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This instruction implements Air Force Policy Directive 36-25, *Military Promotion and Demotion*. This publication does not apply to Air National Guard (ANG) or Reserve. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397. Individuals will show, or on request, provide, a Privacy Act Statement prior to collecting personal information. System of Records Notice F036 AFPC C, *Military Personnel Records Systems*, F036 AFPC , *Promotions Document/Records Tracking (PRODART) and Airman Promotion Historical Records (APHR)*, and F036 AFPC K, *Historical Airman Promotion Master Test File (MTF)* apply. Refer to **Attachment 1** for glossary. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, *Publications Management Programs*, with HQ AFPC/DPSOE.

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(YOKOTAAB) AFI 36-2502*, Airman Promotion/Demotion Programs, 31 December 2009*, is supplemented as follows: This supplement implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*, and establishes the policies and procedures for Yokota AB units to use when selecting personnel for promotion to Senior Airman (SrA) Below-the-Zone (BTZ). Its purpose is to select exceptionally qualified personnel currently in the rank of Airman First Class for early promotion to Senior Airman, in accordance with (IAW) AFI 36-2502 and MPFM 06-57, *Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program*. Promotion effective date is six months prior to date selected personnel would normally be designated as fully qualified. Unless otherwise directed, this instruction applies to all subordinate units and/or tenant units assigned to the 374th Airlift Wing (374 AW). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397. Individuals will show, or on request, provide, a Privacy Act Statement prior to collecting personal information. System of Records Notice F036 AFPC C, *Military Personnel Records Systems*, F036 AFPC, *Promotions Document/Records Tracking (PRODART) and Airman Promotion Historical Records (APHR)*, and F036 AFPC K, *Historical Airman Promotion Master Test File (MTF)* apply. 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 the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

SUMMARY OF CHANGES

This document is revised substantially, and must be completely reviewed. This revised publication restores information deleted during the conversion from Air Force Regulations (AFR) to AFIs. The revision adds to the definition of "promotion authority" and clarifies the role of a deployed commander (**paragraph 1.4**); adds to determining promotion ineligibility (**paragraph 1.7**); adds procedures for accepting promotion (**paragraph 1.8**); changes the Professional Military Education requirement for promotion to SMSgt to in-residence SNCOA (**paragraph 1.11**); adds changes to correcting promotion effective dates and dates of rank (**paragraph 1.13**); removes promotion eligibility status (PES) codes "2" and "T" (**Table 1.1**); adds PES code "3" (**Table 1.1**, item 2 and Note 9); adds PES code "Y" (**Table 1.2**, item 3 and Note 5); adds changes to how 6-year enlistees are promoted under the Airman Accession

Promotion Program (**paragraph 2.1.2**); makes changes to the SrA below-the-zone (BTZ) program (**paragraph 2.2**); changes MPS and CSS procedures for advising eligibles to review their data verification information (**paragraphs 2.3**); changes approval authority for approval of rescheduling promotion testing (paragraph 2.6.3.5); expands on SMSgt and CMSgt promotions (**paragraph 2.7**); expands on supplemental promotions for SSgt through CMSgt (**paragraph 2.8**); adds additional information on promoting under Stripes for Exceptional Performers (STEP) (**paragraph 2.10**); adds information on Air Force Wounded Warrior (AFW2) Program (**paragraph 2.14**); clarifies posthumous promotion procedures (**paragraph 2.13**); clarifies ROTC disenrollees promotion after entry to active duty (**paragraph 4.1.9**); clarifies nonrecommending, deferring, and withholding promotions (**paragraph 4.2**); and clarifies reinstating promotions (**paragraph 4.3**). This revision deletes APFC Instruction 36-108, *USAF Selection Board Secretariat Senior Noncommissioned Officer Evaluation/Supplemental Board Procedures and Operating Instructions*, and incorporates that instructions information into **Chapter 3**. This revision deletes 11th Wing Instruction 36-1, *The United States Air Force Band Enlisted Promotion and Propriety Review Process*, and incorporates that instruction's information into **Chapter 5**. This revision also deletes Air Force Reserve promotion instructions, and incorporates *Administrative Demotions of Airmen*, formerly AFI 36-2503, into Chapter 6.

(YOKOTAAB) This document has been substantially revised and must be completely reviewed. Major changes include: Deletes the requirement for the use of the BTZ Fact Sheet and Directed by HAF EPRs; AF Form 1206, *Nomination for Award*, decoration citation, and the BTZ computerized review product are the only documents to be used in the selection of SrA BTZ.

Chapter 1—ACTIVE DUTY AIRMAN PROMOTION PROGRAM ELEMENTS 7

1.1. Air Force Personnel Center (AFPC). 7

1.2. Major Commands. 7

1.3. MPS. 7

1.4. Promotion Authority: 7

1.5. Announcement of Promotion Dates and Quotas: 7

1.6. Establishing Dates of Rank (DOR) and Promotion Sequence Numbers (PSN): ... 7

1.7. Determining Promotion Ineligibility. 7

1.8. Accepting Promotion. 8

1.9. Promotion Ceremonies. 8

1.10. Declining Promotion. 8

1.11. Professional Military Education (PME) Requirements. 9

1.12. Correcting Enlistment Grades. 9

1.13. Correcting Promotion Effective Dates and Dates of Rank. 9

Table 1.1. Determining Ineligibility For Promotion (see Note 1). 10

Table 1.2. Withholding Promotion (see paragraph 4.2). 14

Table 1.3. Significant Dates of Promotion. 16

Chapter 2—ACTIVE DUTY AIRMAN PROMOTIONS TO GRADES AMN THROUGH CMSGT 17

2.1. Airman and A1C Promotions (seeTable 1.3). 17

2.2. SrA Promotions (seeTable 1.3). 17

Figure 2.1. (Added-YOKOTAAB) Quotas. 19

2.3. MPS Identify Eligibles: 19

2.4. Central Base Board (CBB) Process: 20

2.5. Supplemental BTZ Consideration: 23

2.6. SSgt, TSgt, and MSgt Promotions (see Table 1.3). 24

2.7. SMSgt and CMSgt Promotions (see Table 1.3). 25

2.8. Supplemental Promotions for SSgt Through CMSgt. 27

2.9. Promoting Airmen in Missing Status. 29

2.10. Promoting Under Stripes for Exceptional Performers (STEP). 29

2.11. Promoting Medal of Honor Recipients. 30

2.12. Promoting Prior-Service Airmen and Former Officers. 30

2.13. Promoting Airmen During Declared National Emergency or War. 30

2.14. Air Force Wounded Warrior (AFW2) Program. 31

2.15. Posthumous Promotions. 33

Table 2.1. Minimum Eligibility Requirements For Promotion (See Note 1). 34

Table 2.2. Calculating Points And Factors For Promotion To SSgt Through CMSgt. 36

Table 2.3. PAFSC Skill Level Waivers to Compete for Promotion (See Note 1). 39

Table 2.4. SKT Exemptions (See Note 1 and Paragraph 2.6.1.5). 40

Table 2.5. Authorized Reasons to Request Senior NCO Supplemental Promotion Board Consideration (See Note 1). 41

Table 2.6. SrA Below the Zone Processing Months and Board Dates. 43

Chapter 3—SENIOR NONCOMMISSIONED OFFICER EVALUATION/SUPPLEMENTAL BOARD PROCEDURES 44

3.1. General. 44

3.2. Responsibilities. 44

3.3. Board Membership. 44

3.4. Board Organization. 44

3.5. Board Member Preparation. 44

3.6. Scoring Records. 44
3.7. Scoring Scale. 45
3.8. Defining "Splits". 45
3.9. Resolving "Splits". 45
3.10. New Documents. 45
3.11. Not Fully Qualified (NFQ) for Promotion. 45
3.12. BP Quality Review. 46
3.13. Board Report. 46
3.14. Outbrief Board Members. 47
3.15. Board Anomalies. 47
3.16. Supplemental Boards. 47
Figure 3.1. SNCO Supplemental Decision Tree. 48
3.17. Disclosure of Board Proceedings. 48
3.18. Summary. 48

Chapter 4—ACTIVE DUTY AIRMAN PROMOTION ACTIONS 50

4.1. Officer Training Candidates: 50
4.2. Nonrecommending, Deferring, and Withholding Promotions. 51
4.3. Promotion Reinstatement. 53
4.4. Applying for Correction of Records. 54

Chapter 5—PREMIER BAND ENLISTED PROMOTION AND PROPRIETY REVIEW PROCESS 55

5.1. Premier Bands. 55
5.2. Background. 55
5.3. Promotion Authority. 55
5.4. Promotion Objective. 55
5.5. Premier Band Promotion Cycle. 55
5.6. Promotion Quotas. 55
5.7. Eligibility Requirements. 56
5.8. Deferring, Withhold and NonRecommending Promotions. 56
5.9. Data Collection and Verification. 56
5.10. The Promotion Board. 56
5.11. Determining Selects, Promotion Sequence Numbers and Establishing Dates of Rank. 56

5.12. Selection List. 57
5.13. Supplemental Promotions. 57
5.14. Promotion Propriety Review. 57
Table 5.1. Minimum Eligibility Requirements for Premier Band Promotion. 59
Table 5.2. Determining Ineligibility for PFE/USAFSE Testing. 59
Chapter 6—ADMINISTRATIVE DEMOTION OF AIRMEN 60
6.1. Demotions. 60
6.2. Who Can Demote. 60
6.3. Reasons to Demote. 61
6.4. How to Process a Demotion. 62
6.5. How to Process an Appeal. 63
6.6. How to Apply for Retirement. 63
6.7. Grades to Demote Airmen. 63
6.8. How to Determine the DOR. 64
6.9. When to Announce and Revoke Demotions. 64
6.10. How to Publish Demotion Orders. 64
6.11. The Demotion Authority: 65
6.12. Documenting Demotion Actions. 65
6.13. Dual Status Airmen. 65
6.14. Prescribed Forms. 65
6.15. Adopted Forms. 65
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 67
Attachment 2—STATEMENT OF UNDERSTANDING – PREMIER BANDS 71
Attachment 3—(Added-YOKOTAAB) SAMPLE AF FORM 1206 72
Attachment 4—(Added-YOKOTAAB) BOARD MEMBER INSTRUCTIONS 73
Attachment 5—(Added-YOKOTAAB) SCORE SHEET (BOARD PRESIDENT) 75
Attachment 6—(Added-YOKOTAAB) GUIDE FOR BTZ PROMOTION BOARDS 76
Attachment 7—(Added-YOKOTAAB) MINUTES TYPE OF SUMMARY 80

Chapter 1

ACTIVE DUTY AIRMAN PROMOTION PROGRAM ELEMENTS

1.1. 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 section (MPS). Promotion selections are accomplished by using the Weighted Airman Promotion System (WAPS) promotion file computer system for grades SSgt through CMSgt.

