authorization for Change of Administrative Orders*. The unit advises the member of the revocation request approval or disapproval.

8.14.5. IMA and PIRR Airmen. The unit commander initiates the request for revocation and forwards it to the PM. The PM endorses it and forwards it to IR/RIO for coordination and to AFRC/A1KP for approval/disapproval. Approved revocations are forwarded to IR/RIO/DPP for processing. IR/RIO publishes and distributes the AF Form 973. The Promotion Authority will notify and provide a copy of the AF Form 973 to the member. (T-0).

Table 8.1. USAFR Promotion Authorities.

RULE	Assignment	Affected Individuals	Authority
1	USAFR Unit Members	SMSgt and CMSgt	Wing or detached group Commander

	(Note 1)	Amn through MSgt	Commander of unit of assignment. May delegate promotion authority to detachment unit commander
2	Title 10 U.S.C. Section 12310 AGR	AFRC RS Assigned personnel	AFRC RS/CC (Notes 1,3)
	(Note 2)	Amn assigned to AFRC, except Recruiters	AFRC/A1, MSgts and above (Notes 1, 3) AFRC, TSgts and above (Notes 1, 3)
		Amn assigned to ARPC	ARPC/CC (Note 3)
		Unit Level AGR Amn through MSgt	Group or Squadron Commander
		Unit Level AGR SMSgt and CMSgt	Wing or detached Group Commander (Note 3)
		Amn assigned to IR/RIO	IR/RIO/CC (Note 3)
		Others	USAF/RE (Note 3)
3	IMAs and PIRR	Amn through CMSgt	Unit Commander
4	STEP II	TSgt and MSgt	Wing/NAF/IR/RIO Commander
		SMSgt and CMSgt	AFRC/CC

Notes:
1. NAF commanders may delegate promotion authority to Vice commander or Director of Staff for unit personnel reporting directly to the NAF. Designate all authority delegations in writing and provide them to the servicing MPS Chief. Commanders/Directors of MAJCOM, FOA, DRU may delegate the authority to approve a promotion, in writing. AFRC/A1 will retain a copy of delegations.
2. Individuals assigned as Title 10 U.S.C. Section 12310 are Reservists on AD and remain under the AFR promotion system for AGRs.
3. Promotion to the grade of SMSgt and CMSgt must be coordinated with AFRC/DPAA for grade ceiling and strength limitations.

Table 8.2. Promotion Eligibility (Notes 1, 2, 3, 10).

RULE	**A**	**B**	**C**	**D**	**E**	**F**
	If promotion is to the grade	and the PAFSC is (Note 2)	and TIG is (Note 3)	and enlisted service is (Note 4)	and satisfactory years for retirement are (Note 5)	and following mandatory education is completed (Note 6)
1	Amn (Note 1, 7, 10)	N/A	6 months		N/A	N/A
2	A1C (Note 1, 7, 10)		6 months			N/A

3	SrA (Note 1, 10)	3 skill lvl	8 months	N/A	1 year	
4	SSgt (Note 1, 10)	5 skill lvl (3 lvl if AFSC does not have 5 lvl)	12 months		4 years	(Note 8)
5	TSgt (Note 1, 10)	7 skill lvl	24 months		6 years	N/A
6	MSgt (Note 1, 10)	7 skill lvl	24 months	8 years	8 years	NCO Academy (Note 9)
7	SMSgt (Note 1, 10)	7 or 9 skill lvl		10 years	11 years	SNCO Academy and Associates Degrees from CCAF (Notes 6,11, 12, 13, 14)
8	CMSgt (Note 1, 10)	9 skill lvl			14 years	COC or AFRCCO and Associates Degree from CCAF (Notes 11, 12, 13, 14)

Notes:

1. All eligibility requirements stated in paragraph 8.3 Eligibility Requirements, apply as well as the information listed in this Table. Local promotion boards are not authorized to select enlisted members for unit vacancy promotions. The Promotion Authority may solicit input from supervisors/chain of command officials. The Promotion Authority makes final decision on the promotion approval. For Airmen not recommended for promotion, the commander annotates the reason for non-recommendation and notifies the individual in writing. Promotion effective date is the first day of the month except for promotions to E-2 through E-4. The effective date for those grades is the date in which all eligibility conditions are met. (This note applies to all Rules, i.e. Rule 1 – 8 of Table 8.2.)
2. The Promotion Authority may waive the PAFSC skill level requirement for Airmen performing in a Special Duty Identifier (SDI, for example: SDI 8R000 Recruiter). On reassignment from duty in SDI, Airmen must qualify for the skill level required in Column B, within the time limits specified in AFI 36-2201, Volume 3, *Air Force Training Program, On-the-Job Training Administration*. (T-0).
3. Airmen must complete basic military training. TIG for Airmen enlisted in the grades of AB, Amn, or A1C begins on the date the Airman entered IADT. (T-0).
4. This includes AD and non-AD enlisted service. Do not credit service in a commissioned, warrant, or flight officer status. This does not count for enlisted promotions.

5. Includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status. PIRR must accrue 50 retirement points in the preceding R/R year to be recommended for promotion, under STEP I or STEP II.
6. All PME may be completed in-residence or by correspondence. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, or United States Marine Corps Staff NCO Academy is equivalent to SNCOA. All E-8's meeting eligibility requirements for placement into a valid E-9 position must complete COC (Chief Orientation Course) prior to being promoted to E-9.
7. Promotion Authority may promote an AB on IADT to Amn or Amn to A1C. The Airman must maintain a satisfactory scholastic record in the course and be otherwise eligible for promotion. (T-3).
8. SSgt. The NCO Preparatory Course (MilPDS code X), the NCO Leadership School (MilPDS code U), the Airman Leadership School (MilPDS code O), or the NCO Orientation Course (MilPDS code 8).
9. MSgt. The NCO Academy (in-residence or correspondence). ***Exception:*** The Airman was promoted when the PME was not required, satisfactorily served in the higher grade, and completed the SNCO Academy course.
10. Members are required to comply with Air Force Fitness standards IAW AFI 36-2905. Commanders should use AFI 36-2905, Attachment 14 (Tables A14.1. and A14.2.), for a dministrative and Personnel Actions for Failing to Attain Physical Fitness Standards. (This note applies to all Rules, i.e. Rule 1 – 8 of Table 8.2.). (T-0).
11. Effective date of this publication, any personnel selected to fill SMSgt/CMSgt authorizations are required to have completed the SNCOA (in-residence or by correspondence) prior to assignment to the higher graded position. This policy is to be implemented without exception. (T-0).
12. Effective date of this publication, any enlisted member of the AFR currently holding the grade of E-7 or E8 will not be promoted to the next higher grade (E8 and E9 respectively), without successful completion of a CCAF degree. The CCAF credit/degree can be in any discipline and must be updated in MiLPDS for promotion eligibility. (T-0).
13. Effective the date of this publication, any enlisted member of the AFR currently holding the grades of E-6, E-7 or E-8 or E-9 will not be MOVED/PLACED into or against positions graded of E8 and E9 without prior successful completion of a CCAF degree. The CCAF degree can be in any discipline must be updated in MilPDS prior to placement in the higher graded position. (T-0). Waiver authority for this policy is the AF/RE or AF/RE designated authority.
14. E-8 or E-9 in a valid position commensurate with their current grade prior to the date of this publication, are not required to have a completed CCAF degree and are deemed to have met requirements in their current valid position, to retain their current grade. However, current E-8's and E-9's will not be PLACED into or against any positions graded E-8 or E-9 other than the position they are currently assigned without prior successful completion of a CCAF degree. These members are highly encouraged to complete their CCAF degree enabling them to be promoted from E-8 to E-9 and compete for higher leadership position. Any E-8 who does not complete their CCAF degree will not be authorized promotion to the grade of E-9. (T-0).

Chapter 9

*USAF RESERVE AIRMEN DEMOTIONS (ONLY APPLIES TO AFR NOT EAD)

9.1. Demotion. Demotions are administrative and apply to Reserve Airmen in the ranks of Amn through CMSgt. Do not use demotions actions when action under the Uniform Code of Military Justice (UCMJ) is jurisdictionally authorized and when punitive action is more appropriate.

9.1.1. Do not demote Airmen who have separated.

9.1.2. Initiate administrative demotion action during the term of enlistment in which the reason(s) for the action first occurred, unless the facts and circumstances are not discovered until the next enlistment period.

9.1.3. If the commander has sufficient reason to initiate demotion action, use the Airman's entire military record in deciding whether demotion action is appropriate.

9.1.4. When appropriate, give an Airman an opportunity to overcome his or her deficiencies before demotion action is initiated. Commanders should maintain supporting documentation of all rehabilitation and probationary actions.

9.1.5. Do not suspend administrative demotions. However, for those Airmen who have been recalled to Active duty under 10 U.S.C. 12310, if the demotion authority decides to restore the Airman's original grade following demotion, he or she must do so sometime between 3 and 6 months after the effective date of the original demotion. Restoring an Airman's earlier grade should be an uncommon occurrence. The effective date and the date of rank in such cases are the date on which the demotion authority approves restoration in writing.

9.1.6. Do not reassign an Airman for whom a demotion is in process until after completing the demotion. If an Airman's participation is unsatisfactory, consider demotion before reassigning or separating the Airman. Demote Airmen to grades in accordance with **paragraph 9.10**.

9.2. Demotion Authority. For Airmen serving in the ranks of Amn through MSgt, the commander in the chain of command succeeding the initiating commander is the demotion authority.

9.2.1. For voluntary demotion under paragraph 9.3., the Wing commander is the Demotion Authority. For IR/RIO personnel, the demotion authority is the IR/RIO commander.

9.2.2. For Airmen in the ranks of SMSgt and CMSgt, AFRC/CC is the demotion authority. The demotion authority may be delegated to NAF or equivalent level commanders in writing but may not be further delegated except for demotion cases that fall under **paragraph 9.2.1**.

9.2.3. For Airmen serving on 10 U.S.C. 12310 tours (except recruiters and Air Guard Reserve (AGR), the AFRC/A1 is the demotion authority.

9.2.4. For AFRC Recruiters, AFRCRS/CC is the demotion authority.

9.2.5. For Airmen assigned to the following categories, the demotion authority is ARPC/CC: PAS S7 Personnel including Non Participating IRR, Inactive Status List Reserve Section, Ready Reinforcement Personnel Section (RRPS) and Non-Affiliated Reserve Section (NARS) (Key Federal Employees). This may be delegated to ARPC/DPB.

9.2.6. For Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs) who are in the rank of MSgt and below, the member's immediate commander initiates demotion action, and the demotion authority lies with IR/RIO/CC.

9.2.7. For IR/RIO assigned staff members including AGRs, ARTs, IMAs and PIRRs assigned to IR/RIO, its detachments and OLs, the IR/RIO/CC is the demotion authority.

9.3. Reasons for Voluntary Demotion.

9.3.1. Demote Airmen when they volunteer for reassignment to a position with an authorized grade below what they currently hold. If the Airman accepts reassignment to a lower grade, the Airman confirms such acceptance in writing as follows: "The lower grade [state grade] with DOR of [list DOR in accordance with AFI 36-2604, *Service Dates and Dates of Rank*] is accepted." Advise the Airman that the demotion action will not preclude promotion under Chapter 8 of this instruction.

9.3.2. For Airmen who apply for an Air Reserve Technician (ART) position that has a lower grade, the following process applies:

9.3.2.1. The initiating commander forwards a copy of the Airman's application memorandum to the servicing MPS directing the demotion.

9.3.2.2. The MPS publishes a demotion order after receiving the Airman's acceptance statement.

9.3.2.3. The losing MPS ensures that the Airman receives and signs the voluntary demotion statement before issuing orders or updating MilPDS.

9.3.3. For Airmen who apply for positions other than ART positions, including submitting any applications for voluntary recall to extended active duty, the losing MPS publishes demotion orders.

9.3.4. For an Airman assigned to AGR positions the MPS forwards the signed statement and the last two promotion orders to ARPC/DPAA. ARPC/DPAA forwards the package to ARPC/PBO for update and publication of the demotion order.

9.3.5. For an Airman reassigned from a nonparticipating Reserve section to an AFRC unit position, the gaining MPF forwards the signed statement to ARPC/DPSRA, 6760 E. Irvington PL, Denver CO 80280-3200.

9.3.6. **Reorganization or Mission Change.** When an Airman's position is downgraded, unfunded or eliminated because of a command or Air Force organization or mission change, the overgrade Airman will receive a waiver, take a voluntary demotion, retrain, or accept reassignment to a nonparticipating reserve section. Ensure that these actions comply with this instruction and AFI 36-2115, *Assignments Within the Reserve Components*.

9.4. Reasons for Involuntary Demotion.

9.4.1. Unsatisfactory Participation in Reserve Training. Demote unsatisfactory participants holding a grade higher than Amn. (NOTE: After five unexcused absences (Category "A" unit program) or one unsatisfactory participation year (Category "B" IMA or category "E" PIRR), the commander sends the Airman a certified memorandum, return receipt requested, stressing the seriousness of the situation and advising the demotion action is being initiated. The demotions will be effected as soon as practicable after the Airman has been provided the

opportunity to exercise his or her rights as defined in the memorandum advising of the intent to demote. The demotion action must be completed prior to separating the Airman). For demotion purposes only:

9.4.1.1. For Category "A" reservists, unsatisfactory participation is defined as accruing five or more unexcused periods from scheduled Unit Training Assemblies (UTAs) (4 hours per UTA period) within any continuous 12-month period. Prior to demotion, the unit must have complied with the provisions of AFI 36-2254VI, *Reserve Personnel Participation*, paragraph 4.14.2, by making every reasonable effort to locate the absent Airman during each scheduled UTA period in which the Airman has been absent.

9.4.1.2. For Category "B" IMA s and Category "E" PIRR reservists, unsatisfactory participation is based on their FY obligation as defined in AFI 36-2254VI ,Table 1.1. and **paragraph 1.3.2.1** and **1.3.2.2**. (one unsatisfactory participation year). After confirmed unsatisfactory year, initiate notification procedures as defined in **paragraph 9.4.1**.

9.4.2. Failing to Fulfill NCO Responsibilities. Demote Airmen who do not fulfill noncommissioned officer (NCO) responsibilities under AFI 36-2618, *The Enlisted Force Structure*. In the demotion memorandum, site the specific reasons regarding how the Airman did not fulfill NCO responsibilities and the applicable paragraphs of AFI 36-2618.

9.4.3. Failing to Complete Training. Demote an Airman to the previous grade if the Airman was promoted as an officer trainee under AFI 36-2201, *Air Force Training Program*, or AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs(ECPS)* or because the Airman was expected, and failed, to complete other training. Demote Non-Prior Service Airman to the rank of A1C prior to reclassification or separation.

9.4.3.1. The commander of the relevant Armed Forces school demotes officer trainees or pipeline students eliminated from training to the grade previously held.

