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**OFFICER PROMOTIONS AND
SELECTIVE CONTINUATION**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-25, *Military Promotions and Demotions*; DAFPD 36-21, *Utilization and Classification of Military Personnel*; and DAFPD 36-26, *Total Force Development and Management*. The instruction establishes the objectives and procedures for promoting Department of the Air Force Regular Air Force (RegAF) commissioned officers from second lieutenant to colonel (**Part 1**); outlines how to continue RegAF officers twice non-selected for promotion and provides details on selective continuation boards and special selection review boards (**Part 2**); and outlines objectives and procedures for promoting officers to the grades of brigadier and major general (**Part 3**). In collaboration with the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for officer promotions and selective continuation. This publication applies to Department of the Air Force RegAF officers, including United States Space Force (USSF) members until such time as

separate service guidance is published or otherwise annotated in this publication. This publication does not apply to the Air Force Reserve or the Air National Guard; Air Reserve Component (ARC) refer to AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*. All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the United States Space Force, as appropriate, until such time as the USSF provides its own independent guidance. For example, references to Airmen or RegAF members will apply to Guardians. References to MAJCOMs or Numbered Air Forces will apply to field commands (FLDCOMs). References to wings will apply to deltas/garrisons. Air Staff roles and responsibilities (i.e., AF/A1) will apply to the equivalent Office of the Chief of Space Operations (Space Staff) office (i.e., SF/S1), as appropriate. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Record Notices DoD-0020, Military Human Resource Records is available at: <https://dpclld.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the office of primary responsibility for coordination, and all major command (MAJCOM/FLDCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication's office of primary responsibility for non-tiered compliance items.

(AFMC) This supplement implements and extends the guidance of the Department of the Air Force Instruction (DAFI) 36-2501, *Officer Promotions and Selective Continuation*. The purpose of this supplement is to describe AFMC's procedures for use in conjunction with the DAFI. It gives additional procedures to ensure that the senior HQ AFMC leadership and impacted HQ AFMC functionals are notified when officer promotion proprietary actions (PPA) will be forwarded to SECAF for approval. This supplement implements a requirement for the reviewing commander to notify HQ AFMC/CC, HQ AFMC/CD, HQ AFMC/A1, HQ AFMC/JA and the respective Center CC on all promotion proprietary actions that will be forwarded to the SECAF for approval. It applies to all units within AFMC. This supplement does not apply to the Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. This publication may be supplemented by lower levels. All supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using DAF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional

chain of command to AFMC/A1DD, afmc.a1dp.workflow@us.af.mil. Submit written requests for clarification to this supplement to AFMC/A1DD. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This interim change revises DAFI36-2501 by updating the gender ideology as defined in the Presidential Executive Order *Defending Women*. Changes have also been made by outlining DAF specific processing requirements and criteria for honorary promotions. **A margin bar (|) indicates newly revised material.**

PART 1 - Promotion of ACTIVE-DUTY List (ADL) Officers to Colonel and Below

Chapter 1—PRE-BOARD ORGANIZATIONAL ROLES AND RESPONSIBILITIES	11
1.1. Secretary of the Air Force (SecAF)	11
1.2. The Chief of Staff of the Air Force (CSAF) / The Chief of Space Operations.....	12
1.3. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) / The Deputy Chief of Space Operations for Personnel (SF/S1).....	12
1.4. Inspector General of the Department of the Air Force (SAF/IG).....	12
1.5. Chief, Military Force Policy Division (AF/A1PP) / Director, Military Force Management (SF/S1P).....	13
1.6. Developmental Category Leads.....	13
1.7. Headquarters	14
Figure 1.1. Example “Show Cause” Authority Disposition Memorandum.	15
1.8. Military Personnel Flight (MPF).	16
1.9. Commander.....	16
1.10. Senior Rater.	16
1.11. Eligible Officer.	16
Chapter 2—CONDUCTING THE BOARD	18
2.1. Program Objectives.....	18
2.2. Rules Governing All Boards.....	18
2.3. Selection Board Membership.....	18

	2.4.	Organizing Boards.....	20
	2.5.	Board President.....	20
	2.6.	Board Members.....	20
	2.7.	Board Recorders.....	21
	2.8.	Administrative Support Staff.....	21
	2.9.	Rules Governing Communications With Boards.....	21
	2.10.	Letters to a Board.....	22
	2.11.	What Information Meets the Board.....	23
	2.12.	Instructing Boards.....	24
	2.13.	Board Member Preparation.....	26
	2.14.	Conducting Trial Runs.....	26
	2.15.	Record Distribution Procedures.....	26
	2.16.	Scoring Records.....	26
	2.17.	Scoring Scales.....	27
Table	2.1.	Scoring Scale.....	27
	2.18.	"Splits".....	27
	2.19.	Resolving.....	27
	2.20.	New Documents.....	27
	2.21.	Identifying "Show Cause" Records.....	27
	2.22.	Promotion Quota Computation.....	28
	2.23.	Establishing "Cut Lines".....	28
	2.24.	Establishing the Initial "Gray" Zone.....	28
	2.25.	Objective Quality Review (OQR).....	28
	2.26.	Re-establishing the "Cut Lines".....	29
	2.27.	Adverse Information Review.....	29
	2.28.	Board President Quality Review.....	29
	2.29.	Gray Resolution.....	30
	2.30.	Scoring BPZ Records (if applicable).....	30
	2.31.	BPZ Displacement (if applicable).....	30
	2.32.	Fully Qualified Select List.....	31
	2.33.	Skillset Requirements Procedures.....	31
	2.34.	Merit-Based Reordering.....	31
	2.35.	Resolution of "Show Cause".....	32

2.36.	Selective Continuation.....	32
2.37.	Board Report.....	32
2.38.	Additional Reports.....	32
2.39.	Outbriefing Board Members.....	32
2.40.	Board Anomalies.....	33
2.41.	Lists.....	33
2.42.	Removing an Officer From a Board Report.....	33
2.43.	Releasing Board Information.....	33

Chapter 3—POST-BOARD INSTRUCTIONS 35

3.1.	Board Recorders.....	35
3.2.	Board President.....	35
3.3.	AFPC.....	35
3.4.	MPF.....	36
3.5.	Determining Promotion Sequence.....	36
3.6.	Post Board Screening.....	37
3.7.	SecAF Promotion Withholds.....	37
3.8.	Notifying Officers Selected for Promotion.....	39
3.9.	Notifying Officers Not Selected for Promotion.....	39
3.10.	Effects of Nonselection for Promotion.....	40
3.11.	Publishing Promotion Orders.....	40
3.12.	When to Promote the Officer.....	40
3.13.	Promotion to Field Grade Officer.....	40
3.14.	Conducting Promotion Ceremonies.....	40
3.15.	Retirement Restrictions for Promotion.....	40
3.16.	Active Duty Service Commitment (ADSC) for Promotions.....	40

Chapter 4—SPECIAL PROMOTION ISSUES 41

4.1.	Exclusion from Promotion Consideration.....	41
4.2.	Declining a Promotion.....	42
4.3.	Frocking (Early Pin-On).....	43
4.4.	Posthumous Promotions.....	44
4.5.	Honorary Promotions.....	45
4.6.	Transferring Promotions to an Active Duty Promotion List.....	47
4.7.	Temporary Promotions.....	47

Chapter 5—PROMOTION PROPRIETY ACTIONS (PPAS)	51
5.1. When to Question Promotions.	51
5.2. How to Document Reasons for PPA.	51
Section 5A—Promotion List Removals and Delays.	52
5.3. Initiating Authorities.....	52
5.4. Delaying a Promotion.	52
5.5. Resolving a Promotion Delay.	54
5.6. Removing First Lieutenants through Lieutenant Colonels from a Promotion List..	55
5.7. How to Initiate a Promotion List Removal, Delay, or Resolution of Delay Action.	56
5.8. How to Process Promotion List Removal or Delay Actions.....	56
Section 5B—Not Qualified for Promotion (NQP) Actions.	58
5.9. Recommending a Second Lieutenant NQP.....	58
Section 5C—Other Promotion Propriety Actions.	61
5.10. Removing an Officer from a Report of a Selection Board.	61
5.11. Promotion Deviation from Sequence Number Order.	62
Chapter 6—SPECIAL SELECTION BOARDS (SSBS)	63
6.1. General.	63
6.2. SSB Approval Authority.....	63
6.3. Conditions That May Warrant an SSB.	63
6.4. Submitting Appeals for SSBs.	63
6.5. SSB Procedures.....	64
6.6. Presentation of the SSB to the Board Members.....	64
6.7. Board Composition.	64
6.8. Board Member Preparation.....	65
6.9. Scoring Records.....	65
6.10. Scoring Scales.....	65
6.11. Defining "Splits".....	66
6.12. Resolving "Splits".....	66
6.13. Identifying "Show Cause" Records.....	66
6.14. Promotion Quota for SSBs and Select or Nonselect Status.	66
Figure 6.1. SSB Decision Chart (Standard Selection Methodology).	67
6.15. Board President Quality Review.....	67

6.16.	Developmental Education Candidacy Selection.	67
6.17.	Fully Qualified Determination.	67
6.18.	Resolution of "Show Cause".....	68
6.19.	Board Report.....	68
6.20.	Procedural Board Anomalies.	68
6.21.	Deviations.	68
6.22.	Post-board Actions.....	68
6.23.	Time Limits.....	68
6.24.	Writing Letters to SSBs.	68
6.25.	Commander Actions on Promotions Resulting from SSBs.	69
6.26.	Promoting Officers by SSB.	69
6.27.	Disclosing SSB Proceedings.	69
Figure 6.2.	SSB Decision Chart (Modified Selection Methodology).	70

Chapter 7—SELECTIVE CONTINUATION PROGRAM 71

7.1.	SecAF Responsibilities.	71
7.2.	Developmental Category Leads and Developmental Category Functional Managers.	71
7.3.	AF/A1PP.....	71
7.4.	The Air Force General Officer Management Office (AF/A1LG) Responsibilities.	71
7.5.	The Air Force Colonel Management Office (AF/A1LO) Responsibilities.....	71
7.6.	AFPC/PB Responsibilities.	71
7.7.	AFPC/DPMSPP Responsibilities.....	71
7.8.	MPF Responsibilities.	72
7.9.	Commanders Responsibilities.....	72
7.10.	Who is Eligible for Continuation.	72
7.11.	Selecting an Officer for Continuation.....	73
7.12.	Determining Continuation Period.	73
7.13.	Requesting Continuation for Officers in the Grade of Lieutenant Colonel or Colonel.....	73
7.14.	Continuation for Special Projects.	74
7.15.	ADSC Agreement.....	74
7.16.	Status of Continued Officers.....	74
7.17.	Continuation to Retirement Eligibility.....	75

	7.18.	Termination of Continued Status.	75
	7.19.	Terms For Involuntary Separation of Selectively Continued Officers.	75
	7.20.	Early Termination of Continuation.	75
	7.21.	Continuation Propriety Actions.	75
	7.22.	Initiating Removal From a Continuation List.	75
Table	7.1.	Processing a Recommendation to Remove an Officer From a Continuation List. ..	76
Chapter 8—GUIDANCE ON CONDUCTING SPECIAL SELECTION REVIEW BOARDS FOR THE GRADES OF MAJOR GENERAL AND BELOW			80
	8.1.	Authority for Special Selection Review Boards (SSRBs).	80
	8.2.	Holding SSRBs.	80
	8.3.	Organizing Boards.	81
	8.4.	Information Meeting the Board.	82
	8.5.	SSRBs Procedures.	83
Figure	8.1.	SSRB Decision Chart (Standard Selection Methodology).	84
	8.6.	Board Report.	84
	8.7.	Post Board Actions.	85
	8.8.	Appointment of Officers.	85
	8.9.	Disclosing SSRB Proceedings.	85
Chapter 9—ORGANIZATIONAL REPONSIBILITIES			86
	9.1.	SecAF Responsibilities.	86
	9.2.	General Counsel of the Department of the Air Force (SAF/GC).	87
	9.3.	SAF/IG.	87
	9.4.	CJCS.	87
	9.5.	HQ USAF.	87
	9.6.	The Air Force Colonel Management Office (AF/A1LO) or Space Force Senior Leader Management Office (SF/S1L).	87
	9.7.	The Air Force General Officer Management Office (AF/A1LG).	87
	9.8.	Administering the Promotion Program.	87
	9.9.	MPF Career Development Element (for Brigadier General boards only).	89
	9.10.	Eligible Officer.	89
	9.11.	Department of the Air Force Members.	89

Chapter 10—THE AIR FORCE BRIGADIER GENERAL AND MAJOR GENERAL SELECTION PROGRAM REQUIREMENTS	90
10.1. Program Objectives.	90
10.2. Promotion Eligibility.	90
10.3. Information Provided to Boards.	90
10.4. Communications with Selection Boards.	92
10.5. Senior Officer Unfavorable Information Files.	94
10.6. Board Recorders and Board Administration.	95
10.7. Report of Board Proceedings.	95
10.8. Action on Reports of Selection Boards.	95
10.9. Disclosure of Board Proceedings and Recommendations.	95
10.10. Announcing Board Results.	96
Chapter 11—THE AIR FORCE BRIGADIER GENERAL AND MAJOR GENERAL PROGRAM PROCEDURES FOR CONDUCTING BOARDS	97
11.1. Internal Board Structure.	97
11.2. Secretarial Guidance Concerning Promotions.	98
11.3. Scoring.	98
Table 11.1. Major General Scoring Scale.	99
Table 11.2. Brigadier General Scoring Scale.	99
11.4. SSBs.	102
11.5. Post-Board Administration.	103
11.6. Report to the SecAF.	104
Chapter 12—GENERAL OFFICER PROMOTION PROPRIETY ACTIONS (PPA)	105
12.1. General Information.	105
12.2. Vacating a Promotion.	105
12.3. Delaying Promotions.	105
12.4. Removal From a Promotion List.	107
12.5. Removal From a Report of a Selection.	107
12.6. Processing Procedures.	107
Chapter 13—SPECIAL GENERAL OFFICER PROMOTION ACTIONS	109
13.1. Frocking (Early Pin-On) for General Officers.	109
13.2. Declining a Promotion.	110
13.3. Promotion Deviations From Sequence Number Order.	110

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	112
Attachment 2—PROMOTION ELIGIBILITY CRITERIA	124
Attachment 3—OATHS FOR BOARD MEMBERS, RECORDERS, AND ADMINISTRATIVE SUPPORT STAFF	127
Attachment 4—OATH OF OFFICE	128
Attachment 5—PROMOTION NARRATIVE	129
Attachment 6—DECLINATION OF PROMOTION STATEMENT	130
Attachment 7—NOT QUALIFIED FOR PROMOTION TO FIRST LIEUTENANT (SAMPLE)	131
Attachment 8—REMOVAL FROM SELECTIVE CONTINUATION LIST (SAMPLE)	133
Attachment 9—SPECIAL BOARDS INSTRUCTIONS	134