1.2. Major Commands. MAJCOMs, FOAs, and DRUs may establish a quality control program to support the enlisted promotion system.

1.3. MPS. Ensures all Airmen meet eligibility requirements and commander recommends promotion in writing. Update and monitor promotion data in the Military Personnel Data System (MilPDS). Ensures individuals receive promotion products, and assists with eligibility requirements and commander recommendations.

1.4. Promotion Authority:

1.4.1. The unit commander promotes to grades Amn through MSgt. Civilians in the grades of GS-09 or above, National Security Personnel System (NSPS) in payband 2, CMSgt, and SMSgt have promotion authority when serving as detachment chiefs or as academy commandants. Deployed commanders do not exercise promotion authority.

1.4.2. The MAJCOM, FOA, or DRU commander promotes to grades SMSgt and CMSgt. This authority may be delegated to the vice commander, staff director, director for personnel, or numbered Air Force. For unified commands, authority may be delegated to the Air Force Element commander.

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

1.5. Announcement of Promotion Dates and Quotas:

1.5.1. 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.

1.6. Establishing Dates of Rank (DOR) and Promotion Sequence Numbers (PSN):

1.6.1. 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.

1.6.2. 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).

1.7. 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.

1.7.1. A request to waive any ineligibility condition not approved in this AFI is considered an exception to policy. Request must be processed through the Airman's unit and wing commander or equivalent before the request is sent to AFPC/DPSOE for final decision.

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

1.8.1. 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, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* 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.)

1.8.1.1. 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.

1.8.1.2. Failure to withdraw an existing retirement application (approved or pending) within 10 duty days from presentation of the AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* or Statement of Understanding will result in removal from the selection list.

1.8.1.3. Email or fax the AF Form 63 or Statement of Understanding back to AFPC/DPSOTA.

1.8.2. AFPC/DPSOTA:

1.8.2.1. Provides a list of members to AFPC/DPSOE to cancel the promotion of a select 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.

1.8.2.2. Forwards AF Form 63 or Statement of Understanding to Automated Records Management Systems (ARMS) for inclusion in Airman's electronic record.

1.9. 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.

1.10. 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.

1.10.1. 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 15).

1.11. Professional Military Education (PME) Requirements. Airmen selected for promotion to SSgt, MSgt, or SMSgt must complete in-residence PME before assuming these grades (SSgt = ALS, MSgt = NCOA, and SMSgt = SNCOA). MilPDS automatically withholds promotion for those who do not complete appropriate PME prior to the effective date (see **Table 1.2**, Item 10).

1.12. Correcting Enlistment Grades. HQ AFPC/DPSOAA approves enlistment grade corrections and updates MilPDS accordingly.

1.13. 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 are entitled to promotion effective date corrections for the following reasons: supplemental promotion selection, PME withhold, EPME waivers, retainability withhold, investigation (military/civilian) withhold, and Primary AFSC Skill Level waivers

1.13.1. MPS release (cancel) promotion withholds IAW AFCSM 36-699, Volume 1, *Military Personnel Flight (MPS) Management and Military Personnel Data System (MilPDS) User Guidelines*.

1.13.2. MPS submit CMS requests on retainability withhold, investigation (military/civilian) withhold, Primary AFSC Skill Level waivers, and FIT Program withholds. MPS must include name, SSN, cycle and grade promoted to, new DOR, effective date and promotion sequence number, date commander approved promotion, and reason for promotion withholding.

1.13.3. AFPC/DPSOE will ensure all supplemental promotion selection, PME withhold, and EPME waivers are processed approximately 45 days after promotion.

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 through MSgt 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), HYT, or an approved retirement before the first day of the month promotions are incremented in that cycle (see notes 2, 3, and 9).	X	X		
2	has an approved retirement delayed for medical or hardship/humanitarian reasons. PES code 3.	X	X	X	X
3	is on the select list and declines promotion; 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	is unfit to perform the duties of the grade due to physical disability as decided by the Secretary of the Air Force (SAF). PES code L (***NOTE***: Do not use PES code L for individuals pending medical evaluation board (MEB) or physical evaluation board (PEB). Promote Airmen who remain on active duty in a limited assignment status (LAS). If returned to active duty from Temporary Disability Retired List (TDRL), the DOR is the original date of promotion. The effective date is date returned to active duty) (see note 8).	X	X	X	X
8	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

If on or after the promotion eligibility cutoff date, and the Airman is					
9	is not recommended for promotion consideration, or the promotion authority removes the individual from a select list. PES code N. (See **paragraph 3.2.**) ***NOTE:*** Nonrecommend Airmen in the grade of AB through A1C in 6 month increments from the original effective date outlined in Air Force Communication System Manual (AFCSM) 36-699, Volume I, *Personnel Data Systems.* Below-the-Zone (BTZ) selects removed from the selection list remain ineligible until they meet the fully qualified promotion requirements. Nonrecommend SrA through SMSgt for pin-on or testing for one promotion cycle at a time.	X	X	X	X
10	fails to appear for scheduled testing (no-show) with or without a valid reason as decided by MSS Commander (as appropriate--see AFI 36-2605, Attachment 9) (see paragraph 2.6.3.5.); the MPS Commander disapproves out-of-cycle testing; or Airman fails to comply with test administration procedures. PES code P (see paragraph 2.6.3.5).	X	X		X
11	is absent without leave (AWOL)/in deserter status. PES code U (see note 2).	X	X	X	X
12	(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
13	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
14	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
15	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
16	is denied or not selected for reenlistment by commander. PES code J (see notes 2 and 5).	X	X	X	X

If on or after the promotion eligibility cutoff date, and the Airman is					
17	is pending administrative demotion action under **Chapter 5**. PES code H (see note 2).	X	X	X	X
18	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
19	is disqualified from a previously awarded AFSC not for cause and is awaiting discharge (RI9A300) (see note 10).	X	X	X	X
20	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
21	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
22	has a referral report (as defined by AFI 36-2406, *Officer and Enlisted Evaluation Systems*), **OR** an overall rating of "2" on the top enlisted performance report (EPR). PES code R (see notes 2 and 6).	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 3.2.2.2.**

3. SSgt, 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 change PES to code "X" (if no other PES code applies). For approved withdrawal of PCS declination statement (PES code "C"), effective 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 **paragraph**s **2.1.** and **2.2.** can be promoted no earlier than the close out date of an EPR with a rating of "3" or higher 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 with an overall rating of "3" or higher 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.

8. Per the FY97 National Defense Authorization Act and Disability Retirement Act (NDAA), if there is a projected promotion in system and PES code is "X" (eligible for promotion), the Airman may be placed on the TDRL in the projected grade. If the PES code is other than "X," HQ AFPC/DPSDD will advise HQ AFPC/DPSOE to review the reason for ineligibility and determine if it can be waived. The FY02 NDAA amended section 1212 of Title 10 USC to authorize separation with severance pay in the grade to which the Airman would have been promoted, had it not been for the physical disability. AFPC will update PES code "L" and Grade Status Reason (GSR) "3J" upon receipt of the disability retirement or discharge message.

9. 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).

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

Table 1.2. Withholding Promotion (see paragraph 4.2)

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	Commander Directed – Fitness Assessment for those not meeting fitness standards. PES code Y (see note 5) and Grade Status Reason code 2N.
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 MPS 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 and does not complete in-residence Airman Leadership School; TSgt and does not complete in-residence command NCO Academy; MSgt and does not complete in-residence Senior NCO Academy (or equivalent). 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.

ITEM	Withhold an Airman's promotion when his or her name is not removed from a select or eligibility list and the Airman is

***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 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.

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, MSgt, and SMSgt grades. 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. The only exception for waivers beyond 179 days is for those on 365 or extended 179-day deployments. Route these requests through AFPC/DPSOE. If approved, AFPC/DPSOE will update MilPDS and, if required, will grant a retroactive effective date IAW **paragraph 1.13.**

5. Commanders should use AFI 10-248, *Fitness Program*, Attachment 13, for administrative options for Airmen who fail to maintain fitness standards. Update PES Code "N" if the commander nonrecommends promotion; update PES Code "Y" if 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 and MSgt	E6/E7	31 Dec	1 Aug thru 1 Jul (see note 1).
6	SMSgt	E8	30 Sep	1 Apr thru 1 Mar (see note 1).
7	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

ACTIVE DUTY AIRMAN PROMOTIONS TO GRADES AMN THROUGH CMSGT

2.1. Airman and A1C Promotions (seeTable 1.3).

2.1.1. An Airman Basic (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 (seeTable 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). (***EXCEPTION:*** CCT and PJ six year enlistees are to be promoted to SrA upon reaching 28 months TIG or 36 months TIS and 20 months TIG (whichever occurs first), provided they have obtained a 3-skill level and are recommended by their Unit Commander. These individuals are eligible for SrA BTZ, which allows them to be considered with their peers and promoted under the same Air Force policy.)