9.4.3.2. For an Airman attending Armed Forces schools in a TDY status, the school commandant informs AFRC if his or her student status terminates. The Airman's commander takes appropriate action to demote the Airman to the grade previously held. **NOTE:** Delay the demotion when an Airman would lose authorization to ship household goods, move dependents, or both, until he or she arrives at the new duty location or TDY station. The losing MPS includes a cover memorandum or notes on PCS orders that a demotion is pending against the Airman. The gaining commander completes demotion action using the effective date as the date when the Airman arrives at the new duty location.

9.4.4. Failing to Achieve or Maintain Skill Levels. Demote Airman if he or she:

9.4.4.1. Does not achieve or maintain a current skill level appropriate to his or her grade.

9.4.4.2. Was promoted or enlisted with a PAFSC waiver and does not qualify for the PAFSC award at the indicated skill level.

9.4.4.3. Was reclassified to a skill level below the awarded AFSC. See AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. Demote the Airman to the highest possible grade for the reduced skill level.

9.4.4.4. Failed to qualify in the specialty for which he or she was trained or is being trained. Prior to demoting an Airman for failure to qualify (e.g., two-time Career

Development Course failure), unit leadership must have complied with the rehabilitative provisions of AFI 36-2201.

9.4.5. Failure to Keep Fit.

9.4.5.1. Airmen may be demoted when, after entry into the fitness program, they do not maintain fitness standards as outlined in AFI 36-2905, *Fitness Program*. Specifically, an Airman may be demoted if he or she fails to attain or maintain Air Force fitness standards after three unsatisfactory tests. If an Airman has been administratively demoted in grade, and is still failing to make satisfactory progress, the unit commander must make a recommendation to the wing commander to retain or initiate separation action of a member on his or her fourth fitness failure and each subsequent unsatisfactory fitness test.

9.4.5.2. Airmen may be demoted for failing to maintain or demonstrate the ability and willingness to attain physical standards.

9.5. Who Notifies the Airman of Demotion Action. The initiating commander consults with the servicing SJA and informs the Airman in person or by certified mail, return receipt requested, of the intention to recommend demotion, or to demote.

9.5.1. The memorandum <u>will</u> **(**see Attachment 13 for example demotion letter without prejudice, see Attachment 14 for example demotion letter with prejudice)**: (T-0).**

9.5.1.1. Contain specific reasons and a complete summary of the supporting facts.

9.5.1.2. Contain instructions for acknowledging receipt of the notification memorandum within 30 calendar days.

9.5.1.3. Notify the Airman that, if he or she disagrees with the proposed action, he or she may submit a statement, and can request a personal hearing before the initiating commander. Advise the Airman that he or she must pay all travel and other expenses for a personal hearing.

9.5.1.4. Advises the Airman that he or she may seek legal counsel, military or civilian (civilian at the Airman's own expense). Provides the name and number of the Reserve Area Defense Counsel, who can assist with written and oral statements.

9.5.1.5. Inform the Airman (if eligible) of the right to apply for retirement in-lieu of the demotion. If retirement is approved, the Airman must retire not later than the 1st day of the 4th month after the first demotion notification.

9.6. Processing Demotions. The Airman acknowledges receipt of the demotion notification memorandum within 30 calendar days of receipt. The Airman should indicate if he or she concurs or non-concurs, and may submit an application to retire in-lieu-of the demotion, if he or she qualifies.

9.6.1. At the end of the 30 calendar day period (or sooner if the Airman responds before the end of the 30 calendar days), the following actions occur.

9.6.1.1. Airman Concurs. After receiving the Airman's acknowledgement, the initiating commander forwards the entire case file to the servicing MPS (IR/RIO/DP for IMAs or PIRRs) for processing by the demotion authority.

9.6.1.2. Airman Non-concurs. The Airman can submit materials, or request a personal hearing, or both. The initiating commander considers all materials presented by the Airman before recommending further action to the demotion authority. The initiating commander notifies the Airman, in writing, of the decision to continue or terminate the demotion.

9.6.1.3. Airman Applies for Retirement. If the Airman elects to apply for retirement, the effective date of retirement will be the 1st day of the 4th month after the first demotion notification. The Airman must submit the retirement application no later than 30 calendar days after the demotion action was initiated to avoid publication of the demotion orders. The retirement application is processed in compliance with AFI 36-3203, *Service Retirements*. The demotion process terminates if the retirement application is approved. The demotion process continues if the retirement application is disapproved.

9.6.1.4. No Response. If the Airman does not respond, process the demotion as if he or she concurs; the demotion action goes to the demotion authority. The demotion package will state that the Airman was provided the opportunity to submit statements, but that he or she has not done so.

9.6.2. Demotion Action Continues**.** The initiating commander writes a summary of the personal hearing (if any), which becomes a part of the case file. He or she forwards the entire case file to the servicing MPS (or IR/RIO for IMAs/PIRRs) for processing by the appropriate demotion authority. The demotion authority obtains a written legal review from the servicing SJA before making a final demotion decision.

9.6.3. Demotion Authority Approves the Demotion**.** The demotion authority notifies the Airman's servicing MPS by letter. The MPS (IR/RIO for IMAs/PIRRs), endorses the demotion authority's memorandum and sends it to the initiating commander.

9.6.3.1. The initiating commander informs the Airman in writing by certified mail or in-person of the grade to which he or she is demoted, to include the date of rank (DOR) and effective date.

9.6.3.2. The initiating commander informs the Airman that he or she must acknowledge receipt of the demotion decision within 30 calendar days and indicate to the MPS/CC (or IR/RIO/CC for IMAs/PIRR) whether he or she intends to appeal the final decision, or, if eligible, submit an application to retire in lieu of the demotion to avoid publication of demotion orders. (T-0).

9.6.3.3. The Airman acknowledges receipt of the memorandum within 30 calendar days by endorsing the memorandum to include the date he or she acknowledges receipt, indicating he or she will appeal the decision and, if he or she intends to submit an application, to retire in lieu of demotion as applicable.

9.6.4. Demotion Authority Disapproves the Demotion**.** The demotion authority writes to the Airman's servicing MPS or to IR/RIO, as applicable. The authority notifies the Airman through the initiating commander by endorsing the document. For IMAs/PIRRs, the demotion authority notifies the Airman through the member's IR/RIO, Program Manager and/or Airman's active duty commander.

9.7. How to Appeal.

9.7.1. Demoted Airmen. A demoted Airman must state his or her intention to appeal in writing.

9.7.2. USAFR Unit Assigned. Members will submit any written appeals to the servicing MPS commander within 30 calendar days after acknowledging the final demotion decision, unless the initiating commander authorizes an extension.

9.7.2.1. The servicing MPS commander sends the case file to the demotion appellate authority. The demotion appellate authority obtains a written legal review before acting on the appeals.

9.7.2.1.1. For USAFR enlisted members in grades Amn through MSgt, AFRC/CV is the demotion appellate authority (unless AFRC/CV has delegated demotion authority to someone subordinate to their position of AFRC/CV).

9.7.2.1.2. For USAFR enlisted members in the ranks of SMSgt and CMSgt, the AFRC/CC is the demotion appellate authority (unless AFRC/CC has delegated demotion authority to someone subordinate to their position of AFRC/CC).

9.7.3. IMAs and Participating Individual Ready reserve (PIRR) will submit an appeal through the initiating commander to the Program Manager. This action must be sent by the member to the demotion authority within 30 calendar days after acknowledging the final demotion decision, unless there is an authorized delay from the initiating commander. The demotion authority sends the case file to the appellate authority.

9.7.4. Notification procedures. When the appellate authority disapproves the Airman's appeal, the servicing MPS or IR/RIO notifies the Airman in writing, via command channels, and the initiating commander endorses the notice.

9.7.5. Appeal Approval**.** When the appellate authority approves the appeal, he or she directs the servicing MPS or IR/RIO to restore the Airman's grade and revoke the demotion order. Through the initiating commander, the MPS or IR/RIO sends a memorandum notifying the Airman that the appellate authority approved the appeal and that the Airman's previous grade was restored.

9.8. How to Apply for Retirement. An Airman eligible to retire may elect to apply for "retirement in-lieu-of demotion." The effective date of retirement will be no later than the 1st day of the 4th month after initial notification of demotion action. The retirement application is processed in compliance with AFI 36-3209.

9.8.1. When an Airman submits an application to retire in-lieu-of demotion, all demotion action stops until the authorities act on the retirement application.

9.8.2. The retirement application is processed in compliance with AFI 36-3203.

9.8.2.1. The demotion process terminates if the retirement application is approved.

9.8.2.2. The demotion process continues if the retirement application is disapproved.

9.9. Determining Date of Rank (DOR). MPS are required to ensure they comply with AFI 36-2604 when completing an adjusted DOR for members who are voluntarily demoted. Use the adjusted DOR for Airmen demoted voluntarily under paragraph 9.3. Determine the DOR of Airmen demoted involuntarily under paragraph 9.4 in accordance with AFI 36-2604. (T-3)

9.10. Grades to Demote Airmen.

9.10.1. Demote SrA or higher no lower than A1C. EXCEPTION: Airmen demoted under paragraph 8.10.4. may be demoted to AB.

9.10.2. Demote an A1C no lower than Amn.

9.10.3. Demote an Amn to AB.

9.10.4. Demote by three or more grades only when no reasonable hope exists that the Airman will ever show the proficiency, leadership, or fitness that earned the initial promotion.

9.11. Announcing and Revoking Demotions.

9.11.1. The applicable organization announces demotions in Reserve orders. Use the day prior to reassignment to a lower grade position as the effective date of voluntary demotion.

9.11.2. The applicable organization revokes demotion orders only when the demotion authority determines orders were published without a proper basis as well as when the demotion authority has granted an Airman's appeal.

9.11.2.1. The MPS of a unit requests authority to revoke a demotion order through command channels to AFRC/A1KP for Airmen assigned to that unit.

9.11.2.2. For IMAs/PIRRs, IR/RIO/CC requests authority to revoke a demotion order to AFRC/A1KP.

9.11.2.3. The request will include:

9.11.2.3.1. Effective date of the demotion.

9.11.2.3.2. Reason for demotion.

9.11.2.3.3. Training periods during which the Airman was paid in the lower grade, if applicable, to allow Reservists to recoup pay not received, at the appropriate pay grade.

9.11.2.3.4. Date the Airman was told of the erroneous demotion action.

9.11.2.3.5. Copies of the report of individual personnel and the demotion order for Airmen assigned to AFRC units.

9.12. Documenting Demotion Actions. The MPS or ARPC:

9.12.1. Updates the grade data in MilPDS. (T-3)

9.12.2. Files a copy of the demotion order in the Airman's UPRG in accordance with AFI 36-2608, *Military Personnel Records Systems*. (T-3)

9.12.3. Forwards the completed demotion case file (including AF Form 2096, with appropriate AFSCs and training data after demotion) to ARPC/DPTAR for filing in the automated records management system. (T-3)

Chapter 10

AIR NATIONAL GUARD (ANG) PROMOTION PROGRAM

10.1. General Promotion Information and Eligibility Criteria

10.1.1. **Program Objectives.**

10.1.1.1. The fact a member meets each of the eligibility criteria outlined in this instruction does not automatically guarantee promotion to the next higher grade. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. Promotion is not a reward for past performance, but recognition of the member's potential to successfully serve in the higher grade.

10.1.1.2. A promotion recommendation must be based upon a period of time sufficient to permit a substantive evaluation of the airman's total performance. An essential part of this evaluation includes the airman's attendance at Unit Training Assemblies (UTA) and Annual Training (AT). Before recommending promotion, the commander must also ensure that the airman's duty performance and training progress clearly indicate the member's potential to serve at the higher grade.

10.1.1.3. In the Noncommissioned Officer (NCO) grades, particular emphasis must be placed on demonstrated technical skills, present and future supervisory skills, willingness to accept more responsibility and leadership potential.

10.1.1.4. Each promotion to TSgt and above must be considered in light of its impact on the unit and state force management plans in addition to the immediate and long range potential of the member to serve in the higher grade.

10.1.1.5. When assessing a member's potential to assume the next higher grade, commanders should refer to AFI 36-2618, *Enlisted Force Structure*, for responsibilities of the specific enlisted tier and grade.

10.1.2. **Authority.**

10.1.2.1. The authority to promote ANG airmen as Reserves of the Air Force is delegated to The Adjutant General (TAG) of the State or Territory in accordance with policies and procedures established by this instruction.

10.1.2.2. The authority to promote through the grade of TSgt may be delegated to wing or equivalent commanders.

10.1.3. Wing or equivalent commanders may further delegate this authority to each individual group, unit or squadron commander.

10.1.3.1. The authority to approve promotions to the grades of MSgt, SMSgt, and CMSgt is TAG. TAG may delegate authority to promote airmen in these grades to the State Assistant Adjutant General for Air (AAG for Air). However, the AAG for Airman delegate this authority to the State Director of Staff (DoS). This authority cannot be delegated below the DoS. There will be no exceptions to this policy.

10.1.4. First Sergeants or immediate supervisors will not have promotion authority.

10.1.5. The authority to promote airmen serving on a Statutory Tour in accordance with ANGI 36-6, *The ANG Statutory Tour Program*, rests with the Air National Guard Readiness Center Commander (ANGRC/CC)and may be further delegated, in conjunction with state approval.

10.1.6. Disapproval Authority. Any command level may deny promotion for their assigned members.

10.1.7. **Responsibilities.**

10.1.8. NGB/A1. The National Guard Bureau (NGB), Directorate, Manpower, Personnel and Services NGB/A1 has overall responsibility for providing guidance on this instruction and for monitoring overall promotion statistics and data.

10.1.9. **The Adjutant General (TAG):**

10.1.9.1. TAG is responsible for implementing the policies and procedures within the state as outlined in this instruction. (T-0)

10.1.9.2. TAG may establish additional eligibility criteria to provide an additional basis for comparison and evaluation. Criteria may not be added that would result in, or have the appearance of resulting in, a promotion based upon favoritism rather than upon performance.