Chapter 1

PRE-BOARD ORGANIZATIONAL ROLES AND RESPONSIBILITIES

1.1. Secretary of the Air Force (SecAF).

1.1.1. Administers the promotion program through the Assistant SecAF for Manpower and Reserve Affairs (SAF/MR), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and Deputy Chief of Space Operations for Personnel (SF/S1); issues written instructions to selection boards; establishes competitive categories (referred to or described as a "developmental category"), promotion zones, eligibility and selection criteria, promotion opportunity, and selection rates. **(T-0)** Officers in the same competitive category of the same component and armed force will compete amongst themselves for promotion. **(T-0)**

1.1.2. Appoints and convenes selection boards under 10 USC § 611, *Convening of selection boards*; § 628, *Special selection boards*; § 628a, *Special selection review boards*; § 1558, *Review of actions of selection boards: correction of military records by special boards; judicial review*; and provides guidance to implement a captain promotion process to generate an all-fully-qualified-officer list when promotion opportunity is 100 percent under 10 USC § 624, *Promotions: how made*. **(T-0)**

1.1.3. Guarantees the independence and integrity of selection boards by prohibiting unauthorized communications to boards and ensures compliance with DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*, and applicable laws. **(T-0)**

1.1.4. Conducts yearly interviews, on a random basis, of board presidents, members, recorders, or the administrative staff assigned to support board deliberations. **(T-0)** Conducts these interviews to ensure boards convened under 10 USC § 611(a) follow applicable laws, instructions, and administrative directives. **(T-0)** Conducts interviews for promotion boards to major through colonel. **(T-0)** Delegates this function only to subordinate civilian officials appointed by the President, by and with the advice and consent of the Senate. **(T-0)**

1.1.5. Reviews annually the content of administrative briefings to the selection boards and ensures they are consistent with and do not alter secretarial guidance. **(T-0)**

1.1.6. Ensures no official, civilian, or military:

1.1.6.1. Directs a particular individual be selected (or not be selected) by a selection board. **(T-0)**

1.1.6.2. Censures, reprimands, or admonishes the board (or any member of the board) with regard to the recommendations of the board or the exercise of any function within the discretion of the board **(T-0)**; or

1.1.6.3. Attempts to coerce or, by any unauthorized means, influence any action of a board (or any member of a board) in the formulation of the board's recommendations. **(T-0)**

1.1.7. Appoints qualified personnel (board president, board members, recorders, and administrative staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board. **(T-0)**

1.1.8. Approves a course of instruction for board recorders to ensure they are properly trained on their duties and responsibilities. **(T-0)**

1.1.9. Approves release from duty as board members, recorders, and administrative staff. **(T-0)**

1.1.10. Oversees the preparation of the Commissioned Officer Promotion Report in accordance with DoDI 1320.13, *Commissioned Officer Promotion Reports*. **(T-0)**

1.1.11. Develops an annual promotion plan outlined in DoDI 1320.14 and 10 USC § 622, *Numbers to be recommended for promotion*, and § 623, *Establishment of promotion zones*. **(T-0)**

1.1.12. Establishes competitive categories to manage the career development and promotion of certain groups of officers whose specialized education, training, or experiences require separate consideration. **(T-0)** Approves career developmental briefs on an annual basis. **(T-1)**

1.1.12.1. Ensures officers whose names are forwarded continue to remain qualified for promotion or appointment and meet the exemplary conduct provisions. **(T-0)**

1.1.12.2. Takes action under DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation* to delay the promotion or appointment of an officer or withhold the nomination package when such action is necessary. **(T-0)**

1.1.12.3. Nominates, as necessary, to the Chairman of the Joint Chiefs of Staff (CJCS), a minimum of two qualified and available officers for the CJCS to consider as possible joint representatives in accordance with DoDI 1320.14 for promotion selection boards, special selection boards (SSBs), special selection review boards (SSRBs) that consider joint officers. **(T-0)** Provides reports of promotion, SSBs, and SSRBs that considered joint officers to the CJCS. **(T-0)**

1.1.12.4. For promotion selection boards (to the grades of O-5 and above), provide the Under Secretary of Defense for Acquisition and Sustainment a statistical comparison of the promotion selection rates for Acquisition officers and for line (or the equivalent) officers. **(T-0)**

1.2. The Chief of Staff of the Air Force (CSAF) / The Chief of Space Operations. Recommends annual promotion requirements and board members to SecAF.

1.3. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) / The Deputy Chief of Space Operations for Personnel (SF/S1).

1.3.1. Approves the Selection Board schedule. Selection Board Secretariat (AFPC/PB) will ensure schedules are coordinated with all general officer and senior leader management offices. **(T-1)**

1.3.2. Prepares an annual promotion plan recommendation for SecAF as specified in DoDI 1320.14 and 10 USC §§ 622 and 623. **(T-0)**

1.4. Inspector General of the Department of the Air Force (SAF/IG). Conducts pre-board and post-board screening for adverse information and open investigations on promotion-eligible first lieutenants (when applicable), captains, majors, lieutenant colonels and colonels. **(T-1)**

1.5. Chief, Military Force Policy Division (AF/A1PP) / Director, Military Force Management (SF/S1P).

1.5.1. Develops an annual promotion plan as outlined in DoDI 1320.14 for submission to SecAF. **(T-1)**

1.5.2. Recommends to the SecAF the promotion opportunity for each board based on USAF/USSF requirements and recommendations from corps chiefs and functional managers when applicable.

1.5.3. Coordinates with Human Resources Data, Analytics, and Decision Support Division (AF/A1XD) to develop the five-year promotion plan for each competitive category. **(T-1)**

1.5.4. Prepares the Commissioned Officer Promotion Report, RCS: DD-P&R(A)1621, according to DoDI 1320.13 and DoDI 1320.14. **(T-0)** The report will contain a narrative and statistical summary of promotion opportunity and timing compared to the Defense Officer Personnel Management Act (DOPMA) objectives and DoD guidelines. **(T-0)** Submits report through channels to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (USD (P&R)) by 15 February of each year. **(T-0)**

1.5.5. Develops SecAF Memorandum of Instructions (MOI) for O-6 and below promotion selection boards. **(T-1)**

1.5.6. **(RegAF only)** Selects and tasks promotion and special board members in accordance with requirements set forth in Title 10 United States Code Section 612, *Composition of Selection Boards* and **paragraph 2.3**. **(T-1)**

1.5.6.1. Every effort will be made to limit promotion board member taskings to once per year.

1.5.6.2. As a matter of practice, officers serving in Joint billets will not be tasked for boards longer than 14 days. Officers serving in combatant commands will be tasked only when necessary to meet specific requirements.

1.5.6.3. To the maximum extent possible, the following officers will not be considered for board membership: Those on contingency exercise/deployment (Duty Status 20), United States Air Force Academy professors (permanent professors are ineligible), students, those with unfavorable information files (UIFs) or derogatory information in their records, colonel selects, and officers with a date of separation within twelve months.

1.5.6.4. Exceptions may be made for certain categories listed in paragraphs **1.5.6.1**, **1.5.6.2** and **1.5.6.3** when allowable by law or DoD policy and are in the best interest of the Air Force.

1.5.7. **(RegAF only)** Centrally fund promotion board member travel.

1.6. Developmental Category Leads.

1.6.1. Developmental Category Leads are general officers and members of the Senior Executive Service serving in specified positions. They are designated as leads for each developmental category across the Regular Air Force.

1.6.2. Developmental Category Leads are responsible for identifying desired changes to the developmental category for promotion processes, which may include masking/unmasking of

advanced academic degrees, masking/unmasking of deployments, and other structural changes to developmental category as it impacts promotion processes. Changes must be approved by the Secretary of the Air Force prior to implementation. **(T-0)**

1.7. Headquarters Air Force Personnel Center (AFPC). Implements the promotion program approved by the SecAF through a fair and equitable process to ensure the officer corps has confidence in the integrity of the selection process.

1.7.1. Air Force Officer Promotions Management (AFPC/DPMSPP). Determines when officers are eligible for promotion as outlined in **Attachment 2**, manages the first lieutenant and captain selection process, conducts pre-board support for officer promotions, and will accomplish the following:

1.7.1.1. For promotion to captain (when the promotion opportunity is less than 100%) through colonel, announces the board convening date to MAJCOM/FLDCOMs, Field Operating Agencies, Direct Reporting Units, and Military Personnel Flights (MPFs) approximately 150 calendar days before a board convenes. The announcement will provide the eligibility criteria and the name and date of rank (DOR) of the most junior and most senior officer eligible in-the-promotion zone (IPZ) as of the date of the announcement. **(T-1)**

1.7.1.2. For promotion to captain when the opportunity is 100%, prepares and dispatches a memorandum to MAJCOMs/FLDCOMs, Field Operating Agencies, Direct Reporting Units, and MPFs providing a comprehensive overview of the captain promotion process and instructions for all pre- and post-selection actions. This memorandum will supplement the guidance provided at **Attachment 2**. **(T-1)**

1.7.1.3. Forwards Master Eligibility Listings (MEL) on approximately Day 150, Officer Preselection Briefs (OPB) on approximately Day 140, and Duty Qualification History Briefs and Promotion Recommendation Form (PRF) Notices on approximately Day 120 for eligible officers to the MPFs before each board convenes. **(T-1)** Receipt of OPBs by eligible officers is not a legal prerequisite to convening a selection board nor to the proper conduct of a selection board. Therefore, non-receipt of an OPB is not a basis for changing the results of a selection board or granting an SSB. **(T-1)**

1.7.1.4. Notifies “show cause” authorities (through MAJCOM/CCs, FLDCOM/CCs, and equivalent) of the names of those officers referred for “show cause” consideration by the central selection board and approved by the SecAF. “Show cause” authorities will report the disposition to AFPC/DPMSPP (see **Figure 1.1**) within three months from the date of notification from the MAJCOM/CC, FLDCOM/CC, or equivalent. AFPC/DPMSPP will consolidate and report the disposition annually to SecAF. Disposition shall be as specific as possible, such as “no action, officer will be retained,” “no action, with justification (e.g., officer is pending separation or retirement, court martial etc.),” or “show cause action has been, or will be, initiated.” See DAFI 36-3211, *Military Separations*, for further guidance on “show cause” actions.

Figure 1.1. Example “Show Cause” Authority Disposition Memorandum.

Date
MEMORANDUM FOR AFPC/DPMSP
FROM: 123 MDSS/MDSO 1122 Main Street Any base AFB St 77777-7777 <i>“Show cause” authority’s unit address</i>
SUBJECT: Show Cause Disposition – Grade and Name
Ref AFPC memo, dated xx xxx xxxx,
1. I have conducted an impartial review of <i>Grade Name’s</i> record to determine the propriety of initiating administrative discharge action against this officer as directed by SecAF. My decision on the disposition of the request for this officer to “show cause” for retention on active duty is:
<input type="checkbox"/> No action, officer will be retained. <input type="checkbox"/> No action, officer is pending separation or retirement. <input type="checkbox"/> Show cause action has been, or will be, initiated.
2. If you have any questions regarding this case, my POC is <i>Grade Name, e-mail, duty phone.</i>
Show Cause Authority Signature Block
cc: MAJCOM/FLDCOM/CC

1.7.2. Selection Board Secretariat (AFPC/PB) conducts the officer selection boards. **(T-1)**
They will:

1.7.2.1. Schedule the boards. **(T-1)** When applicable, initiate administrative documents related to the execution of special selection boards (SSB), special selection review boards (SSRB), and special boards (SB) and forwards to Air Force Promotions, Evaluations, and Recognition Policy Branch (AF/A1PPP) or SF/S1P for SecAF approval. **(T-1)** Special boards instructions are at [Attachment 9](#).

1.7.2.2. Obtain the board members from the nominating agencies. **(T-1)**

1.7.2.3. Notify the board president, members, recorders, and administrative support staff when nominated for board duties. **(T-1)** In the notification, provide access to a digital copy of DoDI 1320.14 and applicable chapters of this instruction. **(T-1)** The board members will acknowledge receipt of these materials. **(T-1)**

1.7.2.4. Brief board members on board operations. **(T-1)**

1.7.2.5. Administer the oath in **Attachment 3** to board members before scoring records. **(T-1)**

1.8. Military Personnel Flight (MPF).

1.8.1. Issues written notice to each eligible officer of the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible IPZ. **(T-1)**

1.8.2. Identifies all assigned eligible officers and verifies eligibility status. **(T-1)**

1.8.3. Ensures eligible officers receive the OPB and instruction sheet. **(T-1)** Requests any missing OPBs through the Air Force Promotion System as outlined in the personnel services delivery memorandum (PSDM) (Convening Notice) in myFSS. If an officer believes the data are incorrect, the MPF (or office of primary responsibility listed on the OPB instruction sheet) takes necessary corrective action. **(T-1)**

1.8.4. Makes the validated changes in-system and via message in accordance with the OPB instructions found in the board PSDM on myFSS. **(T-1)**

1.8.5. Provides senior raters the Master Eligibility List, Duty Qualification History Brief, and other tools necessary to make an informed promotion recommendation, as outlined in the board convening notice and as prescribed by DAFI 36-2406, *Officer and Enlisted Evaluation Systems*. **(T-1)**

1.9. Commander.

1.9.1. Notifies officers of selection or nonselection for promotion and ensures selectees remain qualified for promotion through the promotion effective date. **(T-1)**

1.9.2. Initiates removal or delay actions as appropriate. **(T-1)** Commanders continuously determine the officer's suitability for selective continuation, should they not be selected for promotion.

1.10. SeniorRater.

1.10.1. Reviews the officer's information as outlined in the board PSDM. **(T-1)**

1.10.2. Prepares the DAF Form 709, *Promotion Recommendation*, when required. **(T-1)**

1.10.3. Submits the completed DAF Form 709 to AFPC, as appropriate, no later than 30 days before the board convenes **(T-1)**; and

1.10.4. Provides the eligible officer a copy of their DAF Form 709 approximately 30 days before the board convenes. **(T-1)**

1.11. EligibleOfficer.

1.11.1. Monitors their eligibility for promotion consideration by various zones (below-the-promotion zone (BPZ) if applicable, in-the-promotion-zone (IPZ), and above-the-promotion zone (APZ)), and competitive category. **(T-1)** The officer's Core ID 150 days before the board convening date referred, to in this publication as day 150, designates the competitive category for promotion consideration. **(T-1)**

- 1.11.2. Ensures the accuracy of their own personnel data and Electronic Officer Selection Record (eOSR), as defined in AFI 36-2608, *Military Personnel Records Systems*, prior to the board convening date. **(T-1)**
- 1.11.3. Reviews their OPB for accuracy of personnel data and any adverse information and takes necessary steps to correct errors prior to the board. **(T-1)**
- 1.11.4. Receives promotion recommendation from senior rater approximately 30 days prior to the board. **(T-3)**
- 1.11.5. Reviews promotion recommendation forms (PRFs) and evaluations for accuracy and discusses concerns with rating officials. Identifies omissions of facts (e.g., significant achievements, wrong duty title or duty description). **(T-1)**
- 1.11.6. Considers submitting a letter to the board if applicable. **(T-1)** Reference [paragraph 2.10](#) for guidance on submitting letters to the board.
- 1.11.7. Reports errors to the MPF or other points of contact listed on the OPB instruction sheet. **(T-1)**

Chapter 2

CONDUCTING THE BOARD

2.1. Program Objectives.

2.1.1. Promotion is not a reward for past service. It is advancement to a position of greater responsibility based on the requirements of the Department of the Air Force (DAF) and the officer's future potential. The promotion board objective is to select officers through a fair and competitive selection process, advancing the best and fully qualified officers to positions of increased responsibility and authority.