2.2.1.1. In situations where an 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.

2.2.2. SrA Below-The-Zone (BTZ) Promotion Program. 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**.

2.2.2.1. AFPC/DPSOE publishes additional program guidance via memorandum.

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

2.2.4. Airmen must be “considered” by the losing unit if their RNLTD is the 1st day of the first processing month or later.

2.2.5. **(Added-YOKOTAAB)** Program Responsibilities:

2.2.5.1. **(Added-YOKOTAAB)** The 374th Force Support Squadron, Promotions office (374 FSS/FSMPD) will:

2.2.5.1.1. **(Added-YOKOTAAB)** Identify central base promotion board members.

2.2.5.1.2. **(Added-YOKOTAAB)** Convene a Face-to-Face central base promotion board.

2.2.5.1.3. **(Added-YOKOTAAB)** Contact nominees and notify them of date, time, location and proper uniform for board (service dress).

2.2.5.1.4. **(Added-YOKOTAAB)** 374th Airlift Wing Commander (374 AW/CC) will:

2.2.5.1.5. **(Added-YOKOTAAB)** Approve or disapprove results of the central base promotion board.

2.2.5.1.6. **(Added-YOKOTAAB)** Authorize the 374 AW/CCCE to release the results of the Senior Airman Below-the-Zone Central Base Board (CBB)

2.2.5.1.7. **(Added-YOKOTAAB)** Establish the release date for all personnel promoted to Senior Airman Below-the-Zone, including those individuals selected by large unit promotion boards.

2.2.5.2. **(Added-YOKOTAAB)** Large Unit Commanders will:

2.2.5.2.1. **(Added-YOKOTAAB)** Appoint unit-level promotion board members.

2.2.5.2.2. **(Added-YOKOTAAB)** At unit leadership discretion, nominees may be required to physically appear before a board.

2.2.5.2.3. **(Added-YOKOTAAB)** Release the results of the unit-level board on the date authorized by the 374 AW/CC.

2.2.6. **(Added-YOKOTAAB)** Nomination Procedures:

2.2.6.1. **(Added-YOKOTAAB)** 374 FSS/FSMPD will determine and email the BTZ eligibility roster and promotion quotas to the unit First Sergeants, based on the population size of eligible Airmen from all units subordinate and tenant to the 374 AW.

2.2.6.2. **(Added-YOKOTAAB)** Units with seven or more eligible personnel will receive quotas based on their population size and will make selections by convening a promotion board at the unit level. Once units make their selection(s), commanders underline the selectee's name, date, sign and return the BTZ eligibility listing, along with board minutes, to 374 FSS/FSMPD, no later than the established suspense date.

2.2.6.3. **(Added-YOKOTAAB)** Units with six or less eligible personnel will forward nomination packages to the Career Development Promotions office, 374 FSS/FSMPD, by the established suspense date for consideration by the CBB. Units may only nominate one deserving A1C for each quarterly Central Base Board.

2.2.6.4. **(Added-YOKOTAAB)** Unit commanders and First Sergeants will perform a quality force review prior to considering/nominating individuals for promotion to Senior Airman Below-the-Zone. Only the highest quality personnel will be considered/nominated.

2.2.6.5. **(Added-YOKOTAAB)** All nomination packages, including those being considered by unit-level promotion boards, will consist of the following documents:

2.2.6.5.1. **(Added-YOKOTAAB)** AF Form 1206, consisting of the following areas: 1) Leadership and Job Performance in Primary Duty will have 9 bullets, 2) Significant Self-Improvement will have 3 bullets, 3) Base or Community Involvement will have 3 bullets (see format, Attachment 3). AF Form 1206 will have a total of 15 lines, not including HEADINGS.

2.2.6.5.2. **(Added-YOKOTAAB)** Below-the-Zone eligibility listing with nominees underlined and signed by unit commander.

2.2.6.5.3. **(Added-YOKOTAAB)** Copy of the citations and special orders for all approved decorations.

2.2.6.6. **(Added-YOKOTAAB)** The suspense date for nomination packages being sent to the CBB for consideration will be established by 374 FSS/FSMPD.

2.2.6.7. **(Added-YOKOTAAB)** Quotas are based on 15% of the total TIG and TIS eligible population regardless of normal ineligibility conditions. The MPS Chief determines quotas based upon eligible population before distributing to units.

Figure 2.1. (Added-YOKOTAAB) Quotas.

Computation: Eligibles multiplied by 15 percent equals the quota

Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ Quotas

(**Note:** Fractions of 0.5 or more are rounded up)

Distribution:

Eligibles	Quota	Eligibles	Quota
7-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10

Note: Units may not aggregate at the group level. Example: The 374th Medical Group is divided into five units and each unit commander has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

2.3. MPS Identify Eligibles:

2.3.1. 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 A1C's 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, ect.), 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 and are ineligible for promotion. The output product produces an MPS alphabetical listing and a three-part unit listing:

2.3.1.1. Part I: Identifies A1C's with no quality indicators in their record.

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

2.3.1.3. Part III: Lists A1C's who meet the TIG and TIS requirements, but cannot be selected due to promotion ineligibility conditions listed in **Table 1.1**.

2.3.1.4. Distribute quotas based on 15 percent of eligible (eligibility is based on TIG/TIS alone, regardless of normal ineligible conditions) and obtain host wing commander approval. Host wing commander may delegate approval of quota distribution no lower than the MPS Commander.

2.3.1.5. 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.

2.3.1.6. Update SrA BTZ promotions immediately upon receipt of selections in PDS in accordance with AFCSM 36-699 Volume I.

2.3.1.7. Forward fully documented supplemental requests to AFPC/DPSOE for airmen not previously considered during their normal quarter board.

2.3.2. Nominations:

2.3.2.1. 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, regardless if the Airman is meeting a large unit or a small unit/Central Base Board (CBB).

2.3.2.2. AF form 1206, Nomination for Award, is now required for all A1C's being nominated for BTZ consideration. ***NOTE:*** **DBH reports are no longer required or authorized.**

2.4. Central Base Board (CBB) Process:

2.4.1. Units are notified if they are a large or small unit as soon as possible, but not later than the second week of the first processing month.

2.4.1.1. 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 not later than the last day of the selection month (i.e. 31 Mar, 30 Jun, 30 Sep, 31 Dec).

2.4.1.2. 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 Enhancement Element, 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.

2.4.2. 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).

2.4.3. 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.

2.4.4. If it's discovered an airman was not considered during the eligible quarter board and the error is discovered before BTZ selections are announced large unit commanders will consider the airman and adjust selections accordingly, the CBB will reconvene to consider small unit eligibles, and selections are adjusted accordingly. If discovered after selections are announced, request supplemental BTZ considerations according to **paragraph 2.5**.

2.4.5. Alternates may be promoted in the event a selectee is removed before the effective date. Do not withhold SrA BTZ promotions. Remove the projected promotion for any quality indicators listed in **Table 1.2** (including under investigation, use GSR 3C). 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 1.13**.

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

2.4.7. **(Added-YOKOTAAB)** Promotion Board Procedures.

2.4.7.1. **(Added-YOKOTAAB)** The Central Base Board (CBB) will consist of the 374 AW Command Chief (board president) and the Yokota Group Chiefs. The board president position will always be held by the 374 AW Command Chief or acting Command Chief. Nominees will be required to be present for a Face-to-Face board; unless a nominee is TDY or on Emergency leave (as defined in the AFI 36-3003, paragraph 6.5.) then the 374 AW Command Chief will make the determination to conduct a "records only" board or proceed with a Face-to-Face board. Members unable to meet the board will be given the average board score tallied from those who met the board.

2.4.7.2. **(Added-YOKOTAAB)** The CBB will convene on the scheduled date, at which time an MPS representative will instruct the board members on selection procedures. The MPS representative will serve as the board recorder and will remain available throughout the entire board.

2.4.7.3. **(Added-YOKOTAAB)** All board members will read the following oath: "I solemnly swear that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the Airmen and the efficiency of the United States Air Force." The oath will be on a sheet of paper; each board member will print their name, rank, unit and sign.

2.4.7.4. **(Added-YOKOTAAB)** The board president will have the board recorder read the following oath: "I solemnly swear that I will keep a true record of the proceedings of the board." The oath will be on a sheet of paper and the board recorder will print their name, rank and sign it. This oath will be filed with the board results.

2.4.7.5. **(Added-YOKOTAAB)** Using the score sheet at **Attachment 4,** each board member will score each nominee's package in the following categories: Leadership and Job Performance in Primary Duty (6 points max), Significant Self-Improvement (2 points max), and base or community involvement (2 points max), military bearing (1 points max), dress & appearance (1 points max), and communicative skills (3 points max). However, only the board member asking the knowledge questions will score the question he/she asked. Scoring will be done in half point increments and annotated on the BTZ score sheet. No two nominees should receive the same score. All board members will discuss packages when there is a difference greater than 2 points. Differences greater than 2 points will be resolved prior to adjournment of the board.

2.4.7.6. **(Added-YOKOTAAB)** Selection is based on the "whole person" concept by scoring the AF Form 1206 using Attachment 4. 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.

2.4.7.6.1. **(Added-YOKOTAAB)** The board recorder will compute the composite score for each nominee using the board members' scores, maximum of 10 points and 15 points maximum for a formal board. After the scores have been computed, he/she will arrange the nomination packages in order of merit. In the event of a tie, the board president will make the determination.