10.1.10. **State Headquarters:**

10.1.10.1. Will monitor and effectively manage promotions to the grades of Technical Sergeant (TSgt) through Chief Master Sergeant (CMSgt) using Attachment 4, ensuring that each unit within their State does not exceed the manning percentages prescribed in ANGI 36-2101, *Assignments Within the Air National Guard*. (T-0)

10.1.10.2. Will review the promotion eligibility on all promotion requests to the grades of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt) prior to their submission to TAG, AAG for Air or DoS for approval. Promotion requests to these grades not meeting the promotion criteria outlined in this instruction will be disapproved and returned with explanation to the appropriate Wing Commander. (T-0)

10.1.10.3. Will ensure each unit within the state is within strict compliance with the requirements of this instruction. (T-0)

10.1.11. **Commanders:**

10.1.11.1. Will serve as the recommendation authority for all enlisted promotions. (T-3)

10.1.11.2. Will ensure their personnel meet all promotion criteria as outlined in this instruction prior to promotion. (T-3)

10.1.11.3. Will execute a well-conceived, viable personnel force management to equitably distribute the progressive development and upward mobility of their assigned personnel. (T-3)

10.1.12. The Force Support Squadron (FSS).

10.1.12.1. Will ensure each unit assigned is complying with this instruction. (T-3)

10.1.12.2. Will ensure all airmen recommended for promotion meet eligibility requirements. (T-3)

10.1.12.3. Will processes and monitor all enlisted promotion actions submitted by a commander. (T-3)

10.1.12.4. Will ensure members are counseled regarding Air National Guard (ANG) Service Agreements/Commitments in accordance with appropriate instruction for Air National Guard Assignments. The personnel or administrative technician also counsels members assigned to Geographically Separated Units (GSUs). (T-3)

10.1.12.5. Files a copy of the promotion order or AF IMT 2096, *Classification On-The-Job Training Action and Air National Guard Service Agreement* in the Automated Records Management System (ARMS) viewed by the Personnel Records Display Application (PRDA). (T-3)

10.1.13. **Commander Support Staff (CSS):**

10.1.13.1. Assists FSSs with eligibility requirements and commander recommendations. (T-3)

10.1.13.2. Advises airmen not to assume the grade until final approval is received or as required in paragraph 1.7. (T-3)

10.1.14. Human Resource Office (HRO). The state HRO is responsible for monitoring the promotions of Active Guard/Reserve (AGR) members in accordance with the requirements of ANGI 36-101, The Active Guard/Reserve (AGR) Program. (T-3)

10.1.15. **Eligibility Requirements.**

10.1.15.1. Must be the sole occupant to the valid UMD position for promotion to TSgt and above.

10.1.15.2. Must be assigned to a valid UMD position with an authorized grade greater than or equal to the grade for which the member is being recommended, except as indicated in paragraph 10.5, ANG STEP I Promotion Program and 10.9, ANG STEP II Promotion Program.

10.1.15.3. Must not be assigned excess or overgrade, or dual status as outlined in ANGI 36-2101, with the exception as noted in Table 1.1., Rule 11, Note 2.

10.1.15.4. Airmen may not be promoted more than one grade at a time, except if promoted to Staff Sergeant (SSgt) to attend a commissioning program or as authorized upon graduation from high school in accordance with appropriate Air National Guard enlistment instruction.

10.1.15.5. In each state, promotions are limited to the grade ceilings specified in the appropriate instruction for Air National Guard assignments. A promotion that will cause a state to exceed the grade ceiling is not authorized. No waivers or exceptions will be permitted.

10.1.15.6. A force management plan must be in place so that promotions under the STEP I Promotions (see paragraph 10.5.) do not prevent the promotion of eligible NCOs, occupying valid vacancies, under the unit vacancy promotion program.

10.1.15.7. Airman must be eligible and willing to enter ANG service commitment for retainability requirement for promotions to the ranks of MSgt thru CMSgt in accordance with the appropriate ANG assignments instruction.

10.1.15.8. Promotion of the replacement SMSgt or CMSgt is authorized providing the following requirements are met.

10.1.15.8.1. All promotion criteria has been met.

10.1.15.8.2. The promotion will not cause the state to exceed their authorized grade

10.1.15.8.3. Traditional guard members may be assigned as replacement of the

10.1.15.8.4. Promotions to the grades of SMSgt and CMSgt will be accomplished under the position vacancy promotion program and percentages calculated in accordance with (IAW) Attachment 4. (T-0)

10.1.15.8.5. AGR personnel may not be promoted above the maximum UMD authorized grade or the military duty grade authorized except as indicated in paragraph 10.5, ANG STEP I Promotion Program. (T-0)

10.1.15.8.6. No enlisted member (regardless of their grade) will be reassigned as an excess or overgrade to create a position vacancy in order to promote another ANG member. (T-0)

10.1.15.8.7. No enlisted member (regardless of their grade) will be reassigned to a higher UMD position vacancy for promotion purposes and then returned back to a lower UMD position creating an overgrade or excess condition. (T-0)

10.1.15.8.8. Airmen promoted to a grade of TSgt or below do not incur ANG service commitments.

10.1.15.9. DELETED

10.1.15.10. DELETED

10.1.15.11. DELETED

10.1.15.12. DELETED

10.1.15.13. DELETED

10.1.15.14. DELETED

10.1.15.15. DELETED

10.1.15.16. DELETED

10.1.16. Wounded Warrior (WW2) Promotions. Those members classified as WW2 are eligible for promotion provided they meet all other mandatory requirements other than worldwide qualification and fitness.

10.1.17. An airman must hold a PAFSC at the skill level appropriate for the grade to which being promoted (See Table 10.1. Column B) with the following exceptions:

10.1.18. TAG or AAG for Air may grant a grade/ skill level waiver or delegate this authority for an Airman (Amn), or Airman First Class (A1C) or Senior Airman (SrA) when all

requirements for award of a 3-skill level AFSC have been met, with the exception of the appropriate security clearance.

10.1.19. This requirement does not apply to members whose preceding assignment was considered a Special Duty with an appropriate Special Duty Identifier (SDI) such as 8B000, Military Training Instructor; 8B100, Military Training Leader; 8F000, First Sergeant; 8R000, Enlisted Accessions Recruiter; 8R200, Second-Tier Recruiter; 8T000, Professional Military Educational Instructor; or Reporting Identifiers (RI) 9W200, Wounded Warrior; 9S100, Scientific Applications Specialist

10.1.20. First Sergeants. TSgts selected as First Sergeants will be promoted to MSgt under the provisions of paragraph 10.2.5, Retraining Promotion Program (RPP), before attending the First Sergeant Academy. They must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. Failure to meet this requirement will result in demotion in accordance with Chapter 10 of this instruction.

10.1.21. Security Clearance. The necessary request for an investigation must have been initiated at the Defense Investigative Agency (DIA), as evidenced by the Security Forces Squadron using the appropriate Automated Security Clearance Accounting System notice.

Table 10.1. Eligibility Criteria for ANG Enlisted Promotions.

	A	**B**	**C**	**D**	**E**	**F**
RULE	**Promotion To**	**Required PAFSC**	**Time in Service (TIS) of at least (Note 5)**	**Time in Grade (TIG) of at least (Note 5)**	**Mandatory education requirements**	**Promotion retainability**
1	E-2 (Amn)	3-skill level	6 months (Note 4)	6 months	Initial Active Duty for Training (IADT) (Note 9)	None
2	E-3 (A1C)		12 months (1 year) (Note 4)	6 months (Note 4)		
3	E-4 (SrA)		24 months (2 years) (Notes 2 and 4)	12 months (1 year) (Notes 2 and 4)		

4	E-5 (SSgt)	5-skill level (or 3-level when no 5-level exists in the AFSC)	48 months (4 years) (Note 3)	12 months (1 year)	ALS (Note 6)	
5	E-6 (TSgt)	7-skill level	72 months (6 years) (Note 3)	24 months (2 years)		
6	E-7 (MSgt)		108 months (9 years) (Note 3)	24 months (2 years)	NCOA	AGR – 24 months (2 years) All others – 12 months (1 year)
7	E-8 (SMSgt)	7-skill level (Note 1)	132 months (11 years) (Note 3) STEP II: 204 months (17 years)	24 months (2 years)	SNCOA and Associates Degree from CCAF (Notes 7, and 8, and 10)	24 months (2 years) STEP II: 36 months (3 years)
8	E-9 (CMSgt)	9-skill level (Note 1)	168 months (14 years) (Note 3) STEP II: 204 Months (17 years)	24 months (2 years)	Associates Degree from CCAF (Note 8 and 10)	24 months (2 years) STEP II: 36 months (3 years)

Notes

1. Promotion of the State Recruiting and Retention Superintendent (RRS) requires 9-skill level certification by the commander. (T-0).
2. Effective 1 April 2006, any member accessed into the ANG must have 12 months TIG as an A1C (E-3) and 24 months TIS to be promoted to SrA (E-4). (T-0).
3. TIS computations for all promotions will be based on satisfactory years of service for retirement.
4. TIS/TIG is computed from the date the member enters IADT status. The source document for determining IADT is the IADT order or a completed DD Form 214. For members having a break- in-training, their TIS/TIG will continue during the period of break.
5. Only satisfactory years of service for retirement will be used to meet TIS/TIG requirements. (T-0).
6. This requirement applies to ANG members enlisted from other branches of the Armed Forces, regardless of the level of PME attained during their prior service.
7. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, or United States Marine Corps Staff NCO Academy is equivalent to SNCOA.
8. Effective 1 Oct 2015, CCAF degree is required for promotions to SMSgt and CMSgt. CCAF degree may be in any area of study. (T-0).
9. Completion of IADT is not applicable for promotion authorized under paragraph 10.4.
10. Effective 1 October 2015, exceptions to policy for CCAF requirements may be submitted through NGB/A1PP for NGB/CF for approval. Exceptions will not be permitted for members who do not possess a minimum of an associate's degree as documented in PDS. Exceptions must be coordinated through Wing/State/Territory CCMs and have the endorsement of TAG. Members without a CCAF may not be promoted without an approved ETP. (T-0).

10.2. ANG Promotion Ineligibility Factors. The following table will be used to determine ineligibility for promotion.

Table 10.2. ANG Promotion Ineligibility Factors.

RULE	An airman is not eligible for promotion if he/she:
1	Is pending a fitness determination through the Disability Evaluation System (DES), Medical Evaluation Board (MEB), or Physical Evaluation Board (PEB). (Note 1)
2	Fails to complete medical/dental requirements
3	Is currently waiting to attend Basic Military Training (BMT)
4	Is currently in a break-in-training. Completed BMT, returned to their unit and are currently waiting to attend a 3-skill level awarding Technical Training School.
5	Fails to meet passing fitness requirement.

6	Is not recommended for retention by their immediate commander.
7	Is recommended for promotion and is unable or unwilling to reenlist or extend to meet retainability requirement as defined in Table 9.1. and as outlined in ANGI 36-2101, for promotion to MSgt, SMSgt or CMSgt prior to separation or retirement.
8	Has any unexcused absence for last 12 months.
9	Is undergoing administrative demotion action under Chapter 11 of this instruction.
10	Has requested voluntary retirement or separation (including joining another military component and State-to-State Transfers).
11	Is in an excess or over grade status. (Note 2)
12	Has an approved application for separation as a conscientious objector.
13	Is being considered or processed for an involuntary discharge or separation under AFI 36-3209, *Separation and Retirement Procedures for ANG and AFR Members*.
14	Has been convicted by court-martial (CM), and is undergoing punishment/ suspended punishment imposed by CM.
15	Is absent without leave (AWOL)/ in deserter status.
16	Is under investigation, the subject of a military or civil law inquiry (formal or informal) which may result in action under UCMJ or prosecution by civil authorities. The commander may continue to withhold the promotion when the investigation or inquiry is complete but no determination has been made as to the action the military or civil authorities will take.
17	Is pending a military or civil conviction.
18	Has been convicted by a civilian court (excluding minor traffic violations) or undergoing punishment, suspended punishment/sentence, probation, work release program, adverse adjudication, or any combination of these or similar court-ordered conditions. Include period of time the Airman is on probation after serving part of a sentence or has had the sentence withheld for a period of time. The ineligibility period will equal the maximum confinement for the same or most closely related offense under the manual for CM. (Notes 1 and 4)

19	Is undergoing a punishment imposed by UCMJ Article 15 or State Code and will remain ineligible for at least one year from date punishment was imposed.
20	Is disqualified from a previously awarded AFSC for cause.
21	Is not recommended for entry into upgrade training or is withdrawn from upgrade training for failing to progress to the next higher level.
22	Has a referral (rating of "2") on their current Enlisted Performance Report (EPR).
23	Will become senior in grade to their immediate supervisor or cause a grade inversion by being promoted.
24	Is ineligible for a security clearance or clearance has been rescinded or revoked.
25	Does not meet the requirements listed in Paragraph 9.1.4. or Table 9.1. of this instruction for the grade to which being considered for promotion.
26	Is not assigned to a valid Unit Manpower Document (UMD) position.
27	Is not recommended for promotion by Unit CC.

Notes:
1. Commanders should use discretion when promoting members with physical profiles or members who have been convicted (civilian or military).
2. Members in an excess status will not be promoted above the grade of SSgt (E-5) unless authorized by current fiscal year ANG Recruiting and Retention Initiatives. (T-3).
3. Individuals pending separation/ discharge, awaiting retraining, or disqualified for reasons within their control remain ineligible for promotion. Members disqualified from previously awarded AFSC remain ineligible until awarded a PAFSC at a skill level commensurate with current grade.
4. Members are ineligible for promotion for one year from date of conviction (civilian or military).

10.3. ANG Position Vacancy Promotions Program.

10.3.1. Position Vacancy Promotion (PVP). For the purpose of this instruction, a position vacancy is a personnel assignment condition in which the total number of valid manpower

positions in a unit (by AFSC and grade) does not exceed the number of personnel assigned to a unit in the same AFSC and grade (to include overgrade assignments in a higher grade in the same AFSC).

10.3.1.1. **Eligibility**.

10.3.1.2. Airman must meet all eligibility requirements as defined in Table 10.1.

10.3.1.3. For promotions above the grade of SSgt, a position vacancy must exist in the specific AFSC in the grade to which promotion is contemplated, and the individual must be the sole occupant of that valid manpower position.

10.3.2. **Process.**

10.3.2.1. Unit commanders will forward their recommendation through their servicing FSS no earlier than 30 days prior to the requested effective date. This allows sufficient lead-time for administrative processing for promotion recommendation.

10.4. Mandatory Promotion Requirements for promotion to Amn, A1C and SrA while attending a lengthy Technical Training School (TTS).

10.4.1. **Eligibility.**

10.4.2. An AB, Amn or A1C attending a lengthy technical training school in excess of 139 days (BMT length not included) who has not had sufficient time or training to upgrade to the appropriate 3-skill level may be promoted while at technical training school provided all other criteria in Table 10.1 has been met.

10.4.3. Their military and technical training school scholastic record must be at least satisfactory and the Airman must demonstrate leadership potential by being an Airman leader or in a signified leadership position by the wearing of an Airman rope (chapel assistant, drill team, band or special activities team).

10.4.4. Their military and TTS scholastic record must be verified in writing by the technical training center using the Lengthy Technical Training School – Promotion Checklist in Attachment 9 which is forwarded to the ANG Liaison.

10.4.5. **Process.**

10.4.5.1. To verify military and TTS scholastic records, the promotion approving authority at the unit will contact the Base Education Training Manager (BETM) within the servicing FSS. The BETM must contact the ANG Liaison at the appropriate TTS center approximately 60 days prior to the member's eligibility for promotion.

10.4.5.2. The promotion recommendation will not be processed by the unit until receipt of the approved promotion checklist.

10.4.5.3. Under no circumstances will a member be promoted prior to completion of each of the requirements above. In the event a member is erroneously promoted prior to arrival at TTS, the state will revoke the erroneous promotion action. No waivers or exceptions to this policy will be authorized.