2.1.2. Promotion boards are convened under the provisions of 10 USC § 611, DoDI 1320.14, DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, DAFPD 36-25 and DAFPD 36-26, and this instruction. Additional references not mentioned in this publication but related to officer promotions are listed in [Attachment 1](#).

2.2. Rules Governing All Boards. While the board is in session, the board works directly for the SecAF under the supervision of the board president. It is a violation of this instruction for anyone to engage in unauthorized communications with board members as outlined in DoDI 1320.14 and this instruction prior to and during a selection board. This includes attempts to improperly influence a selection either negatively or positively. No person shall:

2.2.1. Direct a particular individual be selected (or not selected) by the board. **(T-0)**

2.2.2. Attempt to coerce or, by any unauthorized means, influence any action of a selection board or any member of a selection board in the formulation of the board's recommendations. **(T-0)**

2.2.3. Censure, reprimand, or admonish the board or any member of the board for the recommendations or the exercise of any function within the discretion of the board. **(T-0)**

2.3. Selection Board Membership. Members of promotion selection boards are appointed by SecAF. **(T-0)** Board composition must be in accordance with 10 USC § 612, *Composition of selection boards*, DoDI 1320.14, and this instruction. **(T-0)** Board duty should be rotated between the maximum number of eligible officers over time. **(T-1)** Minimum requirements:

2.3.1. SecAF ensures board membership consists of at least five or more officers on the ADL. **(T-0)**

2.3.2. Each member of a selection board must be serving in a grade higher than the grade of the officers under consideration by the board. **(T-0)** No member of the board may be serving in a grade below major. **(T-0)**

2.3.3. Personnel with immediate family members eligible for a board may not serve as a member on that specific board. **(T-1)**

2.3.4. Selection boards shall include at least one officer from each competitive category of officers to be considered by the board. **(T-0)** No more than two thirds of the voting members will come from the competitive category under consideration; some categories will be structured to ensure less than a majority of the board members are from the same competitive

category. **(T-1)** To the maximum extent possible, boards will reflect specialty and, where applicable, aeronautical rating of officers to be considered by the board. **(T-1)**

2.3.5. Board membership for the judge advocate, chaplain, and health profession competitive categories will be structured to ensure no more than two voting members (or not a majority or more for a larger board) are from the same competitive category under consideration. **(T-1)** The remaining voting members will be line officers, except for boards considering health profession competitive categories where the other voting members will be officers from a health profession competitive category not under promotion consideration on that board if such officers are available. **(T-1)** This does not preclude Line of the Air Force (LAF) officers substituting for these other voting members when it is deemed impractical for other health profession categories to be present. For boards considering competitive categories other than LAF, the competitive category under consideration will, under no condition, form the majority of the board. **(T-1)**

2.3.6. Line of the Air Force (LAF) competitive categories board membership (excluding LAF Judge Advocate (LAF-J)), including board presidents and panel chiefs, will include only LAF officers from various competitive categories. **(T-1)**

2.3.6.1. Boards are categorized into three groups: large, medium and small. Large boards have 13 board members; medium boards have 7 board members; and small boards have 5 board members.

2.3.6.2. For large and medium boards, at least the majority of the board members will represent Air Force Specialty Codes (AFSCs) from within that competitive category and the remaining board members will represent AFSCs from outside that competitive category. **(T-1)** For small boards, a minimum of two board members will represent AFSCs from within the competitive category but will not make up the majority of the board. **(T-1)** Regardless of board size, panel chief will be a LAF or LSF officer. **(T-1)**

2.3.7. The members of a selection board will represent the diverse population of the Air Force (to the extent practicable). **(T-0)** Boards will also reflect the eligible population in terms of MAJCOM/FLDCOM of assignment (to the extent practicable). **(T-1)** Large MAJCOMs/FLDCOMs will not dominate the board membership. **(T-1)** Ensure reasonable representation of smaller commands over time. **(T-1)**

2.3.8. Board membership must include a Joint Qualified Officer, designated by the CJCS, when considering Joint Qualified Officers, or officers serving on, or who have served on, the Joint Staff. **(T-0)**

2.3.9. An officer cannot serve as a member of two successive boards considering officers of the same competitive category and grade. **(T-0)** **Exception:** Board members may serve on successive boards for SSBs or SSRBs when the second board is not considering the same officer or officers.

2.3.10. After SecAF approves the board membership, if an approved alternate board member is required to replace a primary board member, AF/A1 and SF/S1 (through SAF/MR) are delegated the authority to approve the use of an alternate board member only if within 10 days of the board convening date and no new alternate board member is required to be added to the SecAF approved board membership. The authority provided to AF/A1 and SF/S1 will not be further delegated. **(T-1)**

2.4. Organizing Boards. SecAF ensures, through the board recorder, that boards:

2.4.1. Will consist of a president, board or panel chairpersons, board or panel members, recorders, and administrative support staff. **(T-1)**

2.4.2. If necessary, be organized into panels to allow the board reasonable time to complete its work. If panels are formed, they will be subdivisions of the board and have as broad a representation of MAJCOM/FLDCOMs and competitive categories as possible. **(T-1)** Additionally, if panels are formed, records are distributed to panels to ensure as equitable a distribution of quality as feasible, (see [paragraph 2.15](#) below).

2.5. Board President. Will be a non-voting, non-scoring member of the board. **(T-1)** The board president must be at least a major general (or select) for colonel and lieutenant colonel boards, and at least a brigadier general (or select) for captain and major boards. **(T-1)** The board president will:

2.5.1. Perform administrative duties in connection with the board proceedings. **(T-0)**

2.5.2. Administer the oath in [Attachment 3](#) to board recorders and administrative staff before the board begins scoring records. **(T-0)**

2.5.3. Take no action to constrain the board from recommending for promotion those officers it finds to be fully qualified and best qualified to meet the prescribed needs of the USAF or USSF established by SecAF. **(T-0)**

2.5.4. Take no action to direct a particular officer be selected (or not selected) by the board. **(T-0)**

2.5.5. Oversee the conduct of the board, including approving "rescores", monitoring discussions, and resolving the "gray zone" records. **(T-1)**

2.5.6. Conduct a quality review of the records one score category below the second cut line on each board's order of merit (OOM). **(T-1)**

2.5.7. Ensure the consideration of all eligible officers without prejudice or partiality in a consistent, fair, and equitable manner. **(T-0)**

2.6. Board Members.

2.6.1. Will perform their duties based on the best interests of the DAF, ensuring consideration of every eligible officer without prejudice or partiality in a consistent, fair, and equitable manner; and will not advocate for any particular career field, command, or any other category of officers. **(T-1)**

2.6.2. Will request relief from the Secretary of the Air Force (SecAF) or Under Secretary of Defense for Personnel and Readiness (USD (P&R)) if they cannot, in good conscience, perform their duties without prejudice or partiality. **(T-0)**

2.6.3. Will request relief from SecAF or USD (P&R) of their obligation to not disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason. **(T-0)** Will report the basis for their belief to SecAF or USD (P&R) after release from board duties. **(T-0)**

2.6.4. Not serve as a board member if they are an officer whose primary responsibilities involve the career management of the officers eligible for consideration by a promotion selection board or the career management of those officers once selected for promotion. **(T-1)**

2.7. Board Recorders. The board recorders will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the board president (and members) on board processes and other administrative matters. **(T-1)** Primarily, they ensure procedures outlined in this instruction and board proceedings meet all requirements of law and DoDIs. The board recorder will:

2.7.1. Complete a SecAF-approved course of instruction on their duties and responsibilities to ensure compliance with law and DoD policy. **(T-1)** Board recorders will recertify annually. **(T-0)**

2.7.2. Ensure at least one board recorder is present during all board deliberations. **(T-0)**

2.7.3. Not serve as a board recorder on boards for which they are being considered. **(T-0)**

2.7.4. Not serve as a board member and a board recorder for the same board. **(T-0)**

2.7.5. Not serve as a board recorder if they are an officer or civilian equivalent whose primary responsibilities involve the career management of the officers eligible for consideration by a promotion selection board or the career management of those officers once selected for promotion. **(T-0)**

2.7.6. Request relief and report, if appropriate, from SecAF or USD (P&R) as outlined in [paragraph 2.6.3](#), if necessary. **(T-0)**

2.8. Administrative Support Staff.

2.8.1. Board Secretariat Administrative Support Staff. The administrative support staff will organize records for presentation to the board, account for records that have been rescored, answer administrative questions, maintain the order of merit established by the board members' scores, and follow standard written procedures governing the administrative support for boards. **(T-1)**

2.8.2. Will make available appropriate laws, regulations, and directives listed in [Attachment 1](#) for board members to review during the board, as applicable to each board. **(T-0)**

2.8.3. Temporary Duty Administrative Support Staff. If utilized, these personnel, will assist the board secretariat staff with administrative tasks. **(T-1)**

2.9. Rules Governing Communications With Boards.

2.9.1. The board recorder ensures all communications with the board are in writing, to include guidance from SecAF (for letters from eligible officers, see [paragraph 2.10](#)). **(T-0)** Furnish all written communications to all board members and record it as part of the board's record. **(T-0)** An audio or video recording is an acceptable means for providing guidance to the board, as long as a written transcript is a part of the board record. **(T-0)**

2.9.2. Only SecAF may appear in person to address a selection board on any matter. **(T-0)** Should the SecAF address a board in person, AFPC/PB will provide a verbatim transcript of remarks to every board member and include it in the record of the board. **(T-0)** This does not restrict the staff from furnishing administrative information to the board. **(T-1)**

2.9.3. Board members, board recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

2.10. Letters to a Board.

2.10.1. Officers eligible for promotion consideration may send written communication to the board calling attention to any matter the officer considers important. Specific instructions, as they apply to each board, will be provided in the board convening notice. **(T-0)** Letters to the promotion board will be made available to a selective continuation board (if applicable) unless the officer indicates they do not want their letter to be seen by the selective continuation board. **(T-1)** Eligible officers must:

2.10.1.1. Submit the letter in good faith, ensure it is factual, and it contains accurate information to the best of the eligible officer's knowledge. **(T-0)**

2.10.1.2. Must be able to support any statements made in the letter. **(T-1)** Only the eligible officer may address the board, and only the eligible officer may submit the letter to AFPC. **(T-0)** No one may write or submit a letter to the selection board on another officer's behalf. Officers should provide documents in one consolidated product.

2.10.1.3. Must sign and date their letters to Central Selection Boards. **(T-1)**

2.10.1.4. Send the letter to AFPC/DPMSPP so it arrives no later than 2359 (Central Standard Time) 10 calendar days before the date the board convenes as prescribed by 10 USC § 614, *Notice of convening of selection boards*. **(T-0)** Eligible officers must review additional instructions as outlined in the convening notice. **(T-0)** Letters arriving after the 10-day period prior to the board will not be presented to the board for consideration. **(T-0)**

2.10.2. Attachments may be included but should provide significant or new information that cannot be included in the basic letter. The following limitations apply:

2.10.2.1. Attachments addressed directly to a board on behalf of other individuals are not permitted. **(T-1)**

2.10.2.2. Attachments containing any of the following are not permitted: Information SecAF has directed be excluded from the Officer Selection Brief (OSB) and the OSRs, recommendations for promotion, assignments, specific professional military education schools, and comments about assignments contingent on being selected for promotion. **(T-1)**

2.10.2.3. PRFs considered by previous boards, draft or proposed PRFs, evaluations and decoration narratives are not permitted as attachments. **(T-1)**

2.10.2.4. Letters, including attachments, will not exceed 10 pages: 5 two-sided pages or 10 one-sided pages. **(T-1)**

2.10.2.5. AFPC/DPMSPP advises officers when letters and attachments do not meet the above requirements and will not be presented to the board. **(T-1)**

2.10.3. 10 USC § 617, *Reports of selection boards*, requires the board to include in its report, the name of any officer the board did not recommend for promotion, who requested not to be promoted or who otherwise directly caused their nonselection through written communication to the board. **(T-0)**

2.10.3.1. Letter writer determination. After "gray zone" resolution, the record of each nonselect containing a letter from the member is returned to the board (or panel). The board (or panel) is instructed to re-score each record as if the letter did not exist. The hypothetical score is compared to the board (or panel) order of merit.

2.10.3.1.1. If the hypothetical score would have made the record a clear select, then the officer's record will be identified as having caused the officer's nonselection in the board report. **(T-1)**

2.10.3.1.2. If the hypothetical score would have placed the record into the "gray area", the letter is removed and the record competes head to head within the panel against the I/APZ select record from the lowest select "gray zone" score category.

2.10.3.1.3. If more than one letter writer is hypothetically placed within the "gray," all of the nonselect letter writers' records will be rescored (with letters removed) along with lowest select using a 6-10 scoring scale. **(T-1)** Normal rules for split scores will apply. **(T-1)**

2.10.3.1.4. The record of any letter writer that beats the I/APZ select record will be added to the board report as having caused the member's nonselection. **(T-0)**

2.10.3.2. An officer who causes their own nonselection through communication to a selection board is not entitled to involuntary separation pay. **(T-0)**

2.11. What Information Meets the Board.

2.11.1. The name and eOSR, outlined in DAFI 36-2608, *Military Personnel Records Systems*, of each eligible officer, including the OSB. **(T-0)**

2.11.2. All adverse information an officer receives, subject to retention rules, will be filed in the OSR and will be considered by promotion selection, special selection, special selection review boards, and selective continuation boards to the grade of O-4 and above (to include processes for O-3 promotions that have "extraordinary adverse information" per DoDI 1320.04). **(T-0)**

2.11.2.1. Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. **(T-0)** To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgement on the part of the individual. **(T-0)** Adverse information includes, but is not limited to:

2.11.2.1.1. Any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation or inquiry, regardless of whether command action was taken as a result. **(Note:** While some investigations (e.g., Inspector General, Commander Directed or Equal Opportunity investigations) will conclude with substantiated/not substantiated findings, investigations conducted by certain authorities, such as Security Forces (SF) or the Office of Special Investigations (OSI), neither substantiate nor refute allegations. Consequently, SF and OSI investigations are not considered adverse information. However, command action taken as a result of information presented in an SF or OSI Report of Investigation is considered adverse information and must be filed in the OSR if a letter of admonishment or higher was issued). **(T-0)** In the event

that an investigation or inquiry concludes with a substantiated finding and a commander (or equivalent) decided not to issue written command action, the findings and the commander's decision is documented via a MFR and Adverse Information Summary (AIS).”