2.4.7.6.2. **(Added-YOKOTAAB)** The board recorder will prepare a minutes type summary (**Attachment 7**) which supplies the following mandatory information about the board: date/time it convened; board president; board members; location; members that met the board; individuals selected; time the board adjourned, and reason for Face-to-Face board. The summary will be reviewed and signed by the board president and approved by the 374 AW/CC.

2.4.7.7. **(Added-YOKOTAAB)** Unit-level promotion board procedures may mirror the CBB procedures with the following exceptions:

2.4.7.7.1. **(Added-YOKOTAAB)** The unit-level board will consist of one Chief Master Sergeant (if available) and minimum of two senior NCOs. In the event a Chief Master Sergeant is unavailable, the board will consist of three senior NCOs, with the highest ranking individual serving as board president.

2.4.7.7.2. **(Added-YOKOTAAB)** The unit commander will designate one person to serve as board recorder, who will remain available throughout the entire board.

2.4.7.7.3. **(Added-YOKOTAAB)** The board convening authority (Unit Commander) or designated representative will administer the following oath to all board members: "I solemnly swear that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airmen and the efficiency of the United States Air Force."

2.4.7.7.4. **(Added-YOKOTAAB)** At Unit leadership discretion, nominees may be required to physically appear before a board.

2.4.7.7.5. **(Added-YOKOTAAB)** If unit conducts BTZ Face-to-Face board, board president and board members will administer evaluation (See attachment 4). The procedures will mirror the CBB.

2.4.7.8. **(Added-YOKOTAAB)** Post Board Procedures

2.4.7.8.1. **(Added-YOKOTAAB)** The board president of the unit-level boards will forward the minutes to the unit commander and the 374 FSS/FSMPD. The board president of the CBB will forward the minutes to the 374 FSS/FSMPD.

2.4.7.8.2. **(Added-YOKOTAAB)** The 374 FSS/FSMPD will forward a complete listing of both CBB/Large Unit board minutes to the Career Development Promotions Office. Both the CBB/Large Unit Board minutes will be reviewed/validated by the Manpower and Personnel Flight Commander (374 FSS/FSM) for coordination to 374 AW/CCC and 374 AW/CC for approval/disapproval.

2.4.7.8.3. **(Added-YOKOTAAB)** The 374 AW/CC will authorize release of all Senior Airman Below-the-Zone promotion lists, including those selected by the unit-level boards. The 374 AW Command Chief will announce the results of the Central Base Board and notify all 374 AW and tenant units of their selectees, and 374 FSS FSMPD will ensure the Military Personnel Data System is updated.

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 is not discovered until after promotions are announced. 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 UPRG.

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

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

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. EPRs covering the last 5 years (maximum of 10 reports) are used to compute the EPR time-weighted factor score. All eligibles are required to have an EPR that closes out within 5 years 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 next projected EPR closes out or until a directed by HAF EPR is completed for promotion consideration. 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.

2.6.1.4. Promotes Airmen in chronic critical shortage (CCS) skills at a higher selection rate than those of non-CCS skills.

2.6.1.5. Considers Airmen with SKT exemptions in one of two promotion AFSCs (00XXXX 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 once they return to an awarded AFSC for which they are no longer fully qualified. Update a DIERT (date initially entered retraining) date equal to the date the Airman returned to the previous AFSC. For periods of less than 1 year, ensure the Airman takes the SKT.

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.

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

2.6.2. The MPS:

2.6.2.1. MPS will instruct eligible Airmen to review their records in ARMS, and obtain/review their DVR/score notices on vMPF to verify the data used in the promotion selection process.

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 10). 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.

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

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**.

2.6.3.2. Advise Airmen not to assume the next higher grade if data verification discovers missing or erroneous data.

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

2.6.3.4. May request rescheduling from the MSS 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."

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 ARMS, obtain/review 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, *Air Force Military Personnel Testing System*. 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. 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 reporting identifier (RI) or special duty identifier (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 2.5** for WAPS factors and formulas.

2.7.1. AF/A1:

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

2.7.1.2. Prior to the convening of each enlisted evaluation board review and approve the formal board charge and other essential policy guidance for managing evaluation boards and feedback from the Board President.

2.7.2. HQ AFPC/CC:

2.7.2.1. Appoints board members for the SNCO evaluation board.

2.7.2.2. Convenes SNCO evaluation board.

2.7.2.3. Approves evaluation board results.

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.

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

2.7.3. HQ AFPC/DPSOE:

2.7.3.1. Announces eligibility cutoff and board convening dates annually. Sends NFQ memorandums to servicing MPS's for chain of command notifications.

2.7.3.2. 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).

2.7.3.3. Applies the quota to each promotion AFSC or CEM, with the highest scores in each AFSC or CEM selected.

2.7.3.4. Promotes Airmen in chronic critical shortage (CCS) skills at a higher selection rate (determined annually by USAF/A1PP) than non-CCS skills.

2.7.3.5. Makes promotion selections using WAPS and the Central Evaluation Board results.

2.7.3.6. Prepares select lists for virtual release.

2.7.3.7. 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.

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

2.7.4. HQ AFPC/PB:

2.7.4.1. Conducts the Central Evaluation Board in accordance with **Chapter 3**.

2.7.5. The MPS:

2.7.5.1. Schedules and tests Airmen using the CAFSC held on the PECD to determine test requirements. IAW AFI 36-2605, *Air Force Military Personnel Testing System*, Attachment 9, 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 10). 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.

2.7.5.2. Notifies unit commanders of each eligible individual's promotion status.

2.7.5.3. Instructs Airmen to review their record in ARMS, obtain and review their DVR along with their score notice on the vMPF to verify the data used in the promotion process.

2.7.6. Airmen:

2.7.6.1. Must meet the eligibility criteria outlined in **paragraph 2.6.4**, **Table 1.2**, Rules 5 & 6 and have an EPR closing out within the last 12 months prior to the PECD.

2.7.6.2. Obtain and review DVRs along with score notices on the vMPF, review electronic record in ARMS and senior NCO selection folder to ensure data is correct, and notify the appropriate MPS workcenter or agency for correction of any errors. Senior NCO selection folder contents can be obtained/reviewed by contacting the Selection Board Secretariat at DSN 665-2353; Fax 665-6242; HQ AFPC/PBR-2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707; or **records.review@randolph.af.mil.**

2.8. 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 1.13** 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, 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 MSgt and prior to the original evaluation board for SMSgt and 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.

2.8.1. 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.

2.8.2. 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.

2.8.3. Supplemental promotion may be granted for those individuals who are recommended by their unit commander and are nonweighable, 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.

2.8.3.1. 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. Resubmitted decorations (downgraded, lost, amended, etc.), to verify the original submission was placed into official channels prior to the selection date. 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. 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.

2.8.4. SNCO 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.

2.8.4.1. 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**.

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

2.8.6. Supplemental Processing Instructions:

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

2.8.6.2. 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.

2.8.6.3. 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.

2.8.6.3.2. Instructs commanders to make a written promotion recommendation.

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).

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.

2.8.6.4.3. AFPC/DPSOE will grant a retroactive effective date correction to match an Airman's DOR in accordance with **paragraph 1.13**.

2.9. Promoting 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.

2.9.1. AFPC/DPSOE:

2.9.1.1. Promotes recommended Airmen in the grades of A1C and below when they meet TIG and TIS requirements in **paragraphs 2.1 and 2.2**.

2.9.1.2. 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.

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. Commanders should guard against using STEP as an enlisted below-the-promotion-zone (BPZ) program. Commanders should give WAPS the opportunity to promote our top performers and incline toward promoting deserving hard chargers with average time in service compared to their peers. STEP promotions are authorized to grades SSgt, TSgt, and MSgt. Airmen are not supplementally considered for STEP. DOR and effective date are the date the selection authority announces the promotion.

2.10.1. Eligibility requirements:

2.10.1.1. 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).

2.10.1.2. 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.

2.10.1.3. Commanders may waive other promotion eligibility requirements in **Table 2.1**.

2.10.2. Selections should be based on recommendations from subordinate commanders or personal knowledge of the individual. Time consuming administrative boards are discouraged. Only one STEP promotion per career is allowed.

2.10.3. AFPC/DPSOE:

2.10.3.1. Distributes STEP quotas to MAJCOMS, FOAs, DRUs and Air Force elements with 300 or more SrA through TSgts assigned.

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

2.10.3.3. Updates all STEP promotions into MilPDS. The effective date and DOR are the date the promotion authority announces the selections.

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.

2.10.4.2. 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.

2.11. Promoting 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.

2.12. Promoting Prior-Service Airmen and Former Officers. HQ 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.

2.13. Promoting 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.

2.13.1. 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.

2.13.2. HQ USAF/A1PP may:

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

2.13.2.2. 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. ***NOTE:*** Title 10 U.S.C., Chapter 31, Para 5.17, limits CMSgt end strength to one percent of the enlisted force and SMSgt end strength to 2.5 percent of the enlisted force.

2.13.2.3. 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.

2.14. Air Force Wounded Warrior (AFW2) Program.

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

2.14.1.1. Once awarded RI 9W200, AFPC/DPSOE will consider the AFW2 for promotion if the AFW2 is promotion eligible and tests. AFW2s will compete for promotion with other Air Force-wide Specialty Knowledge Test (SKT) exempt Airmen in a promotion Air Force Specialty Code (AFSC); taking only the Promotion Fitness Examination (PFE). At anytime during this process, AFW2 personnel will be given the option to test SKT. If desired, they will compete in their Control Air Force Specialty Code (CAFSC) at the time of their injury.

2.14.1.2. AFW2 Airmen remain SKT exempt indefinitely or until they are returned to their previously awarded AFSC(s) or reclassified. AFW2 personnel who are reclassified or returned to a previously award AFSC will be SKT exempt for 2 years.