10.5. ANG Stripes for Exceptional Performers Promotions Program (TSgt – MSgt) [STEP I]. This program was developed to provide a promotion opportunity only for those highly qualified and most deserving based on demonstrated potential. ANG STEP I promotions

must be reserved for a very limited number of truly outstanding and deserving members who have demonstrated potential for positions of increased responsibility. A deserving airman promotion is not a reward for past service, nor is it authorized solely due to an airman's attainment of the minimum eligibility requirements. This program allows members to be promoted to TSgt or MSgt without regard to the UMD authorized grade. A force management plan must be in place so that promotions under the STEP I do not prevent the promotion of eligible NCOs, occupying valid vacancies, under the unit vacancy promotion program. This program does not apply to members serving on a full-time Statutory Tour.

10.5.1. Eligibility. (All of the non-waiverable criteria must be met)

10.5.2. The airman must be the sole occupant of a UMD position with an authorized grade identical to their current grade (e.g., a TSgt being considered for deserving airman promotion to MSgt must be the sole occupant of the TSgt position, no waivers or exceptions). The airman must be immediately assigned to the first available compatible UMD position (must be equal to or higher to their STEP I grade) that will resolve the overgrade status.

10.5.3. The airman must be fully qualified in the Duty Air Force Specialty Code (DAFSC) to which assigned.

10.5.4. The promotion must not result in the airman becoming senior in grade to their immediate supervisor.

10.5.5. The airman must meet the requirements listed in Table 10.1. in addition to those listed in Table 10.3 (STEP I) This also applies to AGR promotions under this program.

10.5.6. Airmen previously involuntarily demoted from the grade of TSgt or MSgt are not eligible for promotion under the STEP I promotion program.

10.5.7. Airmen previously promoted under this program may not be deserving airmen promoted to the same grade.

10.5.8. Promotions resulting from this program must be within the manning constraints of ANGI 36-2101.

10.6. Process.

10.6.1. The ANG STEP I promotion will not to be used as a substitute for position vacancy promotions. As this promotion action will cause an overgrade assignment, commanders must have a force management plan in effect to resolve this condition by the member's ETS or 24 months, whichever is less.

10.6.2. Commanders must objectively evaluate and rank order all ANG STEP I nominees so that only truly deserving airmen are promoted.

Table 10.3. Supplemental Mandatory Requirements for ANG STEP I Promotions

Promotion to the grade of	Status	The minimum TIS is	and must have served in the ANG for a minimum time of

TSgt	Military Technician or Traditional Guard	144 months (12 years) of Satisfactory Service for retirement	24 months (2 years)
	AGR	144 months (12 years) of Total Active Federal Military Service (TAFMS)	
MSgt	Military Technician or Traditional Guard	216 months (18 years) of Satisfactory Service for retirement.	36 months (3 years)
	AGR	216 months (18 years) TAFMS	

10.7. Officer Training Promotion Program (OTPP).

10.7.1. Promote airmen in grades SrA and below accepted for the Academy of Military Science (AMS) or the Flight Screening Program (FSP) to SSgt without regard to the requirements listed in Table 10.1 or UMD authorization. Such promotions will be effective 1 day before departure, but no earlier than the 11th day before the established report no later than date to training.

10.7.2. Airmen who eliminated or not commissioned will be demoted to their previously held grade concurrent with termination of their student status in accordance with Chapter 11 of this instruction. The DOR will be the former DOR. The effective DOR will be the date of the demotion action.

10.8. Retraining Promotion Program (RPP). This program was developed to provide commanders the ability to recommend promotion for airman who are new to the career field but have demonstrated the ability to serve in the next higher grade

10.8.1. **Eligibility.**

10.8.2. The airman must be the sole occupant of the position. In addition, the overall unit manning, including the airman, must not exceed the authorized grade ceiling.

10.8.3. Airman must meet all eligibility requirements as defined in Table 10.1.

10.8.4. Any airman who is retraining may be promoted on the basis of his or her currently held PAFSC, subject to the following:

10.8.5. The airman must be fully qualified in the previous AFSC, be approved by the commander for retraining, and obtain a 3-skill level in their current DAFSC prior to promotion recommendation.

10.8.6. **Process.**

10.8.6.1. Airman must be accepted by the unit commander into a valid UMD position vacancy.

10.8.6.2. Airman must sign the statement of understanding (Attachment 5).

10.8.6.3. Unit commanders will forward their recommendation, including member's completed statement of understanding through their servicing FSS no earlier than 30 days prior to the requested effective date. This allows sufficient lead-time for administrative processing for promotion recommendation.

10.8.6.4. Failure to Meet Requirement of RPP.

10.8.6.5. Airmen promoted under RPP will retain the grade if, for reasons beyond their control, the AFSC into which they have retrained is deleted (e.g., NGB Directed Unit Realignment or Reorganization, not a commander directed reassignment).

10.8.6.6. Airmen promoted under this provision will be demoted to the previously held grade in accordance with Chapter 11 of this instruction under the following conditions:

10.8.6.7. Voluntarily leave the AFSC in which being retrained.

10.8.6.8. Involuntarily reassigned by a commander for documented and/or substantiated performance related reasons.

10.8.6.9. Voluntarily separate or retire before attaining the required grade/skill level.

10.8.6.10. Fails to obtain the required skill level by the time limit approved by the commander.

10.9. RPP Due to Unit Conversion.

10.9.1. Eligibility.

10.9.1.1. The Airman must be the sole occupant of the position.

10.9.1.2. Airman must meet all eligibility requirements as defined in Table 10.1.

10.9.1.3. The overall unit manning, including the Airman, must not exceed the authorized grade ceiling.

10.9.1.4. Airman may be promoted on the basis of his or her currently held PAFSC and be approved by the commander for retraining prior to promotion recommendation.

10.9.2. Process.

10.9.2.1. The unit must have a new Unit Manning Document for conversion in place

10.9.2.2. Airman must be accepted by the unit commander into a valid UMD position vacancy.

10.9.2.3. The member must have a request for a 3 level Technical Training School (TSS) on file.

10.9.2.4. Airman must sign the statement of understanding (Attachment 5).

10.9.2.5. Unit commanders will forward their recommendation, including member's completed statement of understanding and a copy of the 3 level TSS request through their servicing FSS no earlier than 30 days prior to the requested effective date of promotion. This allows sufficient lead-time for administrative processing for promotion recommendation.

10.9.2.6. Failure to Meet Requirement of RPP Due to Unit Conversion

10.9.2.7. Airmen promoted under RPP due to unit conversion will retain the grade if, for reasons beyond their control, the AFSC into which they have retrained is deleted (e.g., NGB Directed Unit Realignment or Reorganization, not a commander directed reassignment).

10.9.2.8. Airmen promoted under this provision will be demoted to the previously held grade in accordance with Chapter 11 of this instruction under the following conditions:

10.9.2.9. Voluntarily leave the AFSC in which being retrained.

10.9.2.10. Involuntarily reassigned by a commander for documented and/or substantiated performance related reasons.

10.9.2.11. Voluntarily separate or retire before attaining the required grade/ skill level.

10.9.2.12. Fails to obtain the required 3-skill level in the AFSC for which the Airman is being retrained within 36 months.

10.10. ANG Stripes for Exceptional Performers Promotion Program (SMSgt - CMSgt) [STEP II]. This program was developed to provide promotion opportunity to SMSgt and CMSgt for truly exceptional traditional guard enlisted leaders where vacant UMD authorizations do not exist (All of the non-waiverable criteria must be met). This program is based on calendar year and each STEP II promotion must be executed in the current calendar year in accordance with figure 10.1. This program does not apply to members serving on full-time Statutory Tour.

10.10.1. Authorization. The following categories are provided regarding the authorizations for STEP II promotions per state or territory and apply to authorized positions only. Under no circumstances will the STEP II authorizations be increased based on excess assignments.

Figure 10.1. ANG STEP II Authorizations Based on Allocations

Category	Total Military Authorizations	STEP II Allocations
A	Up to 2,200	One E8 and One E9
B	2,201 to 4,000	Two E8's and Two E9's
C	Over 4,000	Three E8's and Three E9's

10.10.2. States are authorized to substitute an E-9 allocation for an E-8 allocation. Substitution of an E-8 allocation for an E-9 allocation is not authorized.

10.10.3. Eligibility. All eligible nominees must meet the following criteria in addition to the eligibility requirements set in Table 10.1. State JFHQ is responsible for ensuring all member nominated and selected for promotion under STEP II are eligible.

10.10.4. . STEP II promotion program is a state controlled program and allocations do not count against each state's E-8 and or E-9 authorized billets.

10.10.5. The following assignment criteria are non-waiverable and will be used to determine eligibility for this promotion program:

10.10.6. Nominees must be the sole occupant of the position.

10.10.7. This promotion program applies to traditional guard members only. Military technicians (including Temporary Technicians) and AGR (including Occasional AGR) personnel are not eligible for promotion under STEP II.

10.10.8. Nominees must meet the minimum TIG and TIS requirements, and be fully qualified in their DAFSC at submission.

10.10.9. Nominees must have completed the SNCOA.

10.10.10. The nominees will not be excess to unit requirements or become excess within the subsequent three years following promotion.

10.10.11. Nominees selected under STEP II cannot be promoted to a position two grades above the UMD authorization.

10.10.12. Nominees must be within three years of qualifying for a reserve retirement at the time of submission with 17 years of satisfactory service.

10.10.13. Nominee must have three years of retainability prior to reaching age 60 and must agree to remain in the ANG for three years subsequent to the promotion.

10.10.14. Nominees must complete a statement of understanding prior to processing the promotion recommendation (see Attachment 5).

10.10.15. The nominees must acknowledge that they must transfer to the retired reserve or be discharged on the third anniversary of the promotion, unless assigned to a valid UMD vacancy commensurate with the member's current grade of E-8 or E-9.

10.10.16. A demotion action at the completion of the three-years is not an option. A waiver or exception to policy is not authorized.

10.10.17. Nominees serving in an assignment requiring a Special Duty Identifier (SDI ex. 8F000) may not be promoted more than once under this program while serving in the same SDI.

10.11. Process: Each State Command Chief or equivalent will develop STEP II promotion program competitive selection process that is executable and accountable. (T-0)

10.11.1. The STEP II submission package must include the following (plus any additional state requirements):

10.11.2. The categories to be addressed in the competitive process are outlined in Attachment 6. Each of the categories will be addressed in writing by the recommending authority using AF Form 1206, *Nomination for Award*. (T-0).

10.11.3. A biography on the nominee in the format at Attachment 7.

10.11.4. A Virtual Military Personnel Flight (vMPF) Record Review on the nominee.

10.11.5. It is recommended that a state use a selection panel consisting of, at a minimum, the Wing Command Chief Master Sergeants (CCMs). States may conduct their boards at any time during the calendar year.

10.11.6. Upon approval by TAG of the board recommendations, the promotion order may be published.

10.11.7. States must provide a copy of approved orders through Case Management System (CMS) for all STEP II promotions to NGB/A1PP within 20 days of the promotion effective date. (T-0)

10.11.7.1. NGB/A1PP will update the MILPDS with the proper overgrade code not to exceed three years from promotion effective date. (T-0)

10.12. Administrative Procedures. As a minimum, these procedures will include verification of eligibility by the CSS and servicing FSS, review of Unit Personnel Management Roster (UPMR) to identify positions being downgraded or deleted, and verification of adjusted effective manning percentage as prescribed in Attachment 10. Administrative procedures for effecting the promotion of ANG airmen will be as prescribed by TAG.

10.12.1. Dates. Promotions are effective the date of the promotion order or AF IMT 2096 and will not be retroactively granted. Every caution must be taken to prevent administrative errors. If an error / oversight occurs, MPS will submit a request for correction via Case Management System to NGB/A1PP. All requests must contain the appropriate source document to support the request for correction.

10.12.1.1. The (DOR) of an airman promoted to a grade not previously held is the effective date of the promotion.

10.12.1.2. The DOR of airmen previously demoted as a result of a voluntary change of assignment will be adjusted upon promotion to give credit for previous time satisfactorily served in that grade. For example, a prior Master Sergeant who voluntarily accepted demotion to Staff Sergeant would have his or her date of rank adjusted to give credit for previous time upon promotion again to Technical Sergeant and Master Sergeant.

10.13. Orders. Promotions are announced using an AF IMT 2096, or composed special orders (examples in figure 10.2) published by the FSS or other orders issuing authority in accordance with ANGI 33-101, *Air National Guard Administrative Orders*.

Figure 10.2. Promotion Order Examples

Promotion Order for Multiple Airmen

The following named airmen, 162 FW, AZ ANG, Tucson IAP, AZ 86706-6028, are promoted in the AZ ANG as a Reserve of the Air Force to the grade indicated, effective date as indicated and DOR as indicated. Authority: ANGI 36-2502.

TO CMSGT (E-9)
SMSGT JOHN E. JONES, 000-00-0000, HQ AZ ANG,
EFFECTIVE DATE: 1 JUN 09, DOR: 1 JUN 09.

TO TSGT (E-6) SSGT SALLY E. SLATE, 000-00-0000, 162 CF, EFFECTIVE DATE: 1 JUN 09, DOR: 1 JAN 07.
Promotion of One Enlisted Airman TSGT VINCENT A. PEREZ, 000-00-0000, 162 CF, AZ ANG, Tucson IAP, AZ 86706-6028, is promoted to MSGT (E-7) in the AZ ANG as a Reserve of the Air Force effective and with DOR 1 Jun 09. Authority: AFI 36-2502.
Posthumous Promotion SSGT GLENN B. CARTER, 000-00-0000, 162 CF, AZ ANG, Tucson IAP, AZ ANG, Tucson IAP, AZ 86706-6028 is posthumously promoted to TSGT (E-6) in the AZ ANG effective 1 Jun 09, without monetary benefit. Authority: AFI 36-2502.

10.14. Ceremonies. Commanders should hold ceremonies appropriate to the grade to which the airman has been promoted. Commanders may conduct ceremonies on the last duty day before the promotion effective date and inform the member that ceremonies do not affect pay, seniority, or entitlements.

10.15. Revocation. Promotion orders authorized by a commander without promotion authority or for a member who is later found to be ineligible for the promotion will be revoked only upon specific approval by TAG or AAG for Air.

10.15.1. In such cases, determination must be made that the facts clearly and unmistakably show the AF IMT 2096 or original promotion order was without basis of authority.

Figure 10.3. Revocation Orders. The revocation order will be composed as follows

Paragraph_____Special Order_____, this headquarters_____, dated _____ approving the promotion of [(name, Social Security Number (SSN), Unit (of the airman concerned)] has been determined by the Adjutant General of or AAG for Air (State/Territory) to be without original basis of authority, is null and void, and is hereby revoked.

Chapter 11

AIR NATIONAL GUARD ENLISTED DEMOTIONS

11.1. General.

11.1.1. **Program Objective.**

11.1.1.1. **Do not** use administrative demotions when it is more appropriate to take actions specified under the applicable state military code or the Uniform Code of Military Justice (UCMJ), when applicable.

11.1.1.2. **Do not** demote airmen who have separated. An administrative demotion action cannot be initiated unless the reason for the action occurred during the current enlistment (including extensions). **EXCEPTION**: The facts and circumstances were not known by the commander until after reenlistment. If the commander has sufficient reason to initiate the demotion action, consider the entire military record in deciding whether demotion is appropriate.

