

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-25

2 NOVEMBER 2018



Personnel

**MILITARY PROMOTION AND
DEMOTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Policy Directive (AFPD) implements Department of Defense Directive 1304.20, *Enlisted Personnel Management System*; Department of Defense Instruction (DoDI) 1310.01, *Rank and Seniority of Commissioned Officers*; DoDI 1310.02, *Original Appointment of Officers*; DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*; DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*; DoDI 1320.11, *Special Selection Boards*; DoDI 1320.13, *Commissioned Officer Promotion Reports*; DoDI 1320.14, *Commissioned Officer Promotion Program Procedures*; and DoDI 1334.02, *Frocking of Commissioned Officers*. This Policy Directive applies to Regular Air Force, Air Force Reserve, and Air National Guard personnel. The policies approved in this Air Force Policy Directive have been developed in collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and develops personnel policy for Air Force Promotion and Demotion programs. Refer recommended changes and questions about this directive to the Office of Primary Responsibility using Air Force Form 847, *Recommendation for Change of Publication* and route all Air Force Forms 847 through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This directive has been reviewed in accordance with Secretary of the Air Force guidance. Administrative changes have been made.

1. Overview. The Air Force must be able to identify Airmen with the highest potential to fill positions of increased grade and responsibility. This directive establishes policies for promoting and demoting Airmen to grades appropriate to their abilities and for meeting Air Force needs.

2. Policy. It is Air Force policy that:

2.1. The Air Force will appoint as military officers those qualified individuals, enlisted members, and officers who possess the skills necessary to meet the needs of the Air Force and clearly have demonstrated the potential for full military careers.

2.2. The Air Force promotion system will provide promotion opportunities to advance Airmen with the appropriate experience and skills to fill projected requirements, consistent with federal law and Department of Defense policies and procedures.

2.3. Airmen will be assessed for promotion based on their potential to serve in the next higher grade. Selections will be made using the fully qualified or best qualified concept, which values duty performance and potential based on that performance, but not to the exclusion of other factors. Airmen who are not qualified for advancement to the next higher grade will not be promoted. When appropriate, and as permitted by law and consistent with Department of Defense policy, Airmen will be demoted to a grade commensurate with their demonstrated abilities and skills.

2.4. The Air Force will implement an enlisted personnel management plan that develops professionally trained Airmen to satisfy force structure authorizations, consistent with Department of Defense guidance.

3. Responsibilities. This directive establishes the following responsibilities and authorities:

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) provides policy oversight of and advocates for the Air Force's military promotion and demotion programs, and interfaces with the Office of the Secretary of Defense staff concerning development of Department of Defense promotion and demotion program policy and legislative initiatives.

3.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops, coordinates, and executes personnel policy and essential procedural guidance for managing appointments and promotion and demotion programs in collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard.

3.3. The Chief of Air Force Reserve (AF/RE) executes personnel policy and essential procedural guidance for appointments and promotion and demotion programs for Air Force Reserve personnel and oversees the Reserve force.

3.4. The Director, Air National Guard (NGB/CF) executes personnel policy and essential procedural guidance for the promotion and demotion programs for Air National Guard personnel and oversees the Air National Guard force.

3.5. The Vice Chief of Staff of the Air Force serves as the appellate authority in cases in which:

3.5.1. The commander of a Major Command, Field Operating Agency, or Direct Reporting Unit demotes an Airman from the rank of senior master sergeant or chief master sergeant.

3.5.2. The Senior Air Force Officer or Air Force Element commander for the headquarters staff of a unified command demotes an Airman from the rank of a senior master sergeant or chief master sergeant.

3.5.3. The Senior Air Force Officer or Air Force Element commander of an activity outside the Air Force demotes an Airman from the rank of senior master sergeant or chief master sergeant; however, if the Commander, Air Force District of Washington, is higher in grade to the Senior Air Force Officer or element commander who approved said demotion, then the Commander, Air Force District of Washington, serves as the appellate authority.

3.6. The commander of a Major Command, Field Operating Agency, or Direct Reporting Unit demotes an Airman from the grade of senior master sergeant or chief master sergeant.

3.7. The Senior Air Force Officer or Air Force Element commander for the headquarters staff of a unified command demotes an Airman from the grade of a senior master sergeant or chief master sergeant.

3.8. The Senior Air Force Officer or Air Force Element commander of an activity outside the Air Force demotes an Airman from the grade of senior master sergeant or chief master sergeant; however, if the Commander, Air Force District of Washington, is higher in grade to the Senior Air Force Officer or element commander who approved said demotion, then the Commander, Air Force District of Washington, serves as the appellate authority.

3.9. The Air Force Major Commands execute Air Force policy with regard to promotions and demotions in their respective commands.

Heather Wilson
Secretary of the Air Force

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

DoDD 1304.20, *Enlisted Personnel Management System*, 28 July 2005

DoDI 1310.01, *Rank and Seniority of Commissioned Officers*, 23 August 2013

DoDI 1310.02, *Original Appointment of Officers*, 26 March 2015

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

DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, 7 July 2017

DoDI 1320.11, *Special Selection Boards*, 12 February 2013

DoDI 1320.13, *Commissioned Officer Promotion Reports (COPRs)*, 30 October 2014

DoDI 1320.14, *Commissioned Officer Promotion Program Procedures*, 11 December 2013

DoDI 1334.02, *Frocking of Commissioned Officers*, 7 December 2012

AFMAN 33-363, *Management of Records*, 21 July 2016

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*