2.14.1.3. 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.

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

2.14.2. Special promotion considerations to SSgt, TSgt and MSgt:

2.14.2.1. To ensure AFW2s are considered for promotion and are promoted along with their peers, the following promotion procedures will apply in rare cases. If an AFW2 is promotion eligible, but cannot WAPS test as documented by a medical authority due to catastrophic injuries; they will be considered for promotion based on a 5-year look back formula. A catastrophic injury is defined as a permanent, severely disabling injury, disorder, or disease that compromises the ability to carry out the activities of daily living to such a degree that a Service Member or Veteran (SM/V) requires personal or

mechanical assistance to leave home, bed, or requires constant supervision to avoid physical harm to self or others.

2.14.2.1.1. AFPC/DPSOE automatically 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.

2.14.2.1.2. AFPC/DPSOE verifies AFW2 promotion eligibility and computes average TIG for selectees (last 5 cycles) in their CAFSC. If TIG as of the current PECD meets or exceeds the 5-cycle average, obtain AF/A1 approval of the promotion. The promotion DOR and effective date is the first day of the last month promotions would have increment for the specific cycle (previous cycles). For current cycle, the promotion DOR and effective date is the date the assigned PSN increments or the date AF/A1 approves promotion, whichever occurs first. In addition, AFW2 promotion DOR and effective date will not include previous cycles where members were ineligible or non-selected for promotion. AFW2 promotion packages in this category require the wing commander's recommendation and will be routed to AF/A1 for approval. If promotions are approved by AF/A1, AFPC/DPSOE will make promotion notification to the AFW2's wing and unit commander.

2.14.3. Promotion to SMSgt and CMSgt will use the following procedures:

2.14.3.1. Once awarded RI 9W200, AFPC/DPSOE will consider the AFW2 for promotion if the member is promotion eligible and tests. The member's selection record will meet the promotion board and compete for promotion among other AFW2 personnel in their respective grade using WAPS eligibility factors. If the member is the only eligible AFW2, and is considered fully qualified by the promotion board, they will receive a PSN and be promoted. AF/A1 and CMSAF, through AF/A1PPP, will be provided promotion results for AFW2 SMSgt and CMSgt selects prior to public release.

2.14.4. Special consideration for promotion to SMSgt and CMSgt:

2.14.4.1. The following promotion procedures will apply in rare cases where an AFW2 Airmen is promotion eligible, but cannot WAPS test as documented by a competent medical authority due to catastrophic injuries. A catastrophic injury is defined as a permanent, severely disabling injury, disorder, or disease that compromises the ability to carry out the activities of daily living to such a degree that a Service Member or Veteran (SM/V) requires personal or mechanical assistance to leave home, bed, or requires constant supervision to avoid physical harm to self or others.

2.14.4.2. An AFW2 who is unable to test as documented by competent medical authority will meet the promotion board and compete for promotion among other AFW2 personnel in their respective grade using WAPS eligibility factors who are unable to test. If the member is the only eligible AFW2, and is fully qualified by the promotion board, they will receive a PSN and be promoted. AF/A1 and CMSAF through AF/A1PPP, will be provided promotion results for AFW2 SMSgt and CMSgt selects prior to public release.

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

2.15. Posthumous Promotions. 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. Airmen selected for promotion to grades SSgt through CMSgt who die before their projected promotion date, are eligible for posthumous promotion. Such promotion is authorized only if it is known the Airman would have been promoted under normal circumstances. The MPS will publish special orders and email to: **afpc.casdlist@randolph.af.mil** immediately upon notification. 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.

2.15.1. 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.

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**	**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)		the Airman is eligible for promotion if recommended, in writing, by the 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).
2	SSgt (see **paragraph 2.3.** and notes 5, 6)	5 level (see note 5)	6 months	3 years		
3	TSgt (see **paragraph 2.6.**)	7 level (see note 5)	23 months	5 years		
4	MSgt (see **paragraph 2.6.**)	7 level	24 months	8 years		
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)	
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)	

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 have continuous active duty as of PECD.

2. The high year of tenure (HYT) policy applicable as of PECD may affect promotion eligibility in grades SrA and above.

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 active duty ***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.

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 an exception to policy 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.

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 level requirement for TSgt selects (at the time when PSN is announced for promotion) when the Airman has completed upgrade requirements and is waiting to attend, or is currently enrolled in, the 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**.

6. Airmen demoted to SrA who are past their HYT for that grade will have their HYT adjusted based on TIG requirements only (reference AFI 36-3208, *Administrative Separation of Airmen*). The HYT is adjusted regardless of whether or not they are eligible to compete for promotion. The HYT date will be the 4th month after selections are made for the first SSgt promotion cycle the Airman is TIG eligible. Airman will not be considered for promotion if ineligible according to **Table 1.1.**

7. Service in a commissioned, warrant, or flight officer status is creditable for pay. Such service does not count for this requirement (38 Comptroller General 598). Airmen may be considered for promotion 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.

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.

Table 2.2. Calculating Points And Factors For Promotion To SSgt Through CMSgt.

	A	B	C	D
RULE	**For SSgt thru MSgt**	**For SMSgt and CMSgt**	**and the factor is**	**then the maximum score is**
1	**X**		**SKT**	100 pts. Base individual score on percentage correct (two decimal places) (see note 1).
2	**X**		**PFE**	
3		**X**	USAF Super-visory Exam	
4	**X**		TIS	40 pts. Award 2 pts for each year of TAFMS up to 20 years, as of the last day of the last month of the promotion cycle. Credit 1/6 point for each month of TAFMS (15 days or more = 1/6 pt; drop periods less than 15 days). ***EXAMPLE:*** The last day of the last month of the cycle (31 Jul 93) minus TAFMSD (18 Jul 86) equals 7 years, 14 days (inclusive dates considered equals 7x2 = 14 pts). (see note 1).
5		**X**	TIS	25 pts. Credit one-twelfth point for each month of TAFMS, up to 25 years, computed as of the last day of the cycle (see note 1).
6	**X**	**X**	TIG	60 pts. Award 1/2 pt 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 1/2 pt; drop periods less than 15 days). ***EXAMPLE:*** The first day of the last month of the promotion cycle (1 Jul 93) minus current DOR (1 Jan 90) equals 3 years, 6 months, 1 day (inclusive dates considered) equals 42 x .5 = 21 pts. (see note 1).

	A	B	C	D
RULE	**For SSgt thru MSgt**	**For SMSgt and CMSgt**	**and the factor is**	**then the maximum score is**
7	**X**	**X**	Decorations	25 pts. Decoration point value is based on order of precedence. (see note 2). 15 pts. Medal of Honor 11 pts. AF/Navy/Distinguished Service Crosses 9 pts. Defense Distinguished Svc Medal, Distinguished Svc Medal, Silver Star 7 pts. Legion of Merit, Def Superior Svc Medal, Distinguished Flying Cross 5 pts. Airman's/Soldier's/Navy-Marine Corps/Coast Guard/Bronze Star/Defense Meritorious Service Medals, Purple Heart 3 pts. Air/Aerial Achievement/AF/Army/Navy/Joint Services/Coast Guard Commendation Medals 1 pt. AF/Navy/Army/Coast Guard/Joint Service Achievement Medals

	A	B	C	D
RULE	**For SSgt thru MSgt**	**For SMSgt and CMSgt**	**and the factor is**	**then the maximum score is**
8	**X**	**X**	EPR score	135 pts. Multiply each Enlisted Performance Report rating that closed out within 5 years immediately preceding the PECD, not to exceed 10 reports, by the time weighted factor for that specific report. The time weighting factor begins with 50 for the most recent report and decreases in increments of 5 (50-45-40-35-30-25-20-15-10-5) for each report on file. Periods of performance not evaluated for some reason (break in service, report removed through appeal process, etc.) are not counted in the computation. For example, an EPR string of 5B, 4B, 5B, XB, is computed the same as 5B, 4B, 5B. Multiply that product by the Enlisted Performance Report conversion factor of 27 for each report. Repeat this step for each report. After calculating each report, add the total value of each report for a sum. Divide that sum by the sum of the time weighted factors added together for the promotion performance factor. (see note 1.) ***EXAMPLE:*** Enlisted Performance Report (most recent to oldest): 5-4-4-5-4-5 5 x 50 = 250 x 27 = 6750 4 x 45 = 180 x 27 = 4860 4 x 40 = 160 x 27 = 4320 5 x 35 = 175 x 27 = 4725 4 x 30 = 120 x 27 = 3240 5 x 25 = 125 x 27 = 3375 225 27270

NOTES:

1. Cut scores off after the second decimal place. Do not use the third decimal place to round up or down.
2. The decoration closeout date must be on or before the PECD.

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

RULE	A	B
	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 2.12.**

2. Process PAFSC skill-level waivers as outlined in AFCSM 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines.*

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.

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.

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.

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

RULE	A If on or before the PECD the Airman is	B 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	deployment data	add/correct deployment data	authorized	optional
9	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

Chapter 3

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 central senior noncommissioned officer evaluation and supplemental boards for the United States Air Force at the Headquarters Air Force Personnel Center, USAF Selection Board Secretariat. Selection Board Secretariat personnel are responsible for conducting central evaluation and supplemental boards for promotions to both Senior Master Sergeant and Chief Master Sergeant 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 women, MAJCOM of assignment, and career area. Career areas are broken into four categories: Support, Operations, Maintenance, and Medical. The largest AFSCs within each career area garner a board member.

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) 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 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 AFI 36-2502, **Table 2.2**).

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 SNCOs 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.

3.7. Scoring Scale. Boards will use the following scale:

Score	*Potential*
10.0	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

3.8. 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).