11.1.1.3. When appropriate, airmen will be given an opportunity to overcome their deficiencies before demotion action is initiated. Commanders will maintain supporting documentation of all rehabilitation and probationary actions

11.1.1.4. Suspended demotions are not authorized under this instruction. Once demoted, that action reflects the member's appropriate grade and may not be suspended conditioned on future conduct.

11.1.1.5. Other than demotion under paragraphs 11.1.4.1.1., 11.1.4.1.2., 11.1.4.2.1, 11.1.4.2.2., to authorize demotion of an enlisted ANG member, the demotion authority must be convinced by a preponderance of the evidence that such action is warranted. The demotion authority may consider all matters in the case that, in their judgment, have probative value and need not be influenced by the possibility that some of those matters may not be admissible in a judicial proceeding.

11.1.2. **Authority.** The unit commander may recommend the demotion of an enlisted ANG member under his/her command.

11.1.2.1. Unit Level Airmen. The authority to demote enlisted ANG members as Reserves of the Air Force is vested in The Adjutant General (TAG) of the State according to the policies and procedures stated herein. TAG will exercise demotion authority for enlisted members serving in the ranks of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (CMSgt). This authority may be delegated to the Assistant Adjutant General (AAG) for Air. (T-0)

11.1.2.1.1. Demotion authority for enlisted ANG members serving in the ranks of Technical Sergeant (TSgt) and below may be further delegated to the Wing/ Group/ Base commander or the commander of a geographically separated unit (GSU), and may not be further delegated. (T-3)

11.1.2.2. Statutory Tour Airmen. The authority to demote enlisted Statutory Tour members serving on extended active duty (Title 10 United States Code (USC) 12310)

with the National Guard Bureau (NGB) will be the Director, Air National Guard, with the concurrence of the appropriate State TAG. (T-0)

11.1.2.3. Depending on an ANG enlisted member's military status, a member reduced in grade by court martial, judicial or non-judicial punishment under the UCMJ or State Military Code, is demoted to the same grade as a Reserve of the Air Force in the Air National Guard of the United States (ANGUS).

11.1.2.4. **Demotion Reasons**

11.1.2.4.1. **Voluntary Demotions.**

11.1.2.4.1.1. **Voluntary Change of Assignment.**

11.1.2.4.1.1.1. A voluntary change of assignment to a UMD position which has a lower grade authorization than that currently held by the airman will result in demotion to the lower UMD grade. Demotions IAW this paragraph is affected by the publication of demotion orders by appropriate authority. Orders affecting voluntary demotions will contain the phrase "without prejudice." There will be no waivers or exceptions to this policy.

11.1.2.4.1.1.2. Demotion to a lower grade resulting from a voluntary change of assignment. An airman must acknowledge in writing that the lower military grade (state specific grade) is accepted. The demotion will not preclude subsequent promotion under Chapter 10 of this instruction.

11.1.2.4.1.2. Completion of First Sergeant Tour for Full-Time Airmen.

11.1.2.4.1.2.1. The maximum tour length for full-time personnel serving as a first sergeant is outlined in the appropriate Air National Guard assignments instruction. Upon completion of the tour as a first sergeant, the member must be reassigned to a compatible military position. When such a reassignment (either prior to or at the completion of the maximum tour) results in a demotion, that demotion will be considered voluntary.

11.1.2.4.1.2.2. The demotion order will cite this paragraph as the authority for the demotion. Orders effecting voluntary demotions will contain the phrase "without prejudice."

11.1.2.4.1.2.3. If such reassignment is based on substandard performance, demotion would then be effected under 11.1.2.4.2. of this instruction.

11.1.2.4.2. **Involuntary Demotions.**

11.1.2.4.2.1. **Failure to Complete Training.**

11.1.2.4.2.1.1. Enlisted ANG members attending the Flight Screening Program (FSP), the ANG Academy of Military Science (AMS), or the Air Force Reserve Officer Training Course (AFROTC), who fail to complete such training for any reason will be demoted to the last grade satisfactorily held.

11.1.2.4.2.1.2. Airmen promoted under Retraining Promotion Program (RPP) in accordance with Chapter 10 of this instruction, must qualify for the new Air Force Specialty Code (AFSC) within the time limits specified by the commander or be

demoted to the last grade satisfactorily held.

11.1.2.4.2.1.3. Airmen promoted to grade E-3 while on initial active duty for training (IADT) must qualify for the AFSC within the time limits specified or be demoted to the last grade satisfactorily held.

11.1.2.4.2.2. **Failure to Attain Grade/ Skill Relationship.**

11.1.2.4.2.2.1. Demote an airman who fails to qualify, within the time limits specified by the commander, for the award of the AFSC that corresponds to the grade in which enlisted. Demote the airmen to the highest grade that corresponds to the skill level awarded at the time of enlistment.

11.1.2.4.2.2.2. Reclassification to a lower skill level. Demote airmen to the highest possible grade allowed for the skills they have if, under Air Force Instruction (AFI) 36-2101, *Classifying Military Personnel (Officers and Airmen)*, Chapter 4, their Air Force Specialty is downgraded for substandard performance. As the effective date of demotion, use the date on which their skill level was downgraded.

11.1.2.4.2.3. **Unsatisfactory Participation.**

11.1.2.4.2.3.1. For demotion purposes only, unsatisfactory participation is defined as having six or more unexcused absences from scheduled unit training assembly [UTA] periods [4 hours per UTA period] in any continuous 12-month period.

11.1.2.4.2.3.2. After six unexcused absences, the commander may send the airman a certified memorandum (Attachment 12), return receipt requested, stressing the seriousness of the situation and advising that demotion action is being initiated.

11.1.2.4.2.3.3. The demotion will be effected as soon as practicable after the airman has been given the opportunity to exercise his or her rights as defined in the memorandum advising of the intent to demote. Pending demotion actions will be completed prior to the administrative separation of Airman.

11.1.2.4.2.4. **Active Guard Reserve (AGR) Priority Placement Program Position Declination.**

11.1.2.4.2.4.1. In accordance with (IAW) ANGI 36-101, The Active Guard/Reserve (AGR) Program, an overgrade full-time military duty member who declines a position offered under the priority placement program must be reduced in grade to that authorized by his or her Unit Manpower Document (UMD) no later than 30 days after declination position.

11.1.2.4.2.4.2. Orders effecting this reduction will contain the statement “without prejudice.”

11.1.2.4.2.5. **Overgrade Assignment Expiration.**

11.1.2.4.2.5.1. When an authorized period of overgrade assignment expires in accordance with the Assignments instruction for the Air National Guard and no other assignment option is available, the airman must be demoted.

11.1.2.4.2.5.2. Orders effecting this demotion will contain the statement "without prejudice".

11.1.2.4.2.6. **Failure to Fulfill Responsibilities.**

11.1.2.4.2.6.1. An airman may be demoted if he or she fails to fulfill responsibilities prescribed in AFI 36-2618, *The Enlisted Force Structure*.

11.1.2.4.2.6.1.1. Substandard (Unsatisfactory) Performance.

11.1.2.4.2.6.1.2. Failure to perform assigned duties properly.

11.1.2.4.2.6.1.3. A progressively downward trend in performance. Failure to make the effort necessary to meet ANG standards of conduct and duty performance.

11.1.2.4.2.6.1.4. Standards. Failure to maintain standards of dress and personal appearance or military deportment see AFI 36-2903, *Dress and Personal Appearance of Personnel*.

11.1.2.4.2.6.1.5. Personal Finances. Irresponsibility in the management of personal finances.

11.1.2.4.2.7. **Failure to attain and maintain fitness standards.**

11.1.2.4.2.7.1. Failure to meet the requirements of AFI 36-2905. An airman may be demoted after unsatisfactory fitness assessments within a 36 month period as prescribed in AFI 36-2905.

11.1.3. **Process.**

11.1.3.1. **Notifying Airman of Impending Action.** (See Attachment 11 and 12)

11.1.3.1.1. After consulting with the servicing Staff Judge Advocate (SJA), the immediate commander will inform the airman in writing to the airman's last known address, either by personal delivery (with written receipt acknowledged) or by certified mail (return receipt requested), of the intent to recommend demotion, or to demote if the unit commander is also the demotion authority. If the airman does not acknowledge receipt within the specified time or if the memorandum is returned as undeliverable, the unit commander may proceed to process the demotion action. The memorandums will contain the following information:

11.1.3.1.1.1. Specific reasons for the proposed action and applicable paragraphs of this instruction. (T-3)

11.1.3.1.1.2. A complete summary of the supporting facts. (T-3)

11.1.3.1.1.3. Instructions that the airman will acknowledge (in writing) the notification memorandum within five calendar days of receipt by certified mail or immediately upon receipt if personally delivered by the commander or his designated representative. (T-3)

11.1.3.1.1.4. Instructions that the airman will either concur or non-concur, in writing, with the proposed action no later than the end-of-day roll call following the second UTA (4-hour period) after acknowledgment of the memorandum.

11.1.3.1.1.5. An explanation that the airman may consult with counsel before electing to concur or non-concur with a recommendation for demotion. Counsel will be provided by the SJA, appointed by the airman's immediate commander, and identified by name in the initial notification memorandum. Counsel may also assist in preparing a written response by the individual if the member so elects. Expenses incurred in connection with the appearance or assistance of civilian counsel on behalf of the airman is the responsibility of the airman and will not be paid by the government. Airmen being considered for demotion will be offered representation by counsel who is either:

11.1.3.1.1.5.1. A military lawyer (within the meaning of article 27(b)(1) of the UCMJ or designated Judge Advocate (JA) under Title 10 USC 8067(g), different from the military counsel advising the commander, if available; or (T-3)

11.1.3.1.1.5.2. If a military lawyer is not available, a disinterested officer from the unit other than the airman's unit. This officer must, in the commander's judgment, possess the knowledge and judgment necessary to provide comprehensive and accurate advice to the airman on the procedures and alternate courses of action available. If possible, the officer should be well versed in personnel matters. (T-1)

11.1.3.1.2. If the airman non-concurs with the proposed demotion action then he must decide whether or not to submit documentation on his or her behalf. If the decision is to submit documentation, it must be received within 20 calendar days after the date the airman responds indicating his or her decision to non-concur with the demotion action.

11.1.3.1.3. An explanation that the airman may request a personal interview with the immediate commander. If the airman chooses to make an oral presentation, counsel may be present during the interview.

11.1.3.1.4. Explanation that a lack of response will be construed as concurrence by the individual. Failure to respond will be construed as a waiver to both the right to appear before the airman's immediate commander and representation by counsel.

11.1.3.1.5. An explanation that the airman, if eligible, may request resignation or retirement IAW AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*, in lieu of demotion at any time before publication of demotion orders. Obligors or airmen who have incurred service commitments are not eligible to resign or retire.

11.1.3.2. **Action by the Immediate Commander after Receipt of Airman's Reply or if the Airman Fails to Respond to the Notification of Intent to Demote.** (See Table 11.1)

11.1.3.2.1. If the airman concurs with the demotion action or fails to respond to the notification of intent to demote, and if the immediate commander is the demotion authority, the commander will obtain a legal review of the case file from the servicing SJA. (T-3)

11.1.3.2.1.1. If it is determined that the case file is legally sufficient for demotion the immediate commander will proceed with the demotion action. (T-3)

11.1.3.2.1.2. If the immediate commander is not the demotion authority, forward the package and demotion recommendation through channels to the appropriate demotion authority. (T-3)

11.1.3.2.1.3. If the airman non-concurs with the demotion action and submits matters on his or her behalf, or requests a personal interview, or both, the immediate commander will consider all matters presented by the airman.

11.1.3.2.2. An immediate commander who is also the demotion authority will consider each and all of the matters presented and then:

11.1.3.2.2.1. Terminate the demotion action; or (T-3)

11.1.3.2.2.2. Request SJA review for legal sufficiency prior to effecting the demotion. If the SJA determines there is legal sufficiency to support a finding for demotion, the immediate commander may proceed with the demotion action. If the case lacks legal sufficiency, it will be terminated and the airman advised in writing by certified mail or by personal delivery. (T-3)

11.1.3.2.3. An immediate commander who is not the demotion authority will consider each and all of the matters presented and then:

11.1.3.2.3.1. Terminate the demotion action, or (T-3)

11.1.3.2.3.2. Prepare a written summary of that personal interview (if any), include that summary in the case file, and forward the case file to the demotion authority with an appropriate recommendation. The immediate commander will immediately notify the airman in writing by certified mail or by personal delivery of the decision to continue processing the demotion action or to terminate it. (T-3)

Table 11.1. Commander's Action Upon Receipt of Airman's Reply

RULE	If commander determines airman should	and commander is the demotion authority	then commander
1.	not be demoted	yes	notifies the airman in writing of decision, thus closing the case
2.		no	endorses case through channels to the demotion authority
3.	be demoted	yes	acts IAW paragraph 11.1.5
4.		no	endorses correspondence through channels to the demotion authority recommending lower grade that commander believes appropriate for the airman's skill and abilities

11.1.3.3. **Action by the Demotion Authority Who is Not the Airman's Immediate Commander:**

11.1.3.3.1. The demotion authority will obtain a legal review from the servicing SJA before rendering a final decision on the immediate commander's demotion recommendation. (T-3)

11.1.3.3.2. The demotion authority will notify the airman and servicing Force Support Squadron (FSS) in writing of the decision to concur or non-concur with the immediate commander's demotion recommendation. The FSS will then notify the airman of the decision by endorsement through the airman's immediate commander. (T-3)

11.1.4. **Administrative Actions.**

11.1.4.1. Announcing and Revoking Demotions:

11.1.4.1.1. Demotions are announced in special orders published by the appropriate headquarters in IAW ANGI 33-101, Air National Guard Administrative Orders. The effective date for the demotion is the date specified by the demotion authority.

11.1.4.1.2. Demotion orders may be revoked only with the approval of TAG when it has been determined that the order was published without the proper authority. Revocation orders are published in accordance with ANGI 33-101.

11.1.4.1.3. Instructions regarding voluntary demotions are found in paragraph 11.1.4.1.

11.1.4.2. Notifying the Airman of an Approved Demotion Action. The demotion authority (who is not the airman's immediate commander) will notify the airman's immediate commander in writing through the FSS of the decision to effect the demotion. The airman's commander will then notify the airman in writing by certified mail or personal delivery of the decision. A copy of the demotion order will be included with the notification. If the immediate commander is not available, the next higher commander in the chain of command (up to and including the demotion authority) will notify the airman.

11.1.4.3. Grades to Which Airman May be Demoted. See Table 11.2.

Table 11.2. Grades to Which Airmen May be Demoted

RULE	If airman is	then demotion will be to a grade no lower than
1	E-4 or higher	E-2
2	E-3	E-1

11.1.4.3.1. A reduction of three or more grades should only be used in an extraordinarily unique case when there appears to be no reasonable hope that the airman will again exhibit the proficiency, leadership, or fitness previously possessed. In this case, commanders may consider separation or discharge action under AFI 36-3209.