2.11.2.1.2. Court-martial findings of guilt (Court-Martial Orders and Entry of Judgement). **(T-0)**

2.11.2.1.3. Nonjudicial punishment pursuant to Article 15, *Uniform Code of Military Justice*. **(T-0)**

2.11.2.1.4. Letter(s) of Reprimand. **(T-0)**

2.11.2.1.5. Letter(s) of Admonishment. **(T-0)**

2.11.2.1.6. Notice of Relief of Command (for cause). **(T-0)**

2.11.2.1.7. Developmental Education Removal (for cause). **(T-0)**

2.11.2.1.8. Notice of Relief of Wing/Delta/Installation Chaplain or Equivalent (for cause). **(T-0)**

2.11.2.1.9. Letter(s) of Counseling (LOC) related to a substantiated finding or conclusion from an officially documented investigation or inquiry. **(T-0)**

2.11.2.1.10. Adverse information that received significant media attention or is of interest to the Senate Armed Services Committee ("extraordinary adverse"). **(T-0)**

2.11.3. Letters submitted to selection boards by eligible officers (see [paragraph 2.10](#)). **(T-0)**

2.11.4. Information not part of the official military personnel record of an officer, but which SecAF (or a civilian official appointed by the President, by and with the advice and consent of the Senate, and designated by SecAF), determines as substantiated and which could reasonably and materially affect board deliberations. SecAF, or designee, must ensure the procedures for identifying and proposing such information for consideration apply to all eligible officers for the board concerned. **(T-0)**. In these cases, SecAF ensures the officer:

2.11.4.1. Is notified and provided a copy of the information. **(T-0)**

2.11.4.2. Is allowed a reasonable opportunity to submit written comments. **(T-0)**

2.11.4.3. Is provided a factual summary of the information, if it is not totally available for reasons of national security, or other lawful reasons. **(T-0)**

2.11.5. Administrative information to amplify or clarify the official military records, instructions, and information provided to the board (e.g., career development briefs, etc.). **(T-0)**

2.11.6. Information described in [paragraph 2.11.4](#) will not meet a subsequent board unless the information is in the official military personnel record of the officer, or SecAF or designee, makes a new determination. **(T-1)** When rendering a new determination, the officer will have the opportunity to comment upon notification. **(T-0)**

2.12. Instructing Boards. The board president will read the main portion of the SecAF's Memorandum of Instructions (MOI), verbatim. **(T-0)** The addenda and any attachments will be read individually by each board member, when applicable. **(T-1)** These instructions will not

contain information on particular officers. **(T-0)** Do not modify, withdraw, or supplement the instructions after the board submits its report to SecAF. **(T-0)** The instructions must contain the following information:

2.12.1. The written instructions to promotion selection boards as outlined in DoDI 1320.14. **(T-0)**

2.12.2. Guidelines to ensure the board considers all eligible officers without prejudice or partiality. **(T-0)**

2.12.3. Information or guidelines on the needs of the USAF for officers with particular skills (if necessary), including the need for a minimum or maximum number of officers with particular skills in a competitive category. **(T-0)** Information or guidelines on officers with particular skills must be furnished to the board as part of the written instructions provided to the board. **(T-0)**

2.12.4. Guidelines to ensure an officer's marital status, civilian employment, religion, or volunteer service activities, or any information regarding an officer's spouse will have no effect on the officer's promotion opportunity. **(T-0)**

2.12.5. Directions for boards convened to consider officers for promotion to a grade below colonel in the Nurse Corps, Biomedical Sciences Corps, Medical Corps, Dental Corps, and Medical Service Corps competitive categories, to give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives to the officer's administrative and management skills. **(T-0)**

2.12.6. Guidelines to prohibit board members, board recorders, and administrative staff (or people acting on their behalf) from receiving, starting, or participating in communications or discussions involving information that DoDI 1320.14 or this instruction does not allow. **(T-0)**

2.12.7. Guidelines on actions if a board member or board recorder believes someone is exerting, or attempting to exert, inappropriate influence over the board or its proceedings. **(T-0)**

2.12.8. The maximum number of officers the board can recommend in each promotion zone and competitive category and determine this number by using the guidelines in DoDI 1320.14. **(T-0)** No increase in the number may be made after the selection board convenes without the written approval of the USD (P&R). **(T-0)**

2.12.9. Incorporate the exemplary conduct provisions of 10 USC § 9233, *Requirement of exemplary conduct*, as applicable. **(T-0)**

2.12.10. Information or guidelines on merit-based reordering of the promotion list (if authorized) to include prescribing procedures, percentages, and required board report content. **(T-0)**

2.12.11. Guidelines to prohibit board members from considering an officer's previous decision to participate in the career intermission program or opt out of a promotion board, if applicable. **(T-0)**

2.12.12. Guidelines to ensure the board gives appropriate consideration to officers who are serving on, or who have served on, the Joint Staff or who are Joint Qualified Officers. **(T-0)**

The pertinent records of those officers shall be clearly identified to the members of the selection board. **(T-0)**

2.12.13. Guidelines to ensure the board gives appropriate consideration to the performance of acquisition officers. **(T-1)** The pertinent record of acquisition officers who should receive appropriate consideration shall be identified to the members of the selection board. **(T-1)**

2.13. BoardMember Preparation. The selection board secretariat will pre-brief the board president on the board agenda, SecAF MOI, board president responsibilities, and the trial run exercise (practice scoring session). **(T-1)** Board recorders will conduct the first day administrative briefing to board members. **(T-1)** The board president then will read verbatim, the main portion of the SecAF MOI to the board. **(T-0)** A copy will be provided to each board member. **(T-1)** The addenda and any attachments will be read individually by each board member, when applicable. **(T-1)** Oaths are administered to board members, board 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. **(T-1)**

2.14. Conducting Trial Runs. The board recorder provides board members pre-identified records to set their scoring standard and to acquaint them with some situations they may encounter during the actual scoring for the record. The trial run records will not be actual records of officers being considered by the board. **(T-1)**

2.14.1. After the trial run, the board discusses scoring and observational differences to ensure all members have a similar scoring baseline. There is no requirement for absolute uniformity of scores. The trial run and discussion are valuable tools to help resolve differences and establish consistency on scoring standards.

2.14.2. The board members make the determination if a subsequent trial run is needed.

2.15. Record Distribution Procedures. Within a competitive category, eligible records will be grouped by zone (I/APZ together; BPZ separately, when applicable) and core identifier, then sorted in ascending order by reverse of the officer's social security number, unless otherwise directed. **(T-1)** All records will then be numerically sequenced using these numbers. **(T-1)**

2.16. Scoring Records. Records are scored on a best-qualified basis unless otherwise directed by SecAF. Board members will ensure officers selected for promotion are fully qualified to assume the next higher grade. **(T-1)** I/APZ records will be scored together. **(T-1)** BPZ records will be scored separately from I/APZ records, if BPZ is authorized. **(T-1)** Records will be scored separately by competitive category; officers within the same competitive category compete only among themselves for promotion. **(T-0)**

2.16.1. Scores are based on the following:

2.16.1.1. The material in each officer's OSR.

2.16.1.2. Any information SecAF may provide to the board according to DoDI 1320.14.

2.16.1.3. Any authorized communication by letter from the officer concerning their own record.

2.16.2. Score records by secret ballot, without discussion, unless a significant disagreement (a "split") occurs in the scores on a particular record.

2.16.2.1. If a board member identifies a record-based matter that causes concern, the member will identify the matter to the board recorder who will ensure compliance with proper communication rules. **(T-1)** If necessary, the recorder may take the matter to the board president for resolution. **(T-1)**

2.16.2.2. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers as long as they discuss only matters documented in the OSR or permitted by law, DoDI 1320.14, SecAF guidance, or instructions. **(T-0)**

2.16.2.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under DoDI 1320.14. **(T-0)**

2.17. ScoringScales.

2.17.1. Boards will use the following scoring scale when the promotion opportunity is less than 100%: **(T-1)**

Table 2.1. Scoring Scale.

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 in potential

2.17.2. Some situations require a "yes" or "no" scoring system.

2.18. "Splits". A "split" is a significant disagreement between board members regarding the score of a record. A "split" is considered a difference in a score of 2 or more points between voting members (e.g., 6 and 8, or 8 and 10). When using a "yes" or "no" scoring system for promotion decision, a "split" occurs when the vote is not unanimous.

2.19. Resolving "Splits". All voting members must be present and may discuss the record involved in a "split." **(T-1)** Only members with split scores may change their scores in the process of resolving a split. When using a "yes" or "no" scoring system and a "split" cannot be resolved, the majority vote will rule. **(T-1)**

2.20. New Documents. If new information (e.g., decoration citation, evaluation, updated Officer Selection Brief) regarding an individual's record is acquired during initial scoring, the affected records will be brought back for rescoring. **(T-1)** Board members may choose to keep their original score or change it based on the new information. Split resolution may then occur. **(T-1)**

2.21. Identifying "Show Cause" Records. During the scoring process, in accordance with 10 USC § 617 and SecAF policy, board members are required to identify the records of officers who, in their opinion, should "show cause" for retention on the ADL. **(T-0)** They do this by voting

"show cause" on the scoring ballot for each record of this type. **Paragraph 2.35** addresses resolution of "show cause" records.

2.22. PromotionQuota Computation.

2.22.1. Compute the board promotion quota by multiplying SecAF-authorized promotion opportunity by the number of in the promotion zone (IPZ) officers considered. The number of officers recommended by a selection board may not exceed the number equal to 95% of the number of officers IPZ. **(T-0)** If BPZ is applicable on a given board, the quota is then reduced by the maximum number of SecAF-authorized BPZ quotas. The board convening package will provide the BPZ quota. **(T-1)** The board's quota is then reduced by an "adjusted board quota."

2.22.2. The adjusted board quota step is done to ensure a proportion of records and associated quota is available for consideration in the "gray process," discussed in **paragraph 2.24**. If the adjusted board quota process is used, the board-convening package will provide specific details. **(T-1)**

2.23. Establishing "Cut Lines".

2.23.1. Establishing the Initial Cut Line. An order of merit is established after scoring is complete. The initial cut line is then drawn on the order of merit at the bottom of the score category coming closest to filling the quota (or adjusted quota) without exceeding it. A "score category" consists of all records having the same aggregate score. The aggregate score is the total of individual scores determined by voting members for each record. Since all scores are determined at half-point increments, a "score category" will normally represent a half-point spread in the order of merit. The records above this initial cut line will be recommended for promotion unless the Objective Quality Review (see **paragraph 2.25**) results in placing them below the cut line. **(T-1)** If the cut line is at a point where the number of cumulative records equal the quota (or adjusted quota), this is referred to as a "clean cut."

2.23.2. Establishing the Second Cut Line. For a "clean cut," draw the second cut line at the bottom of the score category immediately below the initial cut line. If a "clean cut" does not exist, draw the second cut line at the bottom of the second score category below the initial cut line.

2.24. Establishing the Initial "Gray" Zone. The "gray" zone initially includes all records scored below the initial cut line and above the second cut line. If the number of records in the gray is less than twice the remaining quota, redraw the second cut line at successive score categories until the number of records in the gray is equal to, or more than, twice the remaining quota. **(T-1)**

2.25. ObjectiveQuality Review (OQR). The Board Secretariat will complete this process and provide results to the board president. **(T-1)** A board recorder will present the reason (see below) the record is being returned to the board members for rescore and advise there is no intent to drive any particular result. **(T-1)** A simple validation of their original score may be an appropriate result. For all records returned for re-scoring, resolve splits and use only the resulting score. **(T-1)**

2.25.1. Identify all records above the second cut line and return the records for re-scoring if they contain any of the following negative objective quality review characteristics:

2.25.1.1. Court-martial findings of guilt (Court-Martial Orders and Entry of Judgement);

2.25.1.2. Nonjudicial punishment(s) under Article 15, *Uniform Code of Military Justice*;

- 2.25.1.3. Letter(s) of Reprimand;
 - 2.25.1.4. Letters(s) of Admonishment;
 - 2.25.1.5. "Do Not Promote" PRF;
 - 2.25.1.6. Current prisoner or appellate leave;
 - 2.25.1.7. Referral evaluation(s) or Training Report(s) (AF Form 475, *Education and Training Report*);
 - 2.25.1.8. "Do not promote me" letter;
 - 2.25.1.9. Letter(s) of Counseling (LOC) related to a substantiated finding or conclusion from an officially documented investigation or inquiry;
 - 2.25.1.10. Notice of relief of command (for cause).
 - 2.25.1.11. Developmental Education Removal (for cause).
- 2.25.2. Identify all records below the initial cut line (potential nonselects) and return the records for rescoring, if they contain any of the following positive and special consideration Objective Quality Review characteristics:
- 2.25.2.1. Medal of Honor recipient;
 - 2.25.2.2. Prisoner of War/Former Prisoner of War;
 - 2.25.2.3. Missing in Action/Former Missing in Action;
 - 2.25.2.4. Astronaut;
 - 2.25.2.5. Wounded Warrior (Reporting Identifier 92WX);
 - 2.25.2.6. DAF funded PhD;
 - 2.25.2.7. Are selected for Air Force Institute of Technology (AFIT) or Developmental Education (DE) in-residence or assigned to AFIT or DE anytime from day 150 to the board convening date (I/APZ only);
 - 2.25.2.8. "Definitely Promote" PRFs (I/APZ only).

2.26. Re-establishing the "Cut Lines". After completion of objective quality review, the cut lines will be redrawn. **(T-1)** Repeat steps in [paragraph 2.23](#).