3.9. 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).

3.10. 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.

3.11. Not Fully Qualified (NFQ) for Promotion. Board members are charged to identify any SNCO who, in their opinion, is not fully qualified 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 should not be used to "send" a message to the eligible or the eligible's chain of command.

3.11.1. 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.

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

3.11.3. 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.

3.12. 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:

3.12.1. 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.

3.12.2. 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:

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

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

3.12.2.3. 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.

3.12.2.4. 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 considered).

3.13. Board Report. AFPC/PB prepares board proceeding reports and handles as FOR OFFICIAL USE ONLY, under provisions of DoD Regulation 5400.7-R/AF Supplement, *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://afrims.amc.af.mil**.

3.13.1. Provides a board report to AFPC/DPSOE, Enlisted Promotion and Military Testing Branch, which will discuss the proceedings of the board and identify those SNCOs found to be not fully qualified 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.

3.14. 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.

3.14.1. 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 many members voted, discussions about members' records, lists or statistics of results, who served on which panel.

3.14.2. 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.

3.15. 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.

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

3.16.1. 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 a board member from one of the four career areas. For example, one panel could have a maintenance group commander, a personnel chief master sergeant, and a supply 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.

3.16.2. Determining Select/Non-Select Status. HQ AFPC/DPSOE determines what board score an eligible would have needed in order to beat the promotion cutoff from the original board. See **paragraph 2.7**.

3.16.3.1. An eligible SNCOs record is compared to benchmark records. Benchmark records are: three records with the same required score as identified in **paragraph 3.16.3** ("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.

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

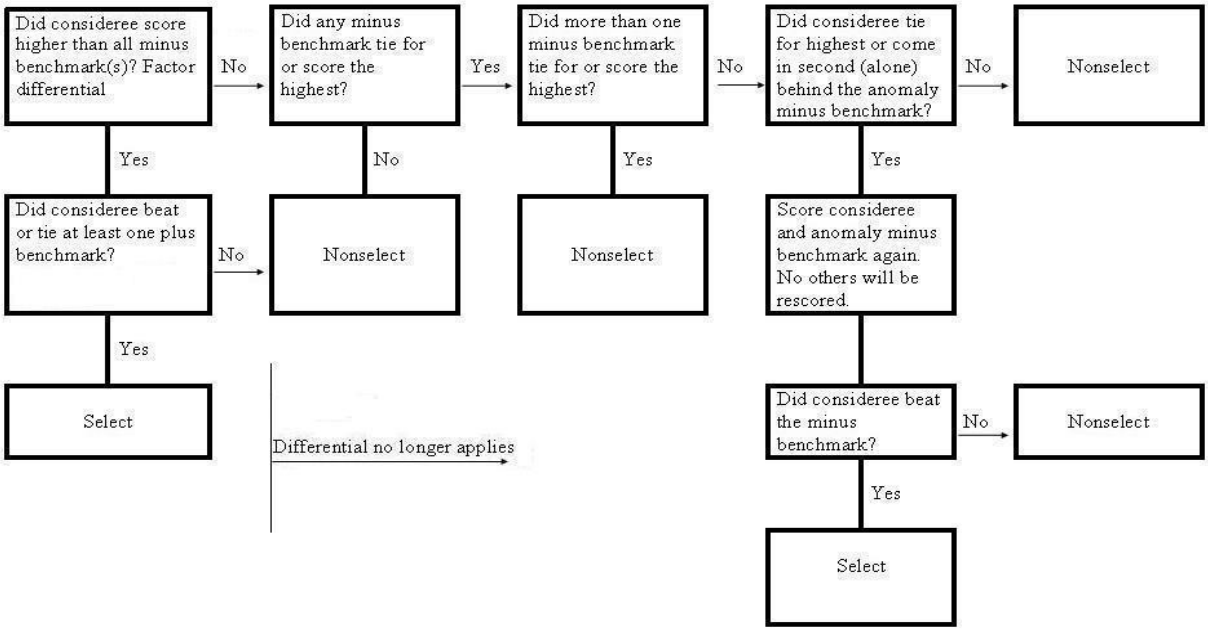
3.16.3.3. An eligible is a "Select" if he/she outscores all "minus" benchmarks and ties or outscores at least one of the "plus" benchmarks. Unlike evaluation boards, there is no quota on supplemental boards. The decision tree at Figure 1 will be used to determine select/non-select status.

3.16.4. Differentials. When benchmark records are not available at the required "minus" scores, HQ 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 ± 3 points.

3.16.5. 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.

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

Figure 3.1. SNCO Supplemental Decision Tree.



3.17. 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. .

3.18. Summary. These selection board procedures were developed to give all eligible SNCOs fair and equitable consideration, not for ease of administration. While it in many ways mirrors the officer selection board process, SNCO evaluation boards are <u>not</u> 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

ACTIVE DUTY 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.

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.

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 disenrolled date; second year disenrolled Airmen receive the grade determined by AFI 36-2604, *Service Dates and Dates of Rank*.

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)*.

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.

4.1.7. Discharge Airmen selected for the Airman Scholarship and Commissioning Program (ASCP) and enlist them into the AF Reserves. 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.

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. On 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 entry to active duty (EAD).

4.1.9.1. After accessed, Airmen are authorized one promotion to Amn or A1C base on the TIG requirements in **paragraph 2.1**. Consecutive promotions based on the accessed grade and DOR prior to EAD are not authorized (Airmen cannot be promoted from AB to A1C). Accessed A1Cs are required to serve a minimum of 12 months from EAD prior to pinning on SrA.

4.2. Nonrecommending, Deferring, and Withholding Promotions. The action may be initiated and approved by the unit commander 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 1.4**).

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.

4.2.1.2. Obtain the Airmen's written acknowledgment.

4.2.1.3. Forward the written notification to the MPS to send for file in the Airman's ARMS record and updates MilPDS.

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 9, 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 9), 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 1.13**.

4.2.2.4. Nonrecommend A1Cs and below in monthly increments up to 6 months (**Table 1.1**, Rule 9).

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**).

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 HQ AFPC/DPSOE when the promotion authority (see **paragraph 1.4**) 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 for 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 1.4**) approves deferring promotions to SMSgt and CMSgt beyond 3 months.

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.

4.2.4. 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.

4.2.4.3. The unit commander may initiate, approve, and terminate withhold action for periods of less than 1 year for promotion to A1C through CMSgt. The promotion authority (see **paragraph 1.4**) approves withholding promotions to SMSgt and CMSgt for periods longer than 1 year.

4.2.4.4. Airmen receive their original DOR; the effective date is the date the commander terminates the withhold action and recommends promotion. See **paragraph 1.13** for corrections to effective dates.

4.2.4.5. 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.

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 who 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 1.4**).

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 1.13**.

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 HQ AFPC/DPSOE providing the Airman's name, SSN, cycle, date commander initiated reinstatement, date reinstatement was approved, and

circumstances surrounding the reinstatement. HQ 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 as an exception to policy. This exception is not intended for use as a rehabilitative tool for improved behavior. Exception to policy 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 HQ AFPC/DPSOE for final decision. All levels of command may disapprove these requests and discontinue further processing. The DOR and effective date for approved exception to policy 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

PREMIER BAND ENLISTED PROMOTION AND PROPRIETY REVIEW PROCESS

5.1. Premier Bands. The United States Air Force Band (The USAF Band), Bolling AFB, DC, and The United States Air Force Academy Band (The USAFA Band), Peterson AFB, CO.

5.2. Background. To support CONUS and worldwide mission requirements, Premier Bands access fully qualified professional musicians. Premier Band members are by-pass specialists who do not enter into formal upgrade training to attain craftsman (7-skill level) designation. Air Force Premier Bands compete with the other services' premier bands and the civilian sector in recruiting fully qualified professional musicians. While assigned to an Air Force Premier Band, members are deferred from rotational PCS moves. Special enlisted promotion authority is granted only for band members assigned to Premier Bands 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 Premier Bands 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 AFDW/CC and the USAFA/CC are the USAF Band and USAFA Band promotion authority, respectively.

5.4. Promotion Objective. The objective of the Premier 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 Premier Bands, The USAF Band and The USAFA Band conduct separate promotion processes based on internal unit vacancies. Promotion to TSgt is effective upon the day the member first reports for duty with a Premier Band and requires the approval of the promotion authority or their designated representative. There are no TIS or TIG requirements.

5.4.2. Promotion to the grades of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (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 for each unit 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. Premier Band Promotion Cycle. The promotion eligibility cutoff date (PECD) for all cycles is 31 March. Promotion testing for Premier Band members will be conducted during normal scheduled Air Force promotion testing cycles. Promotion boards 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 and USAFA/DP will provide their respective eligible members a copy of the promotion fact sheet.

5.6. Promotion Quotas. Promotion quotas for each grade are determined for each Premier Band by AFDW/A1 and USAFA/DP respectively, 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 Premier Bands 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 Premier Band PECDs, different criteria must be used to determine eligibility to test. To be eligible to test for the next higher grade, members of Premier Bands 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, Withhold and NonRecommending Promotions. Band members must be recommended for promotion by their respective Premier Band Commander. The commander will forward the eligibility/ineligibility roster to the command A1 or DP staff no later than 15 April. See **paragraph 3.2** for nonrecommending, deferring, and withholding promotions.

5.9. Data Collection and Verification. Upon PECD, the command A1 or DP staffs 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 HQ AFPC web page. Members must identify any discrepancies on the DVB to their respective servicing Military Personnel Flight or Base Education Office.