11.1.4.4. Date of Rank DOR will be determined in accordance with Attachment 10.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary(Manpower and Reserve Affairs)

(LAUGHLIN)

BEGIN SIGNATURE
BRIAN E. HASTINGS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, *Armed Forces*, Section 517, *Authorized Daily Average: members in pay grades E-8 and E-9*

(Added-LAUGHLIN) MPFM 06-57, Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program, 18 Aug 06

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Title 10, United States Code, *Armed Forces*, Section 12310, *Reserves: for organizing, administering, etc., reserve components*

Title 37, United States Code, *Pay and Allowances of the Uniformed Services*, Section 201, *Pay Grades: assignment to*; *general rules*

DoD Directive 1304.20, *Enlisted Personnel Management System*, July 28, 2005

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AFI 36-2132, Full-Time Support (FTS) Active Guard Reserve (AGR) Program, 19 April 2005

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AFI 36-2605, Air Force Military Personnel Testing System, 24 September 2008

AFI 36-2606, Reenlistment in the United States AF, 9 May 2011

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AFI 36-2905, Fitness Program, 21 October 2013

AFI 36-2907, Unfavorable Information File (UIF) Program, 17 June 2005

AFI 36-3203, Service Retirements, 8 September 2006

AFI 36-3204, Procedures for Applying as a Conscientious Objector, 15 July 1994

AFI 36-3208, Administrative Separation of Airmen, 9 July 2004

AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air ForceReserve Members, 14 April 2005

AFI 51-604, Appointment and Assumption of Command, 4 April 2006

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

Air Force Records Disposition Schedule (RDS) at

https://www.my.af.mil/afrims/afrims/afrims/rims.cfm

Prescribed Form

AF Form 224, *Recommendation & Authorization for Promotion of Airman as Reserve of the AF*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 948, *Application for Correction/Removal of Evaluation Reports*

AF Form 1566, *WAPS Test Verification*

AF Form 2096, *Classification/On-the-Job Training Action*

AF Form 63,*Active Duty Service Commitment (ADSC) Acknowledgement Statement*

Abbreviations and Acronyms

AB—Airman Basic

AAG—Assistant Adjutant General

A1C—Airman First Class

AECP—Airman Education and Commissioning Program

AFCSM—Air Force Communication System Manual

AFBCMR—Air Force Board for Correction of Military Records

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Center

AFRC COC—Air Force Reserve Command Chief Orientation Course

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFSC—Air Force Specialty Code

AFTAC—Air Force Technical Applications Center

AFW2—Air Force Wounded Warrior

AGR—Active Guard Reserve

ALS—Airman Leadership School

AMN—Airman

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGUS—Air National Guard of the United States

ARMS—Automated Records Management System

ASCP—Airman Scholarship and Commissioning Program

AT—Annual Training

AWOL—Absent Without Leave

BIT—Break in Training

BMT—Basic Military Training

BP—Board President

BPZ—Below-the-Promotion-Zone

BTZ—Below-the-Zo

(Added-LAUGHLIN) BTZ—Below the Zone

CAFSC—Control Air Force Specialty Code

CAR—Casualty Assistance Representative

(Added-LAUGHLIN) CBB—Central Base Board

CC—Commander

CCM—Command Chief Master Sergeants

CCS—Chronic Critical Shortage Skill

CEM—Chief Enlisted Manager

(Added-LAUGHLIN) CMSAF—Chief Master Sergeant of the Air Force

CMSgt—Chief Master Sergeant

COC—Chief Orientation Course

(Added-LAUGHLIN) CSAF—Chief of Staff, United States

CSS—Commander's Support Staff

DCS/P—Deputy Chief of Staff for Personnel

DIA—Defense Investigative Agency

DIERT—Date Initially Entered Retraining

DoD—Department of Defense

DoDD—Department of Defense Directive

DOR—Date of Rank

DPSOE—Enlisted Promotions

DRU—Direct Reporting Unit

DVR—Data Verification Record

EAB—Emergency Action Book

EAD—Extended Active Duty

EPR—Enlisted Performance Report

ESO—Equal Selection Opportunity

FOA—Field Operating Agency

FSP—Flight Screening Program

FSS—Force Support Squadron

GPA—Grade Point Average

GS—General Schedule

GSU—Geographically Separated Unit

HRO—Human Resource Office

HYT—High Year Tenure

IAW—In Accordance With

IADT—Inactive Duty for Training

IC—Integration Cell

IDT—Inactive Duty For Training

IMT—Information Management Tool

IR—Individual Reservist

IR/RIO—HQ Individual Reservist Readiness and Integration Organization

MAJCOM—Major Command

MEB—Medical Evaluation Board

MPerRGp—Military Personnel Records Group

MPS—Military Personnel Section

MSgt—Master Sergeant

NCO—Noncommissioned Officer

NCOA—Noncommissioned Officer Academy

NFQ—Not Fully Qualified

NGB—National Guard Bureau

(Added-LAUGHLIN) NLT—No Later Than

NOK—Next of Kin

NSR—Noncommissioned Officer Selection Record

OJT—On-the-Job Training

(Added-LAUGHLIN) OPR—Office of Primary Responsibility

OTS—Officer Training School

OTPP—Officer Training Promotion Program

PA—Physician Assistant

PAFSC—Primary Air Force Specialty Code

PAS—Personnel Accounting Symbol

PCS—Permanent Change of Station

PDS—Personnel Data System

PEB—Physical Evaluation Board

PECD—Promotion Eligibility Cutoff Date

PES—Promotion Eligibility Status

PFE—Promotion Fitness Examination

(Added-LAUGHLIN) PIF—Personnel Information File

PIRR—Participating Individual Ready Reserve

PME—Professional Military Education

PSN—Promotion Sequence Number

PVP—Position Vacancy Promotion

(Added-LAUGHLIN) RNLTD—Report Not Later Than Date

RSC—Reserve Service Commitment

RDP—Recommendation for Decoration Printout

RDS—Records Disposition Schedule

RI—Reporting Identifier

RRS—Recruiting and Retention Superintendent

SDI—Special Duty Identifier

SKT—Specialty Knowledge Test

SMSgt—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SNCOA—Senior Noncommissioned Officer Academy

SrA—Senior Airman

SSgt—Staff Sergeant

STEP—Stripes For Exceptional Performers

STEP I—Stripes For Exceptional Performers (TSgt – MSgt)(ANG ONLY)

STEP II—Stripes For Exceptional Performers (SMSgt – CMSgt)(ANG ONLY)

SSN—Social Security Number

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TAG—The Adjutant General

TEMSD—Total Enlisted Military Service Date

TDSP—Technical Degree Scholarship Program

TDY—Temporary Duty

TIG—Time-in-Grade

(Added-LAUGHLIN) TIG—Time in Grade

TIS—Time-in-Service

(Added-LAUGHLIN) TIS—Time in Service

TSC—Training Status Code

TSgt—— Technical Sergeant

TTS—Technical Training School

UCMJ—Uniform Code of Military Justice

U.S.C.—United States Code

UIF—Unfavorable Information File

(Added-LAUGHLIN) UIF—Unfavorable Information Folder

UMD—Unit Manpower Document

USAF—United States Air Force

USAFR—United States Air Force Reserve

USAFSE—Unites States Air Force Supervisory Exam

UPMR—Unit Personnel Management Roster

v MPF—Virtual Military Personnel Flight

WAPS—Weighted Airman Promotion System

WMP—1 - War and Mobilization Plan, Volume 1

Attachment 2

STATEMENT OF UNDERSTANDING – PREMIER BAND

Figure A2.1. Statement of Understanding

1. Because my rank upon entry into The United States Air Force Band is governed by AFI 36-2502, *Airman Promotion/Demotion Programs,* I understand that if I no longer meet the performance standards of The USAF Band or if I voluntarily request transfer from AFSC 3N2X1 (3N200), I will be considered for administrative demotion or date of rank (DOR) adjustment.

2. If demoted, I may be demoted to the average grade held by other Airmen with similar time-in-service (TIS) in the new AFSC, but not below an enlisted grade previously earned under regular promotion programs. If demoted, my DOR in the grade to which demoted will be determined by the recommendation of the Promotion Propriety Review Board with the concurrence of HQ USAF/A1PP.

3. I understand that I may not be permitted to retain any grade for which I do not meet the minimum Air Force TIS requirements for consideration under general promotion programs. These TIS requirements (contained in AFI 36-2502, Table 2.1) are Total Active Federal Military Service of 1 year for SrA, 3 years for SSgt, 5 years for TSgt, 8 years for MSgt, 11 years for SMSgt, and 14 years for CMSgt.

_____

Member’s Printed Name (Last, First, MI)SignatureDate

_____

Witness' Printed Name (Last, First, MI)SignatureDate

Attachment 3

ENLISTED PME ATTENDANCE WAIVER FOR PROMOTION

Figure A3.1. Sample Request for PME Attendance Waiver for Promotion

(Letterhead Required)

MEMORANDUM FOR AFPC/DPSOE

DATE

FROM: (Member's Unit)
SUBJECT: Enlisted PME Attendance Waiver for Promotion, MSgt Xxxxx X. Xxxxx, 123-45-6789

1. I request an Enlisted PME (EPME) promotion waiver for MSgt Xxxxx X. Xxxxx who is unable to attend the Senior NCO Academy (SNCOA) prior to his/her projected Senior Master Sergeant (SMSgt) promotion. In accordance with Headquarters Air Force message dated 191915Z Dec 05, "Airmen must not be penalized with a promotion delay as a result of missing PME when it is no fault of their own."

2. MSgt Xxxxx was notified of his promotion selection to SMSgt on X March XX. He/She was deferred from SNCOA class xx-x (x Xxx – x Xxx XX) to support INSERT REASON that required his/her involvement. MSgt Xxxxx was deferred from the next class xx-x (x Xxx- x Xxx XX) by the AFSNCOA due to his/her medical limitations. He/She is currently scheduled to attend AFSNCOA Class xx-x (x Xxx - xx Xxx xx). The following information is provided:

CURRENT
NAMESSANAFSCRANK/DORPROJ GRADE/DOR
Xxxxx X. Xxxxx123-45-6789XXXXXMSgt/1 Xxx XXSMSgt/1 Xxx XX

3. I have reviewed MSgt Xxxxx's records and there are no other factors that disqualify him for promotion. Please contact me with any questions at DSN XXX-XXXX or commercial at (123) XXX-XXXX.

XXX X. XXXX, Col, USAF
Chief, Xxxxxxxx Division

1st Ind, AF/AXXX

MEMORANDUM FOR OL-P, 11 MSS/A1PS

Recommend approval.
XXX X. XXXX, Brigadier General, USAF
Director of Xxxxxxxx

Attachment 4

ANG – INSTRUCTIONS FOR COMPUTING PROMOTIONS TO TSGT THROUGH CMSGT

A4.1. Use the following sample matrix table to compute the promotion opportunities for your State. The authorized/ assigned figures below are for example only and simply demonstrate the arithmetic process. Replace these figures with current authorized/assigned strengths by grade in your State, Wing or Unit including all over grades and excesses. Do not count those members promoted under ANG STEP I and ANG STEP II.

Table A4.1. Sample Matrix Table to Compute the Promotion Opportunities.

Grade	Authorized	Assigned	Allowable Percentage (ANGI 36-2101)	Adjusted Effective Manning Percentages
CMSgt	10(a)	8(b)	100	80% (b divided by a)
SMSgt	17(c)	18(d)	100	96% total of b+d(26)divided by total of a+c (27)
MSgt	25(e)	30(f)	120	108% total of a+c+e (52)
TSgt	40(g)	56(h)	125	122% total of b+d+f+h+(112) divided by total of a+c+e+g (92)

A4.2. To determine if the State in this example can promote a member to MSgt, divide the total number assigned in grades MSgt, SMSgt, and CMSgt by the total authorized in grades MSgt, SMSgt, and CMSgt. In the above example, 56 divided by 52 equals 108%. Since this is below the 120% maximum allowable for MSgt, this member may be promoted. To determine if this State can promote a member to TSgt, we total the authorized and assigned figures for TSgt through CMSgt and then divide the total assigned (112) by the total authorized (92). The adjusted effective manning percentage is 122%. Since this is below the 125% maximum allowable for TSgt, this member may be promoted. These percentages must be recomputed with each promotion or demotion, each change in assigned strength, and each change in authorized strength.

Attachment 5

ANG - STATEMENT OF UNDERSTANDING--RETRAINING PROMOTION PROGRAM

Figure A5.1. Sample Statement of Understanding

I acknowledge I must qualify for award of the AFSC skill level, which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the time limits established by the commander, I will be demoted to my previously held grade._____(Initials)

I acknowledge if I voluntarily leave the AFSC in which I am being retrained or reassigned by my commander for performance related reasons, or separated or retired before attaining the required grade/ skill relationship, I will be demoted before separation to the previously held grade in accordance with Chapter 10 of this instruction_____ (Initials)

For First Sergeant Assignments SDI 8F000

I acknowledge I am being selected to fill a First Sergeant position and I am being promoted under the provisions of Chapter 9, AFI 36-2502 paragraph 9.2.5. Retraining Promotion Program, before attending the First Sergeant Academy. I understand I must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. My failure to meet this requirement will result in a demotion in accordance with Chapter 9, AFI 36-2502, *Airman Promotions / Demotions Program*._____(Initials)

Typed Name, Grade, Signature, and Date

Suspense set by Commander: (Date)

Unit Commander's Signature and Date

Attachment 6

ANG – STRIPES FOR EXCEPTIONAL PERFORMERS (SMSGT – CMSGT) [STEP II]

Figure A6.1. 1206 STEP II Compentecies

The following list of competencies for promotion under STEP II will be addressed on each nominee using the AF IMT 1206.

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the work-center, subordinates, mission and unit. Include any new initiatives or supervisory techniques developed by the member that positively impacted the work-center, subordinates, unit and/ or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/ or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, etc.

SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties, e.g., formal training, certifications, off-duty education related to primary duties, etc. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree enrollment and/ or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. List all military awards earned during the period.

BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events, e.g., President of Top 3, enlisted dining-out committee, member of the Air Force Sergeants Association, Sunday school teacher, youth soccer coach, etc.