2.27. Adverse Information Review. 10 USC § 616, *Recommendations for promotion by selection boards*, and DoDI 1320.14 require that records of officers recommended for promotion containing adverse information be considered by all board members. This review is accomplished by virtue of the OQR process described in [paragraph 2.25](#) (**Exception:** For multi-panel boards, if after OQR an officer above the panel's initial cutline has adverse information contained in his or her record, that record will be added to the "gray" for all board members to score.) Additionally, the board must certify that all officers whose records contain adverse information and who are recommended for promotion meet the requirement of exemplary conduct articulated in 10 USC § 9233. **(T-0)**

2.28. Board President Quality Review. The board president will conduct a quality review of all records one score category below the second cut line. **(T-1)** This allows the board president to review records about to be removed from further consideration by the board, but which are

generally competitive. The purpose of this review is to determine whether the record of every officer in this range, as well as officers in special skills or career groups, have been scored in a manner consistent with SecAF's MOI and have been afforded fair and equitable consideration in the initial scoring. If the board president determines there is a rational basis to conclude, from any such record together with its aggregate score, the record may not have been scored in a manner consistent with the MOI, the board president may direct such record be added to the "gray zone" for re-scoring along with all other records in the "gray zone. "

2.28.1. The board president may add any acquisition corps/workforce officers (for competitive categories where the majority of officers are not acquisition corps/workforce officers) and any officers in reportable joint categories within 2 points of the second cut line. The purpose of this quality review is to determine whether the records of individuals from special skill or career groups identified in the MOI, such as joint duty officers, acquisition corps/workforce officers and highly specialized officers who have had a comparatively narrow range of duties, have been scored in a manner consistent with the MOI.

2.28.2. The board president may also add to the gray zone, any I/APZ record with a Definitely Promote PRF, regardless of where it falls in the order of merit below the second cut line.

2.29. Gray Resolution. After the board president has conducted quality review, any records they identify will be added to the "gray." **(T-1)**

2.29.1. After scoring, an order of merit will be established and the remaining quotas will be applied to it. **(T-1)** If records are tied at the score that would result in promotion, this establishes a new "gray" zone. Continue to resolve any "gray," without further board president quality review, until all available promotion opportunities are filled. **(T-1)**

2.29.2. Prior to scoring any records in the "gray," the board president will instruct all members to re-read SecAF's MOI. **(T-1)** The board president will only be required to instruct the panel to re-read the MOI during the first gray resolution. **(T-1)** For subsequent gray resolutions, the board recorder will instruct the panel to re-read the MOI. **(T-1)**

2.29.3. After resolving the "gray area," if necessary, break any ties immediately above and below the final cut line to determine the lowest select and #1 I/APZ nonselect.

2.29.4. Tentative I/APZ order of merit is now finalized pending BPZ scoring and BPZ displacement (if applicable).

2.30. Scoring BPZ Records (if applicable). Determine which of the BPZ records are Exceptionally Well-Qualified (EWQ) by voting "yes" or "no." After completion of EWQ process, score BPZ records receiving a majority "yes" vote using the 6 to 10 scoring scale in accordance with **Table 2.1**. Upon completion of BPZ 6 to 10 scoring, establish cut lines, complete an objective quality review, complete a board president quality review, establish the "gray zone" and resolve the "gray zone" using the same procedures outlined in **paragraph 2.29** above for the I/APZ records.

2.31. BPZ Displacement (if applicable). The board will determine whether the full BPZ quota will be used. **(T-1)** The board will be provided two records: the #1 I/APZ nonselect and the bottom BPZ select (to include if either of these records was a skillset selection). **(T-1)** If necessary, break ties at the bottom of the BPZ select list to determine the record to compare to the #1 I/APZ nonselect. Each board member identifies the name of the officer they determine to be best

qualified for promotion. The process is by secret ballot, without discussion, and the majority vote decides the issue.

2.31.1. If the BPZ record is determined to be best qualified, the process ends, and the full BPZ quota will be used. **(T-1)** This is because the board determined the least meritorious BPZ selected record is better than the best nonselect I/APZ record, and therefore all BPZ selected records are better than all I/APZ nonselects. If the #1 I/APZ nonselect record is determined to be best qualified, this record becomes a select and the BPZ record is a nonselect. Then go to the new #1 nonselect I/APZ record and the new bottom BPZ select and repeat the process; continue as necessary. **(T-1)**

2.31.2. The displacement process ends when a BPZ record is determined to be best qualified or the board runs out of BPZ quotas, whichever occurs first.

2.32. Fully Qualified Select List. The board must confirm that all records selected for promotion are fully qualified for promotion. **(T-0)** To do this, have the board vote on whether the #1 I/APZ nonselect record is fully qualified for promotion. If a majority of the board votes "yes", the officers above the #1 I/APZ nonselect and any BPZ selects are now considered "fully qualified" for promotion. If a majority of the board vote "no," conduct a fully qualified determination on both the bottom I/APZ select and bottom BPZ select records (when BPZ applies). Continue voting on the lowest remaining selects until the record receives a majority "yes" vote. The I/APZ and BPZ records that received a majority "no" vote will not be recommended for promotion. **(T-1)**

2.33. Skillset Requirements Procedures. Requirements Displacement. Skillset selection requirements, commonly referred to as "floors," directed in the SecAF's MOI will be satisfied after resolving all gray scoring using the following procedures:

2.33.1. Identify, in order of merit standing, records in, and above the zone which hold the skillset specified for a selection requirement and are above the cut line. If the number of records meets or exceeds a skillset's selection requirement, the selection requirement is satisfied. If the selection requirement is not satisfied, proceed to [paragraph 2.33.2](#).

2.33.2. Displace records on the tentative selection list which do not satisfy a skillset selection requirement on a one-for-one basis in reverse standing order until requirements are satisfied, or no records remain in that skillset. Records meeting the requirements on the tentative non-selection list would be selected and displace the other records. As necessary, break ties to achieve the skillset selection requirement. Notwithstanding the rule in [paragraph 2.32](#), records meeting the requirements on the tentative selection list must be individually confirmed as fully qualified by majority vote.

2.34. Merit-Based Reordering. If SecAF authorizes use of merit-based reordering, board members will recommend officers of particular merit, from those officers recommended for promotion in each competitive category, to be placed higher on the promotion list than seniority alone dictates. **(T-1)** "Officers of particular merit" are those whose records contain documented performance consistently superior to the performance of others. Board members shall consider the recommended order to be the relative standing of each officer selected for promotion, as determined by record scoring. **(T-1)** The board report will include a separate roster, in recommended order, of all those officers determined per SecAF guidance to merit higher placement on the promotion list. **(T-1)** In the event of ties within the score category, the records will be ranked within that score by seniority precedence as defined in [paragraph 3.5](#). **(T-1)**

2.35. Resolution of "Show Cause". After scoring is complete and a select/nonselect list is established, return to the board all records previously identified for "show cause" determination. If a record is nominated for "show cause" during "gray resolution," the record will be returned to the board for majority rule vote. **(T-1)** Board members will discuss all "show cause" nominations and a majority rule vote will determine whether the officer's name will be included in the board report to SecAF recommending the member be required to "show cause" for retention. **(T-1)** If the board makes a "show cause" recommendation, the chairperson completes a "show cause" worksheet outlining the factors for the recommendation. The board president reviews the results. If the board president determines there is a rational basis to conclude any of these records may not have been voted upon in a manner consistent with SecAF MOI, the board president may direct these records be returned to the board for re-vote. The second vote will be used. **(T-1)** If a record is recommended for promotion, this recommendation overrides any pending "show cause" action previously initiated and the record will not be returned to the board. **(T-1)**

2.36. Selective Continuation. Selective continuation ballots are generated for records meeting SecAF eligibility criteria.

2.36.1. Ensure PRFs are removed from the records for the selective continuation board. Letters to the promotion board will be provided to the selective continuation board unless otherwise directed by the officer.

2.36.2. Brief the selective continuation board on the continuation eligibility criteria, SecAF policy, the relevant portions of SecAF MOI, and applicable paragraphs in DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*. **(T-0)**

2.36.3. When continuation opportunity is 100%, score records using "yes/no" votes. If voting is not unanimous on a record and a split cannot be resolved, the majority vote rules. If the continuation opportunity is less than 100%, use the 6-to-10-point scoring scale in accordance with **Table 2.1**, resolving any splits or "gray zone" as described above.

2.36.4. The board president reviews results. If the board president determines there is a rational basis to conclude any of these records may not have been voted in a manner consistent with the applicable guidance, the board president may direct these records be returned to the board for re-scoring. The second score will be used. **(T-1)**

2.37. Board Report. Board members, board recorders, and administrative support staff will sign a board report conforming to the law and DoDI 1320.14. **(T-0)** This report will include lists of those selected and nonselected, those identified as causing their own nonselection by communication to the board, and those selected to "show cause" for retention. **(T-0)** If authorized to recommend a merit-based reordering of the promotion list, the board report will include the recommended order in which those officers should be placed on the promotion list. **(T-1)**

2.38. Additional Reports. After the board has completed and signed the reports, the selection board secretariat will prepare, for review by SecAF, a report of selection rates for the following segments of the eligible population of officers (when applicable): joint duty officers, acquisition corps/workforce officers, and other criteria as directed. **(T-1)**

2.39. Outbriefing Board Members. Recorders out brief the board members, clarifying communication rules, discussing cautions and collecting all notes. It is important that personal

observations not jeopardize the credibility of the board process and that officers receive a consistent USAF/USSF message.

2.39.1. The selection board secretariat staff will inform board members they are prohibited from disclosing board proceedings (e.g., how a record scored, or comments made during split resolution). **(T-1)**

2.39.2. Board members are encouraged to use the briefing slides provided by the selection board secretariat staff to brief the board process and structure (e.g., numbers considered, board organization, and process followed).

2.40. Board Anomalies. Certain procedural anomalies occurring during a board may require variation from established procedures requiring board president resolution. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine SecAF-level decision is required. The board president will advise SecAF of any significant procedural anomalies during the board president's outbrief of the board. **(T-1)** These responsibilities of the board president do not limit in any way, the right of a board member or board secretariat member to communicate with SecAF. After the board convenes, the board president will make the determination to excuse a primary board member and if an alternate board member is required. **(T-1)** The board president is the authorizing official for directing a SecAF-approved alternate to replace the primary board member. **(T-1)** 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. **(T-1)**

2.41. Lists. The selection board secretariat staff will maintain the capability to produce lists of all individuals whose records are within the initial "gray" established statistically, all individuals who were considered by the board president during the board president's Quality Review, and all individuals who were added to the gray as a result of the board president's Quality Review. These lists will not reflect specific scores or ranking within each category. **(T-1)** These lists will be filed with the formal record of the Board, but not made part of that record. **(T-1)** They will be marked "Controlled Unclassified Information." **(T-1)** These records will not be released under Freedom of Information Act or the Privacy Act but could become subject to discovery in litigation. **(T-1)**

2.42. Removing an Officer From a Board Report. If the SecAF intends to recommend removing an officer from a board report under 10 USC § 618, *Action on reports of selection boards*, and the recommendation would include information not presented to the board, make the information available to the officer. The authority to remove an officer below the grade of O-7 from a board report rests with the Secretary of Defense (SecDef) or Deputy Secretary of Defense (DepSecDef). The officer will have a reasonable opportunity to submit comments on that information to the officials making and reviewing the recommendation. **(T-0)** If the officer cannot have access to the information for reasons of national security, or other lawful reason, the officer will, to the maximum extent practical, be provided with an appropriate summary of the information. **(T-0)** Specific procedures for commander-initiated actions are outlined in [paragraph 5.9](#).

2.43. Releasing Board Information. AFPC/DPMSPP and AFPC/PB release only the recommendations of the board. They release information on the number of officers considered and selected, board demographics, board organization, the general procedures followed by the board, the number of board members and their names, grades, and service components. **(T-0)** Board proceedings will not be released, including specific information on how the board scored

each record, to any individual not a member of the board. **(T-0)** The order of merit number (commonly referred to as "line number") will only be used to notify the senior rater and officer of the officer's promotion selection; further distribution and use are prohibited. **(T-1)** The use of order of merit number for any other purpose is prohibited (e.g., stratifications, developmental education selection, career field developmental team processes, and any other talent management process). **(T-1)**

Chapter 3

POST-BOARD INSTRUCTIONS

3.1. Board Recorders.

3.1.1. Collect all score rosters, internal working papers, etc., and ensure board members do not retain copies of any such documents.

3.1.2. Except as provided in paragraphs 2.41, 3.3.1.5 and 3.3.1.6, destroy all score rosters and internal working papers associated with the board not part of the board report itself. Do not do this until approval of the board results by USD (P&R) and the requirements contained in paragraphs 2.41, 3.3.1.5 and 3.3.1.6 are met.

3.2. Board President. Provides feedback to the SecAF on how the board complied with the SecAF instructions (e.g., joint experience, acquisition experience, etc.), and policy related recommendations, as necessary.

3.3. AFPC.

3.3.1. AFPC/PB:

3.3.1.1. Prepare board reports as specified in DoDI 1320.14, and 10 USC § 617. **(T-0)**

3.3.1.2. Prepare race ethnicity and sex data of the population considered by selection boards for promotion to major, lieutenant colonel, and colonel for all competitive categories. **(T-1)**

3.3.1.3. Ensure all letters to the board are included in the Master Personnel Record Group. Access will be confined to those with a need to know and will be used for historical, legal, and appeal purposes only. **(T-0)**

3.3.1.4. Prepare reports showing promotion comparisons as a measure of the quality of officers assigned to joint duty, as required by 10 USC § 662, *Promotion policy objectives for joint officers*. **(T-0)**

3.3.1.5. Promotion Benchmark Records. After adjournment of selection boards, the selection board secretariat will identify a sampling of benchmark records near the select/nonselect cutline for future SSBs, SSRBs, and special boards. **(T-1)** Provided enough records in each category exist on the selection boards, five records from among the lowest scored selects and eight records (5 + 3 spares) from among the highest scored nonselects are identified. When less than five (or eight, respectively) records are available, use the number available. If none of these benchmarks contain adverse information, the selection board secretariat will also identify a benchmark record from the next lowest scored select and the next highest scored nonselect, if any, with adverse information. For boards with skillset requirements, the selection board secretariat will also benchmark the bottom select from each semi-specialty (below the cutline); and five records plus three alternate records from the score category immediately below the lowest semi-specialty select. These records are archived for future use. **(T-1)**

3.3.1.6. Merit-based Reorder Benchmark Records. If SecAF authorized use of merit-based reordering, after adjournment, the selection board secretariat will identify a sampling of benchmark records from among those selected for order of merit changes for any future

SSBs and special boards. **(T-1)** Identify a sufficient number of records across the relative standing of selects to identify each considerer's placement within the order of merit. These records are archived for future use.

3.3.2. AFPC/DPMSPP:

3.3.2.1. Establishes the public release date for promotions to captain upon SecDef approval. **(T-0)**

3.3.2.2. Establishes the public release date for promotions to major through colonel after SecDef signs the memorandum forwarding the nomination scroll to the President. **(T-0)**

3.3.2.3. Provides instructions to MPFs for processing promotion releases. **(T-2)**

3.3.2.4. Publishes non-selection letters and guidance on receiving non-select counseling.

3.3.2.5. After public release, sends electronic notification to non-selectees to access applicable non-selection letters.