5.10. The Promotion Board. The promotion board is an essential element in the Premier Band promotion process. Selection records are evaluated based on the whole person concept with a 450 points maximum board score. 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 respective Premier Band. The promotion board members will be nominated by the respective command A1 or DP staff and appointed by the promotion authority. No board members will serve on consecutive boards and no member assigned to The USAF Band or The USAFA Band will be appointed to their respective 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 and USAFA/DP 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 respective command A1 or DP 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 their command A1or DP.

5.13.1. The three voting members of the supplemental promotion board will consist of the Chief of Air Force Enlisted Evaluations and Promotion Policy (HQ USAF/A1PPP), a Colonel and another CMSgt. The respective command A1 or DP will appoint and convene the panel.

5.14. Promotion Propriety Review. As stated in **paragraph 5.2**, members of Premier Bands are fully qualified professional musicians and are granted the privilege of promotion under the authority of this instruction while assigned to a Premier Band. In order to be assigned to a Premier 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 Premier 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 a Premier 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 a Premier Band. This will be filed in the member's Personnel Information File (PIF).

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 a Premier Band who will be reassigned to a new career field or to a non-Premier 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 HQ AFDW/CV (or their appointed colonel designate), The USAF Band Commander and HQ AFDW/CCC (or their appointed CMSgt designate) will comprise the Promotion Propriety Review Board. For The USAFA Band, the HQ USAFA/DP, USAFA/DPX and The USAFA Band Commander will comprise the Promotion Propriety Review Board. A representative from the respective command A1or DP staff will serve as the facilitator and a member from the respective Premier Band will serve as the technical representative.

5.14.2.2. Review Package. The respective command A1 or DP 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 Premier 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 their respective command A1 or DP 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 command A1 or DP, 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/A1PPP for final determination and approval. HQ USAF/A1PPP will inform the command A1 or DP of its decision. The Premier Band Commander may verbally inform the member of the board's recommendation upon completion of the propriety review.

5.14.3. Each respective command A1 or DP will notify the Premier Band Commander of the final determination made by HQ USAF/A1PPP. 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 command A1 or DP staff for inclusion in the member's UPRG. The command A1 or DP staff will ensure demotion/date of rank adjustment orders are completed and distributed appropriately (i.e., gaining MPE, member, HQ 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. The respective command A1 or DP staff notifies the local MSS to publish any required demotion/DOR adjustment guidance for the gaining MPE, and HQ AFPC/DPSOE to project DOR.

Table 5.1. Minimum Eligibility Requirements for Premier 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	20 months	10 years	
4	CMSgt	21 months	14 years	

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 AIRMEN

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

6.1.1. The home station unit commander is the demotion authority. 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.

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.

6.1.7. Do not revoke demotion orders. File a source document such as AF Form 2096, Classification/On-The-Job Training Action**,** in the Airman's ARMS record with the memorandum approving the restoration. Notify HQ AFPC/DPSOE by message of the restored grade per AFMAN 36-2622, *Base Level Military Personnel System* (formerly AFM 30-130, Volume 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 major command (MAJCOM) commander, field operating agency (FOA) commander, or direct reporting unit (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 and Personnel, 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 (SAF) 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, MSgt, or SMSgt with an approved EPME waiver and later is dismissed from PME for cause, demote the Airman to former grade.

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) 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 who don't fulfill Airman, noncommissioned officer (NCO), or 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 10-248, *Fitness Program*.

6.3.6. Failure to Perform. Demote Airmen under the policies of HQ AFDW/A1P, 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 HQ 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 within 3 working days, or the demotion will make effect as the date the demotion authority approved the demotion. See **paragraph 5.6** for additional instructions on applying 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. After receiving the Airman's acknowledgment, the commander decides whether or not to terminate the demotion action or continue processing it.

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

6.4.2.2. 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. 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. The MPS informs the Airman's unit commander, in writing, of the demotion decision and gets the Airman's written acknowledgment.

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.

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

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

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

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.

6.4.6.4. Indicates if he or she prefers to retire in lieu of demotion.

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 can elect to "retire in lieu of demotion." The 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.

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

6.6.2. The demotion process terminates if the authorities approve the retirement application and continues if the application is disapproved.

6.7. Grades to Demote Airmen.

6.7.1. Demote SrA or higher no lower than Airman First Class (A1C). ***EXCEPTION:*** Airmen under **paragraph 6.3.1** can be demoted to the grade of Airman Basic (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 demoted under **paragraphs 6.3.3** through **6.3.7** is the effective date of the demotion action (i.e., the date the demotion authority approves the demotion).

6.8.3. HQ AFDW/A1P determines the DOR for Airmen demoted under **paragraphs 6.3.5** and **6.3.6**.

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 HQ 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 authority turns down the application for retirement in lieu of demotion, publish the demotion orders. 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 grade 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 HQ AFPC/DPSSR, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723 for the Military Personnel Records Group (MPerRGp).

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.

6.11.2. Retains demotion orders if the Airman's grade is restored according to **paragraph 6.1.6**. ***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 5.3.__. (reference sub-paragraph referring to specific demotion reason).

6.12. Documenting Demotion Actions. The MPS:

6.12.1. Updates the demotion in the personnel data system (MilPDS) according to AFCSM 36-699, Volume 1, *Military Personnel Flight (MPS) Management and Military Personnel Data System (MilPDS) User Guidelines*, immediately after the demotion authority (not appellate authority) approves the demotion. ***EXCEPTION:*** The Airman applies for retirement in lieu of demotion.

6.12.2. Sends a copy of the entire case file to HQ AFPC/DPSSRP, 550 C Street West Ste 21, Randolph AFB TX 78150-4723 to have documents scanned into ARMS (Automated Records Management System).

6.13. Dual Status Airmen. Airmen can also hold a commission as an officer in the Air Force Reserves. 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 ARPC, Separations Branch (DPPS), 6760 East Irvington Place, Denver CO 80280-5000.

6.14. Prescribed Forms.

There are no prescribed forms.

6.15. Adopted Forms.

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*

RICHARD Y. NEWTON, Lt General, USAF
DCS, Manpower and Personnel

(YOKOTAAB)

MARK R. AUGUST, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-25, *Military Promotion and Demotion,* 21 June 1993

AFI 10-248, *Fitness Program,* 25 September 2006

AFI 33-328, *Administrative Orders,* 16 January 2007

AFI 33-332, *Privacy Act Program,* 29 January 2004

AFI 33-360, *Publications Management,* 18 May 2006

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

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AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted),* 12 March 2006

AFI 36-2406, *Officer and Enlisted Evaluation Systems,* 15 April 2005

AFI 36-2603, *Air Force Board for Correction of Military Records,* 1 March 1996

AFI 36-2604, *Service Dates and Dates of Rank,* 1 March 1996

AFI 36-2605, *Air Force Military Personnel Testing System,* 14 November 2003

AFI 36-2618, *The Enlisted Force Structure,* 1 December 2004

AFI 36-2626, *Airman Retraining Program,* 1 July 2009

AFI 36-2907, *Unfavorable Information File (UIF) Program,* 17 June 2005

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 Force Reserve Members,* 14 April 2005

Air Force Records Information Management System (AFRIMS) **https://afrims.amc.af.mil**/

Air Force Records Disposition Schedule (RDS) at **https://afrims.amc.af.mil**/

DoD Directive 1304.20, *Enlisted Personnel Management System,* July 28, 2005

DoD Directive 1304.30 I, *Enlisted Personnel Management Plan Procedures,* March 14, 2006

DoD Regulation 5400.7-R/AF Supplement, *DoD Freedom of Information Act (FOIA) Program,*

Title 10, United States Code, *Armed Forces,* Section 517, *Authorized Daily Average: members in pay grades E-8 and E-9*

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*

Abbreviations and Acronyms:

AB—Airman Basic

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

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTAC—Air Force Technical Applications Center

Amn—Airman

ARMS—Automated Records Management System

ASCP—Airman Scholarship and Commissioning Program

BMT—Basic Military Training

BP—Board President

BPZ—Below-the-Promotion-Zone

BTZ—Below-the-Zone

CAFSC—Control Air Force Specialty Code

CC—Commander

CCS—Chronic Critical Shortage

CEM—Chief Enlisted Manager

CMSgt—Chief Master Sergeant

CSS—Commander's Support Staff

(Added-YOKOTAAB) DBH—Directed by HAF

DCS/P—Deputy Chief of Staff for Personnel

DIERT—Date Initially Entered Retraining

DoD—Department of Defense

DoDD—Department of Defense Directive

DOR—Date of Rank

DPSOE—nlisted 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

GS—General Schedule

HYT—High Year Tenure

IAW—In Accordance With

MAJCOM—Major Command

MPRG—Military Personnel Records Group

MPS—Military Personnel Section

MSgt—Master Sergeant

NCO—Noncommissioned Officer

NFQ—Not Fully Qualified

NSR—Noncommissioned Officer Selection Record

OJT—On-the-Job Training

OTS—Officer Training School

PA—Physician Assistant

PAFSC—Primary Air Force Specialty Code

PCS—Permanent Change of Station

PDS—Personnel Data System

PECD—Promotion Eligibility Cutoff Date

PES—Promotion Eligibility Status

PFE—Promotion Fitness Examination

PME—Professional Military Education

PSN—Promotion Sequence Number

RDP—Recommendation for Decoration Printout

RDS—Records Disposition Schedule

RI—Reporting Identifier

SDI—Special Duty Identifier

SKT—Specialty Knowledge Test

SMSgt—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SrA—Senior Airman

SSgt—Staff Sergeant

STEP—Stripes For Exceptional Performers

TAFMSD—Total Active Federal Military Service Date

TDSP—Technical Degree Scholarship Program

TDY—Temporary Duty

TIG—Time-in-Grade

TIS—Time-in-Service

TSC—Training Status Code

TSgt—Technical Sergeant

UCMJ—Uniform Code of Military Justice

U.S.C.—United States Code

UIF—Unfavorable Information File

UMD—Unit Manpower Document

USAFR—United States Air Force Reserve

USAFSE—Unites States Air Force Supervisory Exam

MPF—Virtual Military Personnel Flight

WAPS—Weighted Airman Promotion System

WMP—1—War and Mobilization Plan, Volume 1

Attachment 2

STATEMENT OF UNDERSTANDING – PREMIER BANDS

1. Because my rank upon entry into [The United States Air Force Band or The United States Air Force Academy 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 The USAFA 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/A1PPP.