Attachment 7

ANG – SAMPLE BIOGRAPHY

Figure A7.1. Sample Biography

MASTER SERGEANT JOHN Q. DOE

AFSC: 2E171, Satellite, Wideband, and Telemetry Systems Craftsman

Master Sergeant John Q. Doe has been in the military for over 17 years starting with a 4-year tour of Active Duty in the United States Air Force in which he served in Saudi Arabia during Desert Storm. After active duty, Sergeant Doe joined the Mississippi Air National Guard, 255th Air Control Squadron, in Gulfport Mississippi where he currently serves as a Satellite, Wideband, and Telemetry Systems Craftsman. Sergeant Doe was born on 11 July 1964 in Geraldine, Alabama. He is 41 years old. He attended Geraldine High School, graduating as class salutatorian in May 1982. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. Sergeant Doe serves as a church council officer for Woolmarket Baptist Church in Biloxi Mississippi. Sergeant Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the Air Force Achievement Medal with 3 devices, Air Force Outstanding Unit Award with 1 device, AF Good Conduct Medal with 1 device, Air Reserve Forces Meritorious Service Medal with 3 devices, National Defense Service Medal with 1 device, Armed Forces Expeditionary Medal, Southwest Asia Service Medal, Global War on Terrorism Medal, AF Overseas Ribbon Short Tour, AF Longevity with 2 devices, Armed Forces Reserve Medal with 1 device, USAF NCO PME Graduation Ribbon with 1 device, AF Training Ribbon, Kuwait Liberation Medal Kingdom of Saudi Arabia, Kuwaiti Liberation Medal Government of Kuwait, Mississippi Medal of Efficiency, Mississippi War Medal, and the Mississippi Longevity Ribbon with 1 device. Sergeant Doe has his Community College of the Air Force degree in Electronic Systems Technology and is currently working towards a Bachelor's Degree in Business Administration from the University of Southern Mississippi in Gulfport MS.

NOTE: Single-space the narrative portion of the biography. Double space between name, SSN, and AFSC.

Attachment 8

ANG - STATEMENT OF UNDERSTANDING – STRIPES FOR EXPCEPTION PERFORMERS (STEP II)

A8.1. The nominee prior to processing the promotion recommendation must complete this statement.

Figure A8.1. Sample Statement of Understanding

Date

MEMORANDUM FOR Unit Commander, FSS, Promotion Approving Authority, In Turn

FROM: Nominee's Grade, Name, and Unit

SUBJECT: Stripes for Exceptional Performers (STEP II) Promotion Agreement

I hereby agree that if I am selected for promotion to the next higher grade under the STEP II Promotion Program that I will remain a member of the (State/ Territory) Air National Guard for 3 years subsequent to the date of promotion.

I hereby agree and understand that I must be transferred to the Retired Reserves or be discharged from the Air National Guard on the third anniversary of the promotion unless I am assigned to a valid UMD vacancy equal to my promotion grade. I understand that demotion at the end of the three-year promotion period is not an option and a waiver or exception to policy is not authorized.

Name, Signature

1st Ind, FSS Date

TO: The Promotion Authority

Member was briefed on this date and understands the requirements of this STEP II promotion. (Signature of FSS Representative)

Attachment 9

ANG – PROMOTION CHECKLIST--LENGTHY TECHNICAL TRAINING SCHOOL

Figure A9.1. Sample Promotion Checklist

This checklist will constitute the process of submitting a recommendation from the ANG Liaison for promotion. You must have this checklist completed by your Instructor (or Instructor Supervisor) and the Military Training Flight for a records check. When this checklist is completed return it directly back to the ANG Liaison office.

1. Information on Air National Guard member to be considered for promotion: Name, Rank:
Course Number:
Course Title: Class Start Date:
Class Graduation Date: BMT Class Start Date:

2. Member's Statement of Understanding for Promotion Consideration:

_____ I understand as part of my promotion recommendation, I will not sew on my new grade until I receive official notification from the Air National Guard Liaison Office.

_____ I understand that I will not contact my Air National Guard Unit Commander or Supervisor regarding possible promotion to the next higher grade.

_____ I understand that my failure to follow the above instruction could result in my non- recommendation for promotion.

ANG Member's Name, Rank, Signature, and Date

3. Instructor (Instructor Supervisor): This Airman has a Grade Point Average (GPA) of over blocks of instruction.

Instructor's Name, Rank, Signature, and Date

4. Force Support Squadron Training Squadron

This member IS / IS NOT a Student Leader:

_____ This Airman has no behavioral problems documented or pending.

_____ This Airman has behavioral problems documented or pending. (Please contact Liaison)

<u>Military Training Leader Name, Rank, Signature, and Date</u>

5. Air National Guard Liaison (Initials):

_____ This Airman MEETS all requirements.
_____ This Airman DOES NOT MEET all requirements.

I RECOMMEND this airman for promotion to
I DO NOT RECOMMEND this airman for promotion to

ANG Liaison Name, Rank, Signature, and Date

***** LIAISON USE ONLY *****

Date of Records Check: Eligibility Date:
Personnel Accounting Symbol (PAS): Date ANG unit was notified:
Unit Point of Contact: Phone Number: Remarks:

Attachment 10

ANG – NOTIFICATION AND DATE OF RANK ADJUSTMENT REQUIREMENTS

Table A10.1. Notification and DOR Adjustment Requirements.

RULE	If the demotion is to be effected under paragraph	The airman's commander must formally advise the airman of the recommendation to demote IAW paragraph 11.1.3, this instruction.	and if affected, the airman's DOR is the date of the order	and if affected, the airman's DOR is adjusted (see Note 1 and 2)
1.	11.1.2.4.1.1	N		X
2.	11.1.2.4.1.2.	N		X
3.	11.1.2.4.2.1.	Y		X
4.	11.1.2.4.2.2	Y		X
5.	11.1.2.4.2.3.	Y	X	
6.	11.1.2.4.2.4	N		X
7.	11.1.2.4.2.5.	N		X
8.	11.1.2.4.2.6.	Y	X	
9.	11.1.2.4.2.7.	Y	X	

Notes:
1.The DOR will be adjusted to include any breaks in service.
2.If demotion is to a grade not previously held by the airman, the DOR will be the date the member last began active service (could be initial entry on IADT).

Attachment 11

ANG – NOTIFICATION MEMORANDUM – DEMOTION ACTION WITHOUT PREJUDICE

A11.1. Commander may use this attachment to make notification if required under the Table in Attachment 10 in paragraphs.1.2.4.1.1, 11.1.2.4.1.2, 11.1.2.4.2.4, and 11.1.2.4.2.5.

Figure A11.1. Sample Demotion Action Notification Memorandum without Prejudice.

(Appropriate Letterhead)

MEMORANDUM FOR (Individual Concerned) Date
FROM: CC / (Unit Designation, Unit Address)

SUBJECT: Notification of Intention to Demote (Without Prejudice)

1. You are hereby advised that under the provisions of Chapter 11 of AFI 36-2502, paragraph
_, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade of(or) I intend to demote you to the grade of. This demotion action is not to be interpreted as derogatory in nature. This demotion action is without prejudice.

2. The specific reason for this proposed action follows:

3. Documents that support this action are available for your review should you desire.

4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared endorsement within five calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or non-concur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed endorsement accordingly. You may defer making a decision to concur or non-concur until the next scheduled UTA on when you may consult with legal counsel as is your right. However, if you seek counsel, your decision to concur or non-concur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) .

5. Upon receipt of your acknowledgment or expiration of your suspense to respond this demotion action will continue until complete. Time frame for completion is within 30 calendar days from receipt or suspense expiration date.

Unit Commander Signature Block

Attachments:
1. Receipt Endorsement

2. Privacy Act Statement

Attachment 12

ANG – NOTIFICATION MEMORANDUM – DEMOTION ACTION WITH PREJUDICE

A12.1. This attachment applies to the following reasons for demotion paragraphs 11.1.2.4.2.2., 11.1.2.4.2.3., 11.1.2.4.2.6., and 11.1.2.4.2.7 that is a result of an involuntary action.

Figure A12.1. Sample Demotion Action Notification Memorandum with Prejudice.

(Appropriate Letterhead)

MEMORANDUM FOR (Individual Concerned) FROM: CC/(Unit Designation), Unit Address
SUBJECT: Notification of Involuntary Demotion Action
Date

1. You are hereby advised that under the provisions *Chapter 11 of AFI 36-2502,* paragraph, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade
of(or) I intend to demote you to the grade of.

2. The specific reason for this proposed action follows:

3. Documents that support this action are available for your review should you desire.

4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared endorsement within five calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or non-concur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed endorsement accordingly. You may defer making a decision to concur or non-concur until the next scheduled UTA on _____, when you may consult with legal counsel, as is your right. However, if you seek counsel, your decision to concur or non-concur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) on.

5. If you concur with the proposed demotion, you will be notified in writing of the demotion authority's decision. If there is no response from you, I am authorized to process your case as if you had concurred. If you non-concur with the proposed demotion, you may present statements on your own behalf. Written statements to support your position will be submitted within 20 calendar days after you respond indicating your decision. If you desire to present oral statements, your request to do so will accompany the nonoccurrence, and a personal interview with me will be scheduled. You may seek military or civilian legal counsel (civilian counsel will be at your own expense) in preparing your oral or written presentation, and counsel may be present during the personal interview. If travel to the personal interview is required, all costs of your civilian counsel will be at your own expense.

Unit Commander Signature Block

Attachment 13

AFR – NOTIFICATION MEMORANDUM -- DEMOTION ACTION WITHOUT PREJUDICE

A13.1. Commander may use this attachment to make notification if required under paragraph 9.3 through paragraph 9.3.6 inclusive, which is a result of a voluntary action.

Figure A13.1. Sample Demotion Action Notification Memorandum without Prejudice.

(Appropriate Letterhead)

MEMORANDUM FOR (Individual Concerned) Date

FROM: CC / (Unit Designation, Unit Address)

SUBJECT: Notification of Intention to Demote (Without Prejudice)

1. You are hereby advised that under the provisions of Chapter 9 of AFI 36-2502, paragraph _____, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade of _____ (or) I intend to demote you to the grade of _____. This demotion action is not to be interpreted as derogatory in nature. This demotion action is without prejudice.

2. The specific reason for this proposed action follows.

3. Documents that support this action are available for your review should you desire.

4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared endorsement within five calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or non-concur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed endorsement accordingly. You may defer making a decision to concur or non-concur until the next scheduled UTA on _____, when you may consult with legal counsel, as is your right. However, if you seek counsel, your decision to concur or non-concur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) on.

5. Upon receipt of your acknowledgment or expiration of your suspense to respond this demotion action will continue until complete. Time frame for completion is within 30 calendar days from receipt or suspense expiration date.

Unit Commander Signature Block

Attachments:

1. Receipt Endorsement
2. Privacy Act Statement

Attachment 14

AFR - NOTIFICATION MEMORANDUM -- DEMOTION ACTION WITH PREJUDICE

A14.1. This attachment applies to the following reasons for demotion paragraph 9.4.1. through paragraph 9.4.5.2. inclusive, that is a result of an involuntary action.

Figure A14.1. Sample Demotion Action Notification Memorandum with Prejudice.

(Appropriate Letterhead)

MEMORANDUM FOR (Individual Concerned)

FROM: CC/(Unit Designation), Unit Address

SUBJECT: Notification of Involuntary Demotion Action Date

1. You are hereby advised that under the provisions of AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, paragraph _____, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade of_____ (or) I intend to demote you to the grade of_____.

2. The specific reason for this proposed action follows:

3. Documents that support this action are available for your review should you desire.

4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared endorsement within five calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or non-concur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed endorsement accordingly. You may defer making a decision to concur or non-concur until the next scheduled UTA _____, on when you may consult with legal counsel, as is your right. However, if you seek counsel, your decision to concur or non-concur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) on _____.

5. If you concur with the proposed demotion, you will be notified in writing of the demotion authority's decision. If there is no response from you, I am authorized to process your case as if you had concurred. If you non-concur with the proposed demotion, you may present statements on your own behalf. Written statements to support your position will be submitted within 20 calendar days after you respond indicating your decision. If you desire to present oral statements, your request to do so will accompany the nonoccurrence, and a personal interview with me will be scheduled. You may seek military or civilian legal counsel (civilian counsel will be at your own expense) in preparing your oral or written presentation, and counsel may be present during the personal interview. If travel to the personal interview is required, all costs of your civilian counsel will be at your own expense.

Unit Commander Signature Block

Attachment 15 (Added-LAUGHLIN)

BOARD MEMBER SCORE SHEET

Figure A15.1. (LAUGHLIN) Board Member Score Sheet.

BOARD DATE: Day-Month-Year

	RECORD SCORING			INTERVIEW SCORING					
Name **Organization** **BTZ Eligibility Date** *(See Note 1)*	**Leadership and Performance** *(See Note 2)* **(0 - 50 pts)**	**Self-Improvement** *(See Note 2)* **(0 - 10 pts)**	**Base & Community Involvement** *(See Note 2)* **(0 - 15 pts)**	**Appearance** **(0 - 5 pts)**	**Military Bearing/ Professionalism** **(0 - 5 pts)**	**Communicative Skills** **(0 - 5 pts)**	**Question / Responses** **(0 - 10 pts)**	**TOTAL SCORE** **(0 - 100 pts)**	**STANDING**
Last Name, First Name Squadron BTZ Eligibility Date									
Last Name, First Name Squadron BTZ Eligibility Date									
Last Name, First Name Squadron BTZ Eligibility Date									

Notes:

1. This date (6 months prior to member's fully qualified E-4 promotion date) is extracted from the Units BTZ listing.

2. Use the Board President's standing in the event of a tie only

BOARD MEMBER'S SIGNATURE: _____

Attachment 16 (Added-LAUGHLIN)

BOARD RECORDER TALLY SHEET EXAMPLE

Figure A16.1. (LAUGHLIN) Board Recorder Tally Sheet Example.

BTZ BOARD RECORDER SCORESHEET
BOARD DATE:

	TIME IN/OUT	BOARD MEMBER #1 STANDING	BOARD MEMBER #2 STANDING	BOARD MEMBER #3 STANDING	TOTAL SCORE	BOARD MEMBER STANDING	BOARD PRESIDENT	STANDING
Name **Organization** **BTZ Eligibility Date** *(See Note 1)*								
Name **Organization** **BTZ Eligibility Date** *(See Note 1)*								
Name **Organization** **BTZ Eligibility Date** *(See Note 1)*								
Name **Organization** **BTZ Eligibility Date** *(See Note 1)*								

Notes:
1. This date (6 months prior to member's fully qualified E-4 promotion date) is extracted from the Units BTZ listing.
2. Use the Board President's standing in the event of a tie only

RECORDER'S SIGNATURE: _____

BOARD PRESIDENT'S SIGNATURE: _____

Attachment 17 (Added-LAUGHLIN)

AF-IMT 1206 NOMINATION EXAMPLE

Figure A17.1. (LAUGHLIN) AF IMT 1206 Nomination Example.