3.3.2.6. Collects signed letters of acknowledgement on first and second time non-selectees and provides to AFPC, Military Records Section (AFPC/DPSORM) for upload into the Personnel Records Display Application.

3.3.2.7. Publishes promotion orders. **(T-2)**

3.3.2.8. Publishes promotion increments (as appropriate), by competitive category, for monthly projected promotions to grades of major through colonel. **(T-1)** A consolidated list of sequence numbers with names must not be publicly disseminated. **(T-1)**

3.4. MPF.

3.4.1. Carries out promotion releases in accordance with this instruction and as instructed by AFPC/DPMSPP. **(T-1)**

3.4.2. Servicing MPFs are responsible for notifying commanders or equivalent of promotion notification (selection and nonselection) and must coordinate with gaining MPF and temporary duty locations when necessary to ensure 100% notification. **(T-1)**

3.4.3. DELETED

3.4.4. DELETED

3.5. Determining Promotion Sequence.

3.5.1. When merit-based reordering is authorized, sequence numbers will be determined according to the order of merit as determined by the board. **(T-1)**

3.5.2. When merit-based reordering is not authorized, officers recommended for promotion will be sequenced by seniority precedence, which is determined via the following criteria (in order listed):

3.5.2.1. Current DOR. **(T-1)**

3.5.2.2. Previous grade DOR (if applicable). **(T-1)**

3.5.2.3. Total active federal commissioned service. **(T-1)**

3.5.2.4. Total federal commissioned service. **(T-1)**

3.5.2.5. Regular officers before Reserve officers (those with Regular commissions prior to 2005). (T-1)

3.5.2.6. Regular officers rank among themselves based on date of Presidential nomination for appointment as a Regular officer. (T-1).

3.5.2.7. RegAF acceptance date (AF Form 133, *Oath of Office (Military Personnel)*). (T-1)

3.5.2.8. Academy Class Standing, if applicable. (T-1)

3.5.2.9. Date of birth, with the earliest date taking precedence. (T-1)

3.5.2.10. Reverse social security number, with the lowest number taking precedence. (T-1)

3.6. Post Board Screening.

3.6.1. Post-board screening for adverse and reportable information is completed in accordance with DoDI 1320.14 and DoDI 1320.04. (T-0)

3.6.2. Inspector General Complaints Resolution Directorate (SAF/IGQ) will conduct a post-board screening of adverse and reportable information and open investigations for officers selected for promotion. (T-1)

3.7. SecAF Promotion Withholds. Following the post-board screen, SecAF will withhold the names of officers pending investigation into alleged adverse information or pending adjudication of substantiated adverse information from nomination and appointment scrolls, unless otherwise provided for in DoDI 1320.04. (T-0) When directed by the SecAF, an officer's nomination may be withheld, placed on hold, or split from an appointment or nomination scroll when there is cause to believe the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade or there is cause to believe the officer has not met the requirements for exemplary conduct set forth in 10 USC § 9233.

3.7.1. Nominations can also be withheld if: (1) sworn charges against an officer have been received by an officer exercising General Courts-Martial jurisdiction over the officer and such charges have not been disposed of; (2) a board of officers has been convened under title 10, USC, Chapter 60; (3) a criminal proceeding in a Federal or State court is pending against an officer; (4) substantiated adverse information about the officer material to the decision to appoint the officer is under review by the SecDef or SecAF; or (5) SecAF determines that the convening of a SSRB is required.

3.7.2. Officers will be notified in writing of their withhold status and the reasons why SecAF withheld the officer from the appointment scroll. (T-0) The officer will acknowledge the notification in writing.

3.7.3. Resolving Promotion Withholds. When an investigation, inquiry, or action is completed on an officer whose nomination is on hold, or SecAF otherwise has sufficient information to resolve the matter, SecAF will decide whether to support the officer's promotion or take other action.

3.7.3.1. If required, AF/A1PPP or SF/S1P will collect detailed information (e.g., primary source material to include, reports of investigation, statements, memorandums for record,

and command action (to include an officer's response, if any)) to provide to SecAF to make a determination whether to support the officer's promotion. **(T-1)**

3.7.3.2. If SecAF supports promotion, upon promotion to the next higher grade, the officer shall have the same DOR and the same effective date for the pay and allowances of the grade to which promoted as the officer would have had if no delay had intervened, unless the SecAF determines the officer was unqualified for promotion for any part of the delay. **(T-0)** If the SecAF makes such a determination, the SecAF may adjust such DOR and effective date of pay and allowances as the SecAF considers appropriate under the circumstances. **(T-0)**

3.7.4. When an allegation is ongoing (e.g., Equal Employment Opportunity complaint or potential Anti-Deficiency Act violation), and it is likely to take months or years to resolve, the SecAF may review the allegations pertaining to the case and if that review indicates the allegation will likely not be substantiated, forward the nomination. If SecAF forwards the nomination, the submission will include the particulars of the complaint, the results of any completed reviews and final decisions, the status of the pending actions and the expected length of time to resolve, and the impact if the nomination is not forwarded. **(T-0)**

3.7.5. If adverse information was not available for review by the promotion board but should have been (based on the board convening date), a SSRB must review the adverse information and make a recommendation to SecAF whether the original recommendation should be sustained in accordance with 10 USC § 628a, *Special selection review boards*. **(T-0)**

3.7.6. An officer's name may not be removed from the promotion list, nor an officer's date of rank adjusted, unless a promotion propriety action is initiated. If SecAF determines additional information is required for resolution of a promotion withhold or is considering removing and officer's name from the promotion list or adjusting the officer's date of rank, SecAF will direct the command to initiate a promotion propriety action. If directed to initiate a promotion propriety action, the officer's command must include the following information recorded on an official memorandum, not a DAF Form 4363, *Record of Promotion Propriety Action*:

3.7.6.1. The adverse information itself (e.g., referral performance report, letter of reprimand, nonjudicial punishment, etc.) and detailed information (e.g., relevant source material to include, reports of investigation, statements, and memorandums for record) concerning the adverse or reportable information forwarded with the personnel action (include the officer's response, if any). **(T-1)**

3.7.6.2. Recommendation as to whether each officer for which adverse information has been forwarded merits promotion or appointment, and justification for why or why not. **(T-1)**

3.7.6.3. A statement evaluating the officer's judgement as it relates to the adverse information and the officer's potential for future service. **(T-1)**

3.7.6.4. A statement providing the officer an opportunity to review the information and comment as appropriate. **(T-0)**

3.7.6.5. An indorsement from the MAJCOM/FLDCOM commander or designee indicating whether or not they support the promotion. **(T-1)**

3.7.6.6. Include as an attachment, the officer's response to the promotion propriety action (if any). **(T-0)**

3.7.7. An officer's promotion eligibility period begins on the date the board report is approved and becomes a promotion list and terminates at the end of the 1st day of the 18th month following the month during which the board report is approved and becomes a promotion list. **(T-0)**

3.7.7.1. The SecAF may request the SecDef or designee extend the promotion eligibility period for an additional 12 months (for a total of 30 months) in accordance with 10 USC § 629, *Removal from a list of officers recommended for promotion*. **(T-0)** The request must be approved prior to the expiration of the promotion eligibility period. **(T-0)**

3.7.7.2. At the end of an officer's promotion eligibility period, an officer whose appointment requires the advice and consent of the Senate will be administratively removed from a promotion list by the office with primary responsibility for maintaining the applicable promotion list pursuant to 10 USC § 629(c) if the Senate has not given its advice and consent. **(T-0)** This provision is in effect for board reports approved after January 1, 2007. **(T-0)**

3.8. Notifying Officers Selected for Promotion.

3.8.1. First Lieutenant. The commander notifies officers of the projected promotion effective date at least 30 days in advance and advises them to assume the grade on the effective date, unless otherwise directed. **(T-1)**

3.8.2. Captain through Colonel. When instructed by AFPC/DPMSPP, commanders notify officers either verbally or in writing (optional) of their selection status. **(T-1)**

3.8.3. Commander responsibilities after selection announcement:

3.8.3.1. Captain. The commander will advise the officer at least 30 days in advance of the date the officer can assume the higher grade. **(T-1)**

3.8.3.2. Major and above. The commander will advise the officer of the promotion after announcement of the monthly promotion increments. **(T-1)**

3.9. Notifying Officers Not Selected for Promotion. Commanders will accomplish the following actions:

3.9.1. Notify officers of promotion non-selection no later than public release date. **(T-1)** Direct all first and second time non-selected officers to captain through colonel to retrieve, acknowledge, and return the applicable non-selection memorandum from myFSS within 5 duty days to AFPC/DPMSPP. **(T-1)**

3.9.2. Verbally notify officers not selected three or more times for promotion to major or lieutenant colonel, unless AFPC/DPMSPP provides other instructions. **(T-1)**

3.9.3. Verbally or in writing (optional) notify officers not selected for promotion to colonel. **(T-1)**

3.9.4. DELETED

3.9.5. Does not notify officers nonselected for promotion BPZ, if applicable. **(T-1)**

3.10. Effects of Nonselection for Promotion. Officers not selected for promotion to captain through lieutenant colonel for the second time are separated in accordance with DAFI 36-3211, *Military Separations*, unless they:

3.10.1. Are retirement eligible or within two years of qualifying for retirement eligibility (i.e., in sanctuary) as of the mandatory date of separation (DOS) established for twice nonselected for promotion by that board. **(T-0)**

3.10.2. Are selected for selective continuation.

3.10.3. Have an earlier established DOS, mandatory separation date.

3.11. Publishing Promotion Orders. AFPC/DPMSPP publishes orders to announce the effective date of promotions (as appropriate).

3.12. When to Promote the Officer. Promote first lieutenant through colonel on the effective date of the order announcing the promotion unless the officer declines the promotion.

3.13. Promotion to Field Grade Officer. Senate confirmation is required for promotion to field grade officer. Officers are not authorized to assume the higher grade until the effective date of promotion or Senate confirmation, whichever is later.

3.14. Conducting Promotion Ceremonies.

3.14.1. Appropriate ceremonies to publicly recognize the importance of promotions are highly encouraged. Commanders may use Attachments **4 and 5** for planning the ceremony.

3.14.2. Promotion ceremonies are generally conducted on the last duty day before the effective date of promotion, as close to the end of the duty day as possible. Early ceremonies will not affect the officer's pay, seniority, or entitlements. **(T-1)**

3.15. Retirement Restrictions for Promotion. Officers promoted to the grade of major, lieutenant colonel, or colonel must serve satisfactorily in that grade for at least three years to retire in the higher grade. **(T-0)**. For criteria on how an officer is deemed to have served satisfactorily, see 10 USC § 1370, *Regular commissioned officers*, and AFI 36-3203, *Service Retirements*. **(T-1)**

3.16. Active Duty Service Commitment (ADSC) for Promotions. No ADSC will be incurred for officer promotions to the next higher grade. **(T-1)**

Chapter 4

SPECIAL PROMOTION ISSUES

4.1. Exclusion from Promotion Consideration. When authorized by the SecAF in accordance with the provisions of 10 USC § 619(e), *Authority to allow officers to opt out of selection board consideration*, eligible officers who meet certain conditions may request exclusion ("opt-out") from consideration by a selection board for promotion to the next higher grade. Officers approved for exclusion from promotion consideration will meet the next promotion board for the same grade and same zone, unless approved for further exclusions or deemed ineligible based on law or policy. **(T-0)** Officers may request to opt out of promotion consideration no more than three times to the same grade.

4.1.1. Eligibility.

4.1.1.1. The request for exclusion from consideration is limited to promotions to the grade of major, lieutenant colonel, or colonel.

4.1.1.2. SecAF determines the exclusion from consideration is in the best interest of the Air Force. **(T-0)**

4.1.1.3. Requests for exclusion must be based on one or more of the following conditions:

4.1.1.3.1. To allow an officer to complete a broadening assignment (i.e., an assignment outside of the officer's core AFSC, such as formal instructor duty, recruiting duty, exchange assignments, etc.). **(T-1)** An officer is also eligible if selected for one of these assignments and the officer begins the assignment before the promotion board convenes; or **(T-1)**

4.1.1.3.2. To allow an officer to complete a Department of the Air Force-funded resident graduate-level education program (e.g., Masters, PhD). **(T-1)** An officer is also eligible if selected for one of these programs and the officer begins the program before the promotion board convenes; or **(T-1)**

4.1.1.3.3. To allow an officer to complete a career progression requirement, the accomplishment of which has been delayed by either a broadening assignment, a Department of the Air Force-funded resident graduate-level education program, or crossflow to a new career field; or **(T-1)**

4.1.1.3.4. To allow an officer to complete another assignment of significant value to the Department of the Air Force. **(T-1)** AF/A1 or SF/S1 will advise SAF/MR on whether the assignment meets the criteria of significant value to the Department of the Air Force. **(T-1)**

4.1.2. Ineligibility. Officers who meet any of the following conditions are ineligible to request to opt out of consideration for promotion:

4.1.2.1. The officer was considered IPZ to the grade for which the officer requests the exclusion from consideration and was not recommended for promotion. **(T-0)**

4.1.2.2. The officer has received adverse information in the current grade. **(T-1)** See [paragraph 2.11](#) regarding adverse information.

4.1.3. Authority. The authority to approve or disapprove such requests is delegated to Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) and will not be further delegated. **(T-1)**

4.1.4. Process. Members requesting exclusion from promotion consideration will comply with all routing instructions and timelines detailed in the corresponding promotion board convening notice and myFSS officer promotions website. **(T-1)** Members' requests will utilize the template provided and will route, at a minimum, through the member's senior rater, MAJCOM A1/FLDCOM/S1, AFPC Directorate of Military Personnel Operations (AFPC/DPM) Director, and Headquarters Air Force/Headquarters Space Force for career field manager coordination, prior to SAF/MR adjudication. **(T-1)**

4.2. Declining a Promotion. An officer may decline a promotion, in writing, no later than the day prior to the promotion effective date. MPF notifies AFPC/DPMSPP, with an information copy to the USAF Colonel Management Office (AF/A1LO) or HQ Space Force, Senior Leader Management (SF/S1L) (colonel-selects only) and MAJCOM/A1 or FLDCOM/S1, when an officer initiates a declination. AFPC/DPMSPP will not honor declinations signed on or after the promotion effective date. **(T-1)**. **Exception:** An officer selected for retroactive promotion by an SSB, USAF Board for Correction of Military Records, or because of an administrative error, may decline the promotion no later than the day following notification of selection. **(T-1)**

4.2.1. Officers must sign two copies of a Declination of Promotion Statement ([Attachment 6](#)). **(T-1)**

4.2.2. Officers who submit a declination statement and later decide to accept the promotion may request withdrawal of the declination statement if they have remained continuously on the ADL.