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) Signature Date

_____

Witness' Printed Name (Last, First, MI) Signature Date

Attachment 3 (Added-YOKOTAAB)

SAMPLE AF FORM 1206

Figure A3.1. Sample AF Form 1206

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
Below-the-Zone	Airman	Dec 13

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	MAJCOM, FOA, OR DRU
A1C/Air M. Snuffy	PACAF

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
3S031/Personnel Apprentice	DSN: (315) 225-1111 & COMM: 011-81-311-755-1111

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE
374 FSS/FSMPD/Unit 5123/Yokota Air Base, Japan/APO AP/96328-5123

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*
Maj/Jim Doe/DSN: 315-225-2222 & COMM: 011-81-311-755-2222

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

(9 Bullets)

SIGNIFICANT SELF IMPROVEMENT:

(3 Bullets)

BASE OR COMMUNITY INVOLVEMENT:

(3 Bullets)

(15 lines total NOT including HEADINGS)

AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE **FOR OFFICIAL USE ONLY** (When filled in)

Attachment 4 (Added-YOKOTAAB)

BOARD MEMBER INSTRUCTIONS

Figure A4.1. Board Member Instructions

Each package will be evaluated in the following areas with point values on the score sheet as indicated:

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES – 6.0 point max
SIGNIFICANT SELF-IMPROVEMENT – 2.0 point max
BASE OR COMMUNITY INVOLVEMENT – 2.0 point max
MILITARY BEARING – 1.0 point max
DRESS & APPEARANCE – 1.0 point max
COMMUNICATION SKILLS – 3.0 point max

Sixteen points is the maximum point total a nominee may receive using .5 increments when a face-to-face board is convened.

Ten points is the maximum point total a nominee may receive using .5 increments when a face-to-face board is NOT convened.

Using the criteria above, rank each package with 1 being the highest ranking

Figure A4.2. Board Member Score Sheet (Records Only)

Category: / Rank/Name/Unit	Leadership& Job Performance in Primary Duties	Significant Self Improvement	Base and Community Involvement	Total	Rank
SSgt John D. Doe 18 WG	**6**	**2**	**2**	**10**	**1**
SSgt Troy D. Doe 35 FW	**4.5**	**1**	**1**	**6.5**	**3**
SSgt Dwayne D. Doe 374 AW	**5**	**2**	**1**	**8**	**2**

Board Member: _____ Date: _____
Print Name

Figure A4.3. Board Member Score Sheet (with face-to-face board)

Category: **Rank/Name/Unit**	Leadership & Job Performance in Primary Duties	Significant Self Improvement	Base and Community Involvement	Military Bearing	Dress & Appearance	Communication Skills	Total	Rank

Board Member: _____ **Date:** _____
Print Name

Attachment 5 (Added-YOKOTAAB)

SCORE SHEET (BOARD PRESIDENT)

Figure A5.1. Score Sheet

Senior Airman Below-The-Zone Promotion Board
Tally Score Sheet

	CMSgt Doe	CMSgt Doe	CMSgt Bunny	SMSgt Duck				
Nominee's Name and Unit	**Board President**	**Board Member #1**	**Board Member #2**	**Board Member #3**	**Board Member #4**	**Board Member #6**	**Total Score**	**Nominee's Ranking**
A1C John J. Johns (AMDS)								
A1C Mikel Jackson (CES)								

Notes:
1. **List all BTZ nominees in the first column**
2. **List the Board President and each Board Member's Name in the appropriate block above**
3. **Record each Board Member's score listed in section eight of the SrA BTZ Score Sheet**
4. **Total all Board Member's scores**
5. **Rank order nominee's total score with the highest score being "1"**

John L. Doe, CMSgt, USAF

Attachment 6 (Added-YOKOTAAB)

GUIDE FOR BTZ PROMOTION BOARDS

Figure A6.1. Guid for BTZ Promotion Boards

Selection:

Selection will be based on a combination of the AF Form 1206 **(10 points)** and the personal board interview **(6 points).**

a. Written Evaluation, AF Form 1206*, Nomination for Award*

Effective evaluation of the AF Form 1206 requires a detailed thought process; it's challenging to review nomination packages and determine who are 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. The total possible points that can be awarded are 15 (10 points for the written package and 5 points for the board). There are only three approved categories (listed below) that will be scored. Additionally, nomination submissions in excess of the 15-line limit will not be scored beyond the 15 lines. Each line will be evaluated on its own merit as it relates within the respective category. Board members have the opportunity to award maximum points to each section and can score each category using whole or half point increments. Board members cannot award points beyond the maximum points allocated for each category.

Nomination Headings:

Leadership and Job Performance in Primary Duty: (Maximum points - 6)

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

Higher HQ, service unique, or DoD involvement

Unit/Wing/Group/command-level and higher awards (both individual and unit; deployed or homestation)

Significant Self Improvement: (Maximum points - 2)

The primary focus of this section is the individual's professional and personal development and how it benefits the respective service. 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 expended? How much effort was involved? Was the achievement done on duty or during off-duty time?

Off-duty Education College (in-residence, on-line, correspondence classes, etc.)

Upgrade Training (5-level completion, CDC progress, formal training courses, etc.)

Advanced career field or Military Occupational Specialty training

Readiness training

Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.)

Base and Community Involvement: (Maximum points - 2)

This section rounds out the whole person concept. Unit and base activities/support should be weighed more heavily on community involvement because they directly impact Team Yokota and the surrounding community. 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

Dress and Appearance: (1 points)

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.

Military Bearing: (1 points)

Room entry: appropriate facing movements

Reporting: appropriate introduction.

Posture

Communication Skills: (3 points)

Pronunciation/Annunciation

Eye contact: Direct and impartial.

Demonstrates ability to organize thoughts

Speech: Appropriate rate, pitch, and volume

Non-verbals: Appropriate use of facial expressions, gestures

Note: The board president is responsible for contacting the board members to provide instructions in regards 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 tasked board category.

Board Guidelines: 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 below:

AF News/Current National/World Events

General knowledge of current AF news or world events and their opinions regarding them (for example: Overseas Contingency Operations, Iran, Korea, etc. Current Events will only cover the time period within three days of the scheduled board date.

Unit/Individual Accomplishments and/or Leadership Challenges

Prepare questions to evaluate the nominee's knowledge, involvement and impact on his or her personal and/or unit's success and accomplishments--how his or her accomplishments/leadership impacted the successes of their unit (this is an excellent opportunity to gather background information on the nominee). The AF Form 1206 is a great resource for this.

Leadership Challenges

Scenario based questions on how the nominee would react/respond in handling specific leadership situations (prepare scenarios based on the nominee's rank and level of responsibility).

Military Customs, Courtesies, and Service/Enlisted Heritage/Airman's Creed

Reference AFPAM 36-2241, *Professional Development Guide*, Current Edition, chapters that covers Enlisted History and Military Customs, Courtesies, and Protocol for Special Events (applicable to SrA through TSgt). Ask opinionated questions based on customs and courtesies, enlisted heritage, culture (i.e. "What does the Airman's Creed mean to you?")

Note: 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 (i.e., Warrior Jones has the most total points but two of the three board members have another nominee ranked as their number 1).

BOARD PRESIDENT/RECORDER 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		
Explain proceedings to nominee, define questions (opinionated)		
Introduce yourself as board president, then your fellow board members by rank, name, and unit		
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		
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 374th Wing Commander		
Ensure room is left in neat and orderly manner		
Provide final score sheet to 374th Wing Command Chief		

Attachment 7 (Added-YOKOTAAB)

MINUTES TYPE OF SUMMARY

Figure A7.1. Sample of Minutes Type of Summary

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

Date

MEMORANDUM FOR 374 AW UNITS

FROM: 374 FSS/FSMPD

SUBJECT: Central Base Senior Airman Below-the-Zone (BTZ) Promotion Board

1. The following individuals were appointed as members of the Central Base Senior Airman Below-the-Zone Promotion Board, which convened on 1 Dec 09. * Denotes Board President

*CMSgt Doe, John L	Unit	Duty Phone
CMSgt Doe, Jane	Unit	Duty Phone
CMSgt Bunny, Buggs	Unit	Duty Phone
SMSgt Duck, Daffy	Unit	Duty Phone

2. The board considered the nominees listed below. Nominees are listed in order of merit. This was a formal board. Based upon the promotion quota, the board's recommendations are indicated below:

Grade/Name /UNIT	Ranking	Status/ Projected DOR
A1C XXXXXXXXXXXXX	1	Select/DD MMM YY
A1C XXXXXXXXXXXXX	2	Select/DD MMM YY
A1C XXXXXXXXXXXXX	3	Select /DD MMM YY
A1C XXXXXXXXXXXXX	4	Non-Select

3. Request your approval of the above proceedings.

PETER A. RABBIT, SSgt, USAF
Board Recorder

John L. Doe, CMSgt, USAF
Board President

1st Ind, 374 AW/CC, 7 Jan 10, Central Base Senior Airman Below-the-Zone Promotion Board

MEMORANDUM FOR 374 FSS/FSMPD

Approve/Disapprove

XXXXXXXXX, Colonel, USAF
Commander, 374th Airlift Wing

Attachment:
Score Sheet