NOMINATION FOR AWARD		
AWARD 47th Flying Training Wing	CATEGORY *(If Applicable)* BTZ	AWARD PERIOD 1 Jan XX - 31 Mar XX
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)* Abbreviated Rank/First M. Last	SSN *(Enter Last 4 Only)* 9999	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE XXXXX/Duty Title	NOMINEE'S TELEPHONE *(DSN & Commercial)* DSN: 732-XXXX Comm: (830) 298-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Unabbreviated Squadron Name/Office Symbol/Unit XXXXX/Laughlin AFB		
RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)* Abbreviated Rank/First M. Last/DSN: 732-XXXX Comm: (830) 298-XXXX		

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES:
* No more than 9 bullets

SIGNIFICANT SELF-IMPROVEMENT:
* No more than 3 bullets

BASE AND COMMUNITY INVOLVEMENT:
* No more than 3 bullets

ACRONYM LIST:

Fitness Assessment Score/Date:_____/_____ Signature/Date:_____/_____

PIF Reviewed by:_____/_____ Signature/Date:_____/_____

AF IMT 1206, 20000701 V5 PREVIOUS EDITION IS OBSOLETE

Attachment 18 (Added-LAUGHLIN)

GUIDE FOR BTZ PROMOTION BOARDS

A18.1. (LAUGHLIN) Selection: Selection is based on a combination of the AF IMT 1206 (75 points) and the

face-to-face interview (25 points). When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process. Resolution is required when the ranking order is inconsistent with a winner based on total points. For example, if any BTZ candidate receives two or more rankings that vary by more than 2 standings, the board members must discuss to reevaluate the member's ranking (i.e. If board member #1 ranks A1C Potter as his number 1, but board member #2 ranks A1C Potter as his number 4, then resolution must occur).

A18.1.1. **(LAUGHLIN)** AF IMT 1206, Nomination for Award: Effective evaluation of the AF IMT 1206

requires a detailed thought process; it's challenging to review nomination packages and determine who is the ―Best of the Best.‖ Each board member must remember *it's not the writer; it's the accomplishment of the nominee which makes the difference*. Strong emphasis must be on initiative, achievement and impact, not writing style. When evaluating an AF IMT 1206, the individual's write-up cannot exceed 18 lines (including the 3 category headings). Attachment 4 contains the distribution of lines. The total possible points that can be awarded are 75. There are only three approved categories (Table A18.1) that will be scored. Additionally, nomination submissions in excess of the 18-line limit will not be scored beyond the 18 lines. Each line will be evaluated on its own merit as it relates within the respective category. Using whole or half point increments, board members have the opportunity to award maximum points to each section. They cannot award points beyond the maximum points allocated for each category and all ties are broken using the Board President's scoring.

Table A18.1. (LAUGHLIN) Approved Board Scoring Categories.

Heading	Point Value
Leadership and Job Performance in Primary Duties	0 – 50
Significant Self-Improvement	0 – 10
Base and Community Involvement	0 – 15

A18.1.1.1. **(LAUGHLIN)** Nomination Headings: Leadership and Job Performance in Primary Duties.

The individual's primary duty accomplishments are the most important element of the nomination package. This is the most difficult section to score because everyone does an outstanding job in his or her area of expertise. Below are guidelines to assist board members in differentiating the impact on the mission and leadership role.

Innovative methods/programs developed, designed, implemented and impact
Process Improvement – cost savings, percentage improved or reduced
Superior leadership or training skills
Quantification and qualification of results
Key additional duties with significant impact
Wing working group or committee chair/member
Higher HQ, service unique or DoD involvement
Unit/Wing/Group/command-level and higher awards (both individual and unit; deployed or home station)

A18.1.1.1. **(LAUGHLIN)** 1 There are no important or unimportant career fields. Consideration should be given to how well the person performed in his/her assigned duties, not whether you think one duty is more difficult or important than another.

A18.1.1.2. **(LAUGHLIN)** Significant Self-Improvement: The primary focus of this section is the individual's professional and personal development and how it benefits the Air Force. The key factors to this category are individual commitment level and personal sacrifice. You can judge this by answering the following questions. How much time was involved? How much effort was expended? Was the achievement done on duty or during off-duty time?

Off-duty Education (in-residence, on-line, correspondence classes, etc.)
Upgrade Training (5-level completion, CDC progress, formal training courses, etc.)
Advanced career field or Air Force Specialty training
Readiness training
Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.)

A18.1.1.3. **(LAUGHLIN)** Base and Community Involvement: This section rounds out the whole person concept. Again, the individual's commitment level and personal sacrifice are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the member participate or lead the effort?

Involvement in professional organizations
Key leadership position on executive council coupled by the achievement or results
Color/Honor Guard and sustained participation
Leadership position or role in community Special Olympics, Boy Scouts, Big Brother/Sister, etc. (Number of hours and frequency)
Coaching sporting teams (squadron intramural teams, adult or youth programs, etc.)
Participating in major community ceremonies such as unit member retirement,
POW/MIA vigil, retreat, marched in community parade while in uniform (i.e. Veteran's Day, Fourth of July, and Liberation Day)
Base Sponsored Programs
Quarterly/Annual Awards Committee

A18.1.2. **(LAUGHLIN)** Face-to-face Interview: The primary purpose of the face-to-face interview is to evaluate nominees' dress and appearance, military bearing, oral expression and articulation of responses. This is a very subjective area for board members to evaluate and you must baseline your judgment against military standards. Since this section of the nominative process has limited points available, the use of whole or half point increments are permitted.

The total possible points that can be awarded are 25.

Table A18.2. (LAUGHLIN) Approved Interview Scoring Categories.

Category	Point Value
Military Bearing/Professionalism	0 – 5
Dress and Appearance	0 – 5
Communication Skills	0 – 5
Questions/Responses	0 - 10

A18.1.2.1. **(LAUGHLIN)** Dress and Appearance:

Uniform: cleaned, pressed and proper fitting
Accouterments: properly placed on the uniform.
Jewelry: not more than three rings, correct earrings, no visible necklace, etc.
Decorations: ribbons in proper order, clean/serviceable condition.
Hair: appropriate style, length, color, approved ornamentation.

A18.1.2.2. **(LAUGHLIN)** Military Bearing:

Room entry: appropriate facing movements
Reporting: appropriate introduction
Posture

A18.1.2.3. **(LAUGHLIN)** Communication Skills:

Demonstrates ability to clearly organize and express thoughts
Pronunciation/Annunciation Eye contact: direct and impartial
Speech: appropriate rate, pitch and volume
Non-verbal: appropriate use of facial expressions and gestures

A18.2. (LAUGHLIN) Face-to-face Interview Board Guidelines: The board president is responsible for contacting the board members to provide instruction in regard to preparing board questions. The board president will task each of the board members with a specific category (see below for categories). Board members are to prepare three questions (two primary and one alternate) for their respective board category. Questions will be opinionated, thought provoking and designed to assess the nominee's ability to organize thoughts and articulate a response. Questions will come from some or all of the following areas:

A18.2.1. **(LAUGHLIN) Current Events**. General knowledge of current AF news or world events and their opinions regarding them (for example: Operation ENDURING FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs 5 priorities, CMSAF

Viewpoints, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A18.2.2. **(LAUGHLIN)** Reference AFPAM 36-2241, **Professional Development Guide.** Specific chapters will be provided at least one week prior to board date.

A18.2.3. **(LAUGHLIN) Individual Accomplishments**. Prepare questions to evaluate the nominee's knowledge, involvement and impact on his/her personal and/or unit's success/accomplishments--how his/her accomplishments/leadership impacted the successes of their unit (this is an excellent opportunity to gather background information on the nominee). Use the nominee's AF IMT 1206 for this.

A18.2.4. **(LAUGHLIN)** Enlisted **Force Structure General and Specific Airman Responsibilities**. Reference AFI 36-2618, The Enlisted Force Structure.

Attachment 19 (Added)(LAUGHLIN)

BOARD PRESIDENT CHECKLIST

Figure A19.1.(LAUGHLIN) Board President Checklist

Pre-Board	Yes	No
Check room set up		
Ensure greeter/board recorder are present		
Introduce yourself to the board members and each other		
Discuss board procedures and review questions		
Conducting the Board		
Welcome, congratulate and put nominee at ease		
Introduce yourself as board president, then your board members by rank, name and unit		
Explain proceedings to nominee, define questions (2 each/opinionated)		
Encourage nominee to start by telling the board about themselves (career, family, short/long-term goals, etc.)		
Begin board questions		
Completing the Board		
Ask the nominee if they have any questions they would like to re-address or closing comments they wish to make to the board members		
Have nominee recite the Airman's Creed		

*** Points will not be awarded for reciting the creed verbatim. Rather, board members should be evaluating the Airman's military bearing and confidence while reciting the creed.		
Instruct the nominee not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage		
Offer closing congratulations		
Dismiss nominee		
Post-Board		
Score nominees		
Gather all score sheets and surplus documents		
Instruct board members to not discuss results until official release by the 47th Flying Training Wing Commander		
Ensure room is left in neat and orderly manner		
Provide final score sheet to 47th Flying Training Wing Command Chief		

Attachment 19 (Added-LAUGHLIN)

BOARD PRESIDENT CHECKLIST

Figure A19.1. (LAUGHLIN) Board President Checklist

Pre-Board	Yes	No
Check room set up		
Ensure greeter/board recorder are present		
Introduce yourself to the board members and each other		
Discuss board procedures and review questions		
Conducting the Board		
Welcome, congratulate and put nominee at ease		
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Explain proceedings to nominee, define questions (2 each/opinionated)		
Encourage nominee to start by telling the board about themselves (career, family, short/long-term goals, etc.)		
Begin board questions		
Completing the Board		
Ask the nominee if they have any questions they would like to re-address or closing comments they wish to make to the board members		
Have nominee recite the Airman's Creed *** Points will not be awarded for reciting the creed verbatim. Rather, board members should be evaluating the Airman's military bearing and confidence while reciting the creed.		
Instruct the nominee not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage		
Offer closing congratulations		
Dismiss nominee		
Post-Board		
Score nominees		
Gather all score sheets and surplus documents		
Instruct board members to not discuss results until official release by the 47th Flying Training Wing Commander		
Ensure room is left in neat and orderly manner		
Provide final score sheet to 47th Flying Training Wing Command Chief		

Attachment 20 (Added-LAUGHLIN)

PREPARING FOR THE BOARD

A20.1. (LAUGHLIN) As the saying goes, "First impressions are lasting impressions". All boards allow points for dress, appearance, and military bearing. If you study and master the tips below, you will greatly increase your chances for success.

Figure A20.1. (LAUGHLIN) Preparing for the Board.

	Yes	No
Memorize: Airman's Creed. Review: Study AFPAM 36-2241, Professional Development Guide (available online), current events, and AFI 36-2618, The Enlisted Force Structure. Current event questions are usually compiled one week before the board meets. Gather the majority of your information during that time frame. Be prepared to answer scenario based questions on how you would react/respond in handling specific leadership situations (based on your rank and level of responsibility). Questions will be designed to give your opinion but you must know some information about topics.		
Write down your goals, aspirations and extracurricular activities (practice expressing them verbally). Example: ―I have just finished my career development course and I'm awaiting my 5-skill level. I'm enrolled in the Community College of the Air Force and currently possess 24 credit hours. My goal is to receive my associate's degree within two years.‖ Board members are judging (and scoring) how you express yourself.		
Write down your hobbies and a brief synopsis of your career (and remember them). This is often an icebreaker question and gives you a chance to talk about yourself.		
Study a copy of the narrative that accompanied your nomination. Board members often ask you to expound on information they find in the write up.		
Know your current chain of command.		
Females: Wear slacks and low quarters or low heeled pumps. It's easier to get the length right on slacks than skirts, and it's less likely to change when you sit and stand. Lower heels make it easier to make facing movements.		
Practice facing movements in the same shoes you will be wearing when you meet the board. Determine the location of the board and practice on the same type floor covering (i.e. carpet, linoleum, etc.). If possible, do a pre-visit to the area/room where the board will be held to familiarize yourself with your surroundings.		
Ensure your shoes look good. If it is raining the day that your board meets, carry your shoes in a plastic bag and change when you get there. Ensure the soles of your shoes are free of dirt and dust. Use polish and/or edge dressing and ensure you have a fresh coat on. Take a small piece of cloth or old nylon hose to wipe the dust off your shoes.		
If the weather is bad, carry your uniform in a plastic bag and change when you arrive.		
Remember to always get your service dress dry cleaned as a set--never do your trousers/skirt and coat separately. This will prevent uneven fading.		
Ensure your collar brass and ribbons are pristine.		

Ensure ribbons are in the proper order and any you wear are updated in the Personnel Data System/VMPF.		
Use masking tape to remove lint from your service dress coat.		
Males: Consider wearing shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner.		
Do not have anything in your pockets except your ID card--no keys, change, etc.		
If meeting the board in a short sleeve shirt, clean your name tag with wax to remove scratches.		
Males: Get a haircut within a few days before meeting the board.		
Females: Ensure bangs are off your eyebrows and hair does not extend below the bottom of your collar. Don’t even make it close—board members should not have to look twice to see if you’re in compliance.		

Attachment 21 (Added-LAUGHLIN)

MEETING THE BOARD

1. Be early. Stand while you wait--do not sit down. If possible, carry your uniform to the board and change just before you meet the board.
2. When you arrive, there will be an official greeter, probably standing outside the meeting room. They should inform you who is on the board, what the reporting instructions are and any other special instructions—if not, ASK!
3. Do not take your hat or purse into the room.
4. If you are instructed to knock before entering, knock only once and firmly.
5. When you open the door, take a good look at the room. Look for the chair you will be sitting in. March by the most direct route to position yourself in the front of the chair facing the board president. Do not stop and perform a facing movement, stop in place. Save the facing movement for your departure. Look directly at the president, salute (if it's an officer) and say, "Sir/Ma'am, Airman _____ reports to the Senior Airman Below-the-Zone board." The Board President will instruct you to be seated.
6. Back up until you feel the calves of your legs touch the chair. Do not look back or down. Don't turn your back to the board members until you are departing.
7. Sit in the middle of the chair-not on neither the edge, nor all the way back.
8. Sit at attention and place your hands on your thighs. The idea is to be erect and alert, but not rigid. NEVER slouch or recline, even though the Board President may tell you to relax.
9. Do not cross your legs. Place one foot slightly in front of the other.
10. Smile and establish rapport with the board.
11. When answering questions, do not turn your body--turn your head toward the person asking the question and then pan the board members when giving your answer. Good eye contact with all the board members is very important.
12. The first questions are usually relaxing icebreakers, such as, ―Where are you from? or "Where do you work? '
13. After being asked a question, repeat the question if appropriate and preface your answer with 'Sir/Ma'am.' Try to give more than the basic answer—the board members are looking for evidence that you can articulate and think on your feet.
14. If you do not understand a question, ask the board member to repeat it. If you do not know the answer at that point, ask to return to the question later. If you know part of the answer, getting partial credit is better than none at all. Lastly, if you flat don't know, simply tell the board you are unable to answer the question at this time.
15. When answering opinion type questions, give a thoughtfully considered one. Tell the board members whether or not your opinion is in line with current policy. Most importantly, defend your position with logic, fact and personal experience, not emotion. Be tactful, don't crusade, and don't apologize.
16. If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.
17. When you are finished, the president will say ―Airman _____, you are dismissed.

a. Answer, 'Thank you Sir/Ma'am'.
b. Push down on your thighs with your hands, stand up, and look directly at the president.
c. Salute (if an officer) and wait for the salute to be returned. If the president is enlisted, nod your head once.

d. Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swing.

Summary

Be yourself. The board wants to know you. You must believe you are worthy of the award being presented—and you are a WINNER. Someone else believed it; otherwise they would not have taken the time to nominate you.