4.2.2.1. Prior to the promotion effective date, an officer selected for promotion to lieutenant colonel and below may submit a letter through the unit commander to the MPF requesting withdrawal of the declination statement. An officer who has declined promotion to the grade of colonel must submit a request to withdraw their declination through the wing/delta commander or equivalent and AF/A1LO or SF/S1L, prior to gaining MAJCOM/FLDCOM approval. **(T-1)** If the unit commander or Management Level (Colonel or Colonel(s) only) approves, the MPF Career Development Element notifies AFPC/DPMSPP to promote the officer. If the unit commander or MAJCOM/FLDCOM commander does not want to promote the officer, they disapprove the officer's request and initiates a promotion propriety action (PPA) in accordance with [Chapter 5](#). **(T-1)**

4.2.2.2. After the promotion effective date, an officer may submit a letter through the unit commander and MPF Career Development Element to the MAJCOM/FLDCOM commander requesting withdrawal of the promotion declination (AF/A1LO or SF/S1L must coordinate on colonel-selects). **(T-1)** If the MAJCOM/FLDCOM commander approves the request, AFPC/DPMSPP will promote officers with an effective date and DOR effective of the approval date. **(T-1)** If disapproved by the MAJCOM/FLDCOM commander, return the case file to the unit commander for PPA.

4.2.3. Officers who decline a promotion remain on the promotion list for which they were selected. Colonel(s) who decline promotion will continue to be managed by AF/A1LO or SF/S1L. **(T-1)**

4.3. Frocking (Early Pin-On).

4.3.1. When to frock.

4.3.1.1. Under normal circumstances, early pinning (commonly referred to as frocking) is not authorized. However, when it is essential to effectively perform duties in the higher grade –exceptions may be approved.

4.3.1.2. Send requests for exception to AFPC/DPMSPP for frocking to major and lieutenant colonel, or to AF/A1LO or SF/S1L for frocking to colonel. See [paragraph 13.1](#) for general officer frocking. Requests must start with the first general officer (or equivalent) at the gaining location. **(T-1)** Fully justify requests not meeting the criteria below.

4.3.2. Who approves frocking.

4.3.2.1. AF/A1 or SF/S1 approves or disapproves requests for frocking of colonels.

4.3.2.2. AFPC Commander (AFPC/CC) approves or disapproves requests for frocking to major and lieutenant colonel.

4.3.3. Restrictions for frocking.

4.3.3.1. Officers cannot pin on the higher grade before the Senate confirms the list containing the officer's name.

4.3.3.2. An assignment to a billet with a higher grade does not automatically entitle an officer to wear the higher grade. However, under 10 USC § 777, *Wearing of insignia of higher grade before promotion (frocking): authority; restrictions*, in order to be considered for frocking, officers must be selected to fill a position in the higher grade. **(T-0)**

4.3.3.3. Limitation on number of officers frocked.

4.3.3.3.1. In accordance with 10 USC § 777(d)(2), the number of frocked colonels may not exceed two percent of the authorized end strength for colonels at any one time. **(T-0)**

4.3.3.3.2. In accordance with 10 USC § 777(d)(2), the number of officers frocked to the grades of major and lieutenant colonel may not exceed one percent of the total number provided for the officers in those grades for that fiscal year. **(T-0)**

4.3.3.4. Prior to consideration for frocking, it must be determined if the officer was the "best qualified" or sole volunteer for the higher graded position. **(T-1)** In most instances, frocking requests will only be considered when an officer is being assigned to one of the following assignments:

4.3.3.4.1. Positions with significant international involvement. **(T-1)**

4.3.3.4.2. Joint-duty positions where the officer is required to supervise more senior sister Service officers. **(T-1)**

4.3.3.4.3. Group commander or above when the officer supervises higher grade officers. (See AFI 51-509, *Appointment to and Assumption of Command*, for limitations on frocked officers to command). **(T-1)**

4.3.3.5. Do not submit frocking requests for the following circumstances: Frocking for temporary duty assignment or deployment, except in those cases where, in accordance with AFI 10-403, *Deployment Planning and Execution*, the Air Component through line remarks prohibits the officer grade requirements from being filled by a person having a grade lower than the required grade.

4.3.3.6. Approval of early pin on:

4.3.3.6.1. Allows the officer to wear the higher grade and benefit from the protocol of the higher grade.

4.3.3.6.2. Does not authorize the officer to receive higher pay or entitlements.

4.3.3.6.3. Does not authorize the officer to gain seniority on the ADL.

4.3.3.6.4. Frocked officers (except for general officers) will not receive performance reports or sign performance reports, recommendations, or similar administrative actions in the higher grade until actually promoted by sequence number. **(T-1)**

4.3.3.6.5. When referring to frocked officers, use phrase "is authorized to assume the grade of" in place of "is promoted to the grade of."

4.3.3.6.6. Frocked officers are authorized to be issued an identification card in the higher grade upon the effective date of early pinning approval. If applicable, family member identification cards may only be updated to reflect the same grade as the member's card when reissued upon expiration or loss. **(T-0)**

4.3.3.6.7. Frocked officers and commanders should consult local staff judge advocate to resolve questions concerning other documents.

4.4. Posthumous Promotions. 10 USC § 1521(a), *Posthumous commissions*, authorizes the posthumous promotion of officers who were officially recommended for promotion, but the member was unable to accept because of death. No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous promotion.

4.4.1. Basic Criteria and Restrictions:

4.4.1.1. The request must include the date of death and the circumstances of death. **(T-1)**

4.4.1.2. The effective date for the posthumous promotion is the date of the appointment, recommendation, or official recommendation. For a promotion board, it is normally the day the promotion board selecting the officer adjourned. For promotion processes, it is normally the day the senior rater signs the MEL.

4.4.1.3. The officer must be approved for promotion by SecAF exercising delegated Presidential authority. **(T-0)**

4.4.1.4. A PPA must not be in effect against the officer. **(T-1)**

4.4.2. Commanders email posthumous promotion requests to the MPF. The MPF forwards their recommendation to AFPC/DPMSPP for processing through AF/A1PPP or SF/S1P to SecAF for approval or disapproval. The recommendation must state the criteria in **paragraph 4.4.1** has been met and verify family members have been advised that no financial entitlements accumulate as a result of a posthumous promotion. **(T-1)** Upon approval, AFPC/DPMSPP will process the promotion order and send the published promotion order to the servicing MPF.

(T-1) The MPF will forward the promotion order to the immediate commander to present to the next of kin. (T-1)

4.5. Honorary Promotions. Title 10 U.S.C. §§ 1563, *Consideration of proposals from Members of Congress for honorary promotions: procedures for review and promotion*, and 1563a *Honorary promotions on the initiative of the Department of Defense* authorize an honorary promotion (whether or not posthumous) of a former member or retired member of the armed forces, to any grade not exceeding the grade of major general, that is not otherwise authorized by law. DoDI 1320.15 sets policy for honorary promotions.

4.5.1. Basic Criteria and Restrictions.

4.5.1.1. An honorary promotion may be proposed by a Member of Congress or initiated within the Department of the Air Force. (T-0) DoDI 1320.15 authorizes the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to approve or disapprove honorary promotions to the grades of O-7 and O-8 under sections 1563a and authorizes the Secretary of the Air Force to approve or disapprove honorary promotions, to any grade below the grade of O-7 under one of those authorities. (T-0) Honorary promotions to the grades of O-9 or O-10 will not be considered except in those cases where there is specific statutory authority for such a promotion. (T-0)

4.5.1.2. All requests for honorary promotions must provide a detailed reasoning for requesting an honorary promotion. All requests will be thoroughly reviewed to ensure that the DoD does not inadvertently dilute the prestige of a grade for personnel who earned it in competition with their contemporaries. (T-0)

4.5.1.3. The officer's records must be in good standing and not bring discredit to the Department of the Air Force. (T-1) A review of the member's record will be conducted to ensure they are eligible for an honorary promotion and will include a check for adverse information. (T-1)

4.5.1.4. An honorary promotion will not affect the pay, retired pay, or other benefits from the United States to which the former or retired member concerned is entitled or would have been entitled based upon the military service of such former or retired member. (T-0) Further, an honorary promotion will not affect any benefits to which any other person may become entitled based on the military service of such former member or retired member. (T-0)

4.5.1.5. An honorary promotion may not be made until 60 days after the date on which the approval authority submits a notice of the determination to make the promotion, including a detailed discussion of the rationale supporting the determination to the Senate Committee on Armed Services, House of Representatives Committee on Armed Services, and if applicable, Member of Congress who proposed the honorary promotion. (T-0)

4.5.2. Responsibilities.

4.5.2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Will review honorary promotion packages staffed for 2-ltr coordination prior to routing for SecAF's approval.

4.5.2.2. Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) or Deputy Chief of Space Operations for Personnel (SF/S1). Will review honorary promotion packages staffed for 2-ltr coordination prior to staffing the package to SAF/MR for review.

4.5.2.3. Air Force General Office Management (AF/A1LG) or HQ Space Force, Senior Leader Management (SF/S1L) for officers in the grade of O-7 and above. Will prepare a staff package for SecAF's signature to submit to the USD(P&R), through the CJCS, any request for honorary promotion to a grade above O-6.

4.5.2.3.1. The staff package will include: (1) The notification of the intent to support the requested honorary promotion required by Section 1563 of Title 10, U.S.C., if applicable; (2) The proposed notifications required by Section 1563 or 1563a of Title 10, U.S.C.; (3) Documentation supporting the proposed honorary promotion.

4.5.2.3.2. If SecAF determines that the request should not be approved, AF/A1LG will prepare a response to the requestor and, if required, the Committees on Armed Services of the Senate and the House of Representatives, without coordinating with the USD(P&R).

4.5.2.4. Air Force Colonel Management Office (AF/A1LO) or HQ Space Force, Senior Leader Management (SF/S1L) for officers in the grade of O-6. After SecAF's decision on an honorary promotion within SecAF's approval authority, AF/A1LO will prepare a letter to promptly notify the Committees on Armed Services of the Senate and the House of Representatives and if applicable, the member of Congress who proposed the action.

4.5.2.5. Air Force Promotions, Evaluations, and Recognition Policy Branch (AF/A1PPP) or Space Force Management Policy (SF/S1PPP) for officers in the grade of O-5 and below. AF/A1PPP or SF/S1PPP will receive honorary promotion request or package from AFPC/DPMSPP for review and staffing of package to SecAF for approval.

4.5.2.5.1. Once SecAF approves the honorary promotion request, notify AFPC/DPMSPP of approval. If SecAF determines that the request should not be approved, AF/A1P or SF/S1P will prepare a response to the requestor and, if required, the Committees on Armed Services of the Senate and the House of Representatives, without coordinating with the USD(P&R). A1/A1PPP or SF/S1PPP will process the honorary promotion certificate and forward to the officer or next of kin.

4.5.2.6. Air Force Personnel Center Officer Promotions (AFPC/DPMSPP) for officers in the grade of O-5 and below. AFPC/DPMSPP receives honorary promotion request from the MPF for review of officer's records and staff package to AF/A1PPP or SF/S1PPP for further routing.

4.5.2.7. Inspector General of the Department of the Air Force (SAF/IG). Conducts post-board screening for adverse information and open investigations on promotion-eligible first lieutenants (when applicable), captains, majors, lieutenant colonels and colonels. **(T-1)**

4.5.3. DELETED

4.5.4. DELETED

4.6. Transferring Promotions to an Active Duty Promotion List.

4.6.1. An officer on the Reserve Active Status List (RASL) who is on an approved promotion list (as a result of selection for promotion by a mandatory promotion board or an SSB) and, who before being promoted is placed on the ADL of the same Military Service and placed in the same competitive category, shall be placed on an appropriate promotion list for officers on the ADL. **(T-1)** The promotion effective date and Current Grade Date of Rank (CGDOR) shall be the same as if the officer had been selected to the grade concerned by the promotion board for ADL officers and sequenced according to [paragraph 3.5](#). **(T-1)**

4.6.2. Pending promotions by position vacancy or Federal Recognition Board may not be transferred to the ADL.

4.6.3. Officers transferring to a different component should reference AFI 36-2504, *Officer Promotions, Continuation, and Selective Early Removal in the Reserve of the Air Force*.

4.6.3.1. An officer transferred from another military service in the same or comparable competitive category who is on a promotion list to the next higher grade may be placed on an appropriate promotion list for officers on the ADL based on the officer's current grade DOR/losing military service DOR. They will be sequenced according to [paragraph 3.5](#). **(T-1)** Officers will provide AFPC/DPMSP documentation from the losing Military Service verifying their selection for promotion to the higher grade. **(T-1)**

4.6.3.2. Officers transferring require a new original appointment in the new component in their grade as of the date of transfer. An appointment to the higher grade must be also completed before the officer is promoted in the new component. **(T-0)**

4.7. Temporary Promotions. It is Department of the Air Force policy that an officer in the grade of first lieutenant, captain, major, or lieutenant colonel may be temporarily promoted to the grade of captain, major, lieutenant colonel, or colonel under the policy outlined in this instruction. Appointments under this section shall be made by the President, by and with the advice and consent of the Senate. **(T-0)**

4.7.1. Applicability. This applies to Regular Air Force officers serving in the United States Air Force and Space Force officers serving in the United States Space Force.

4.7.2. Responsibilities.

4.7.2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for the management, oversight, and administration of the Department of the Air Force Commissioned Officer Promotion Program and performs additional functions related to commissioned officer promotion actions pursuant to express delegation by SecAF.

4.7.2.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and Deputy Chief of Space Operations for Personnel (SF/S1) is responsible for implementing the Temporary Promotion Program pursuant to this instruction.

4.7.2.3. The Air Force Military Force Management Policy Directorate (AF/A1P) maintains oversight of this policy for the United States Air Force. **(T-1)** The Space Force Military Policy and Management Directorate (SF/S1P) maintains oversight of this policy for the United States Space Force. **(T-1)**

4.7.2.4. AFPC is responsible for the execution and management of the temporary promotion program, to include regular requests for position identification (AF/A1LO or SF/S1L for colonel positions only), temporary promotion board execution, and related personnel system actions to ensure temporary promotion program execution. The selection board secretariat shall make timely submission of selection board results to the SecAF. **(T-1)**

4.7.3. Position Designation. Temporary promotion appointment may only be made for service in a "designated position." A designated position is one determined by SAF/MR to qualify an officer for temporary promotion under 10 USC § 605, *Promotion to certain grades for officer with critical skills*, and this instruction. The authority of SAF/MR to make such determinations may not be further delegated.

4.7.3.1. Designated positions must:

4.7.3.1.1. Be designated to be held by a captain, major, lieutenant colonel, or colonel; and **(T-0)**

4.7.3.1.2. Have a critical shortage and require that an officer serving in such position possesses the critical skill required of the position, as defined below. **(T-0)**

4.7.3.2. Functional managers, and A1LO or S1L (colonel positions), and other applicable functional offices in conjunction with MAJCOMs, FLDCOMs, Wing Commanders, Delta Commanders and other stakeholders will submit positions annually for SAF/MR approval as eligible for temporary promotion, in line with requested guidance and timelines. **(T-1)**

4.7.3.3. A "critical skill" is defined as a skill or a set of skills essential for unit readiness and/or mission effectiveness, where the Air Force or Space Force has a shortage of personnel. This could include assessment-based certifications, skills obtained by either occupational or educational experiences, or a combination thereof.

4.7.3.4. A "critical shortage" is defined as a position in a low-density career field that is unable to be filled by an officer in the appropriate grade with the required critical skills; or a critical position that is unable to be filled with a volunteer from the desired grade who possesses the appropriate knowledge, critical skills, and behaviors required for that position. SAF/MR is designated the authority to make critical shortage determinations. The authority of SAF/MR to make such determinations may not be further delegated.

4.7.3.5. SAF/MR must certify designated positions annually. **(T-1)**

4.7.3.6. Designated positions will not exceed the following and must remain within overall Air Force or Space Force grade limits as outlined in 10 USC § 605 for all officer grades:

4.7.3.6.1. United States Air Force grade limits:

4.7.3.6.1.1. Captain – 95. **(T-0)**

4.7.3.6.1.2. Major – 305. **(T-0)**

4.7.3.6.1.3. Lieutenant Colonel – 165. **(T-0)**

4.7.3.6.1.4. Colonel – 75. **(T-0)**

4.7.3.6.2. United States Space Force grade limits:

4.7.3.6.2.1. Captain – 5. **(T-0)**

4.7.3.6.2.2. Major – 20. **(T-0)**

4.7.3.6.2.3. Lieutenant Colonel – 10. **(T-0)**

4.7.3.6.2.4. Colonel – 5. **(T-0)**

4.7.3.6.3. DELETED

4.7.3.6.4. DELETED

4.7.3.7. Only one officer can serve in a designated position. Overlap and double billeting is not authorized. **(T-1)**

4.7.4. Officer Eligibility. Officers eligible for temporary promotion are those in the grades of first lieutenant, captain, major, or lieutenant colonel who:

4.7.4.1. Possess a skill in which the Department of the Air Force has a critical shortage, as determined by SAF/MR **(T-1)**; and

4.7.4.2. Are serving in a designated position requiring the critical skill. **(T-1)** Officers may be considered for promotion when officially selected to fill a position, but will not promote until confirmed by the Senate, or upon SecDef approval for the grade of Captain, and actually serving in the position. **(T-0)**

4.7.5. Temporary promotion recommendation.

4.7.5.1. Temporary promotion recommendation and appointment may only be made for service in a designated position.

4.7.5.2. Temporary promotion recommendations are made to the next higher grade.

4.7.5.3. Temporary promotion nominations to fill designated temporary promotion eligible positions will be made by a member's Development Team through the assignments process. **(T-1)** Development Teams will perform a quality review and score records prior to nominating an officer to fill an approved temporary promotion eligible position. **(T-1)** For O-6 positions only, Development Teams will coordinate with A1LO for Air Force or S1L for Space Force upon nominating an officer to fill a temporary promotion eligible position. Members assigned to fill an approved temporary promotion eligible position may then be eligible to meet a temporary promotion board convened by the SecAF. **(T-1)** For officers encumbered to an approved temporary promotion eligible position, an exception to policy may be considered in a similar process as identified above. **(T-1)**

4.7.5.3.1. Multiple members may be considered for temporary promotion to a single position during the assignment selection process. However, when recommending officers for temporary promotion to a selection board, no more than one officer will be nominated for temporary promotion to a single designated position. **(T-1)**

4.7.5.3.2. The selection of judge advocates to serve in any designated position remains with the Judge Advocate General in accordance with 10 USC § 806, *Judge advocates and legal officers*. Other career fields requiring functional authority approval for assignments must ensure proper coordination when nominating members for temporary promotion to a temporary promotion selection board. **(T-1)**

- 4.7.5.4. Adverse information as defined in [paragraph 2.11.2.1](#) must be considered when recommending a member for temporary promotion to a temporary promotion selection board. **(T-0)**
- 4.7.6. Temporary promotion selection board process. Selection for temporary promotion will be made only upon the recommendation of a board of officers convened by SecAF. **(T-0)**
- 4.7.6.1. Temporary promotion boards will convene bi-annually, or as determined by SecAF. **(T-1)**
- 4.7.6.2. Temporary promotion boards will follow the SecAF MOI for the applicable board. **(T-1)** Boards will apply the whole-person concept to assess all factors in the officer's record that bear on temporary promotion potential for the applicable critical position. **(T-1)**
- 4.7.6.3. Upon completion of deliberations, the selection board shall forward its recommendations for SecAF approval. **(T-1)** In accordance with 10 USC § 605, temporary promotion appointments shall be made by the President, by and with the advice and consent of the Senate. **(T-0)**
- 4.7.7. Promotion acceptance. Temporary promotion, unless expressly declined by the officer, is considered accepted on the date the temporary appointment is made. **(T-0)**
- 4.7.7.1. The temporary date of rank assigned for temporary promotion will be the date the Senate confirms the initial temporary appointment, or the date the officer reports into the designated position, whichever is later. **(T-1)**
- 4.7.7.2. Members must remain in their designated position no less than 12 months from date of temporary appointment. **(T-1)**
- 4.7.7.3. An appointment under this instruction does not change the officer's position on the ADL. **(T-0)** Members selected for temporary promotion will continue to meet their permanent promotion board timelines as scheduled. **(T-0)**
- 4.7.8. Entitlement. Officers temporarily promoted are entitled to the pay and allowances of the temporary grade from the date specified in the appointment, and while so serving, until the appointment is terminated as provided in [paragraph 4.7.9](#). **(T-0)**
- 4.7.9. Termination of appointment. Unless sooner terminated, a temporary promotion appointment is terminated:
- 4.7.9.1. On the date the officer is promoted to the permanent grade of captain, major, lieutenant colonel, or colonel **(T-0)**; or
- 4.7.9.2. On the date the officer is detached from a designated position, unless the officer is on a promotion list to the permanent grade of captain, major, lieutenant colonel, or colonel, in which case the temporary appointment terminates on the date the officer is promoted to that grade. **(T-0)**

Chapter 5

PROMOTION PROPRIETY ACTIONS (PPAS)

5.1. When to Question Promotions. Promotion is not a reward for past service. It is advancement to a position of greater responsibility based on the requirements of the Air Force and the officer's future potential. If an officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the next higher grade, it is in the best interest of the Air Force for the proper authority to initiate action to delay the promotion, to find the officer not qualified for promotion, or to remove the officer's name from the promotion list. **(T-1)** Early identification of the officer and proper documentation are essential. Formal rules of evidence do not apply to a PPA. However, PPAs are not disciplinary or rehabilitative tools.

5.1.1. Commanders have a responsibility to ensure all commissioned officers under their command have the necessary qualifications to serve in the next higher grade. **(T-0)** When there is cause to believe an officer is not suited for promotion, commanders should initiate a PPA. Do not wait for the completion of an investigation, disciplinary action, trial, or other administrative process to initiate a PPA. Such action does not require proof beyond a reasonable doubt. The standard of proof for a PPA is a preponderance of credible evidence. If one can fairly conclude from the evidence already at hand that an officer is unsuited for promotion, a removal action should be immediately initiated. If, on the other hand, circumstances suggest that an officer "may" not be suited for promotion, and time is needed to determine if the officer should be promoted, a promotion delay should be initiated.

5.1.2. Where removal action is appropriate, even if an officer declines a promotion, initiate removal action because the officer's name otherwise remains on the promotion list. (Declination procedures are outlined in [paragraph 4.2](#)). **(T-1)**

5.2. How to Document Reasons for PPA. PPAs must clearly state the reasons for the action and be accompanied by documentation substantiating those reasons. **(T-1)** In stating the reasons, be as specific as possible; do not generalize. Moreover, if an officer has been the subject of an adverse action, the stated reasons should focus on specifically what it is the officer did or failed to do for which the adverse action was imposed. Do not merely state the officer was the subject of an adverse action. **(T-1)** For example, one should state: "You are under investigation for improper use of your Government Travel Card," "You posted a photo of yourself in the nude on the internet, for which you received an Article 15" or "You were involved in an armed robbery, for which you are currently being tried by General Court-Martial" and NOT an over-generalized "You engaged in conduct unbecoming, " or a reference only to the adverse action such as, "You received an Article 15."

5.2.1. To create a sufficient record supporting the PPA, attach documentation such as report of investigation extracts, witness and member statements or memos for record, record of trial extracts (including stipulations of fact and guilty plea statements), incriminating email/texting correspondence or video recordings, and copies of forged/falsified/fraudulent statements or financial documents. Do not simply attach an AF Form 3070c, *Record of Non-judicial Punishment Proceedings (Officer)*; AF Form 1359, *Report of Result of Trial*, or other disciplinary or adverse action without also attaching reasonably available evidence of the underlying misconduct or substandard duty performance. **(T-1)**

5.2.2. All evidence to be considered, including any administrative disciplinary action and responses thereto must also be included and served on the member as part of a PPA. **(T-1)** Additionally, the package must include the member's Single Uniform Retrieval Format (SURF), all evaluations and training reports (TR) (including a draft of any unsigned report that has not been finalized). **(T-1)** Documents must be submitted in a single PDF file, with attachments listed, and tabbed accordingly. **(T-1)**

Section 5A—Promotion List Removals and Delays.

5.3. Initiating Authorities.

5.3.1. An officer's immediate commander normally initiates a promotion list removal or delay recommendation; higher level AF military commanders have concurrent authority to initiate such actions. **(T-1)**

5.3.2. The next superior commander serves as the reviewing commander. The "next superior commander" is the first military commander in the initiating commander's AF chain of command who is at least a wing/delta commander or equivalent commander. When actions are initiated by a wing/delta commander (or equivalent) or higher commander, the initiating commander is also the reviewing commander. **(T-1)**

5.3.3. The Air Force District of Washington Commander serves as the initiating and reviewing commander for all officers assigned to: Headquarters U.S. Air Force; Office of SecAF; Office of the Joint Chiefs of Staff; Department of Defense; all Field Operating Agencies and Direct Reporting Units identified in Department of the Air Force Special Order GA-07-001, dated 17 September 2007 or AFD 51-5, *Administrative Law, Gifts, and Command Relationships*, and Agencies and activities outside the USAF where the officer is neither assigned nor attached to a USAF element commanded by a USAF colonel or higher ranking AF officer. **(T-1)**

5.3.4. Notify the officer using DAF Form 4363, *Record of Promotion Propriety Action*, and DAF Form 4364, *Record of Promotion Delay Resolution*. **(T-1)**

5.3.5. When an officer has been recommended for promotion by a promotion selection board, SecAF may withhold the officer's name and direct a promotion delay or removal action if there is an ongoing investigation or there is reason to believe an officer is not qualified for promotion. When the SecAF directs such an action, those officers whose promotions require Senate confirmation are still subject to potential administrative removal from the promotion list if they are not Senate confirmed during the 18-30 month promotion eligibility period. See [paragraph 3.7.7](#). Therefore, it is imperative that initiating authorities promptly and thoroughly accomplish these actions.

5.4. Delaying a Promotion. Delaying an officer's promotion is applicable to officers eligible for promotion to first lieutenant and captain, or selected for promotion by a central selection board, SSB, or special board to the grades of captain through colonel. A commander takes action to delay a promotion if there is cause to believe that the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. **(T-0)**

5.4.1. When disciplinary or administrative adverse action may be pending against an officer, commanders should approve or recommend a promotion delay pending resolution of such

action. In addition to the standards described in [paragraph 5.4](#), particular bases to delay an officer's promotion include:

5.4.1.1. Sworn charges against an officer have been received by an officer exercising General Court-Martial jurisdiction over the officer and such charges have not been disposed of. **Note:** There is no requirement to wait until a trial is over before recommending removal from a promotion list if there is a preponderance of credible evidence supporting the removal action.

5.4.1.2. An investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer;

5.4.1.3. A board of inquiry has been convened under 10 USC Chapter 60 to review the record of an officer;

5.4.1.4. A criminal proceeding in a Federal or State court is pending against the officer;

5.4.1.5. Substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the SecDef or SecAF; or

5.4.1.6. SecAF determines, with respect to an officer, that a SSRB should be convened.

5.4.2. A commander takes action to delay the promotion until it is determined whether an officer should be promoted. The delay of promotion is effective when the commander notifies the officer of the delay, either verbally or in writing. Accomplish this notification prior to the effective date of the promotion. **Note:** When an officer has a projected DOR and effective date prior to public release of a board, notification should be made on the day prior to public release date.

5.4.3. Initial Delays.

5.4.3.1. A commander takes action to delay the promotion by following the steps detailed in [paragraph 5.7](#). **(T-1)**

5.4.3.2. The reviewing commander may approve an initial delay, up to six months from the officer's original promotion effective date. The officer may make a written statement in memorandum format to SecAF, via the reviewing commander, in response to the recommended delay action. Alternatively, the reviewing commander may convert the action from a recommended delay to a recommended removal by simply recommending removal and processing the file as a removal in accordance with [paragraph 5.8.3](#).

5.4.3.3. After indorsement, the reviewing commander sends the appropriate AF form(s) and associated documents electronically to AFPC/DPMSPP through Department of Defense Secure Access File Exchange (DoD SAFE) to AFPC.DPMSPP.officerpromotbrnch@us.af.mil who will conduct a quality review check and update status in the Military Personnel Data System (MilPDS). **(T-1)** If the package includes a written statement from the officer to SecAF, AFPC/DPMSPP sends the entire package electronically to AF/A1PPP or SF/S1P who in turn sends it to AF/JA, through the Investigations, Inquiries, and Relief Division of the Military Justice and Discipline Directorate (AF/JAJI) and Secretary of the Air Force, General Counsel of the Department of the Air Force (SAF/GC) coordination. AF/A1PPP or SF/S1P then sends the package to SecAF for review. **(T-1)** Staffing through the NAF and MAJCOM/FLDCOM is not required.

5.4.4. Extension of Delays: Director of the Air Force Review Boards Agency (SAF/MRB) (or other designee) must approve all extensions of the initial delay. **(T-1)** Commanders may initiate action to extend the delay prior to the expiration of the initial delay; commanders must use DAF Form 4363. **(T-1)**

5.4.4.1. SAF/MRB may grant extensions (in six-month increments) up to 18 months from the officer's original promotion effective date or until 90 days after final action has been taken in any criminal case against such officer in a Federal or State court or court-martial case. Alternatively, SAF/MRB may forward the case file to SecAF with a recommendation the proposed extension of delay be converted to a promotion removal action.

5.4.4.2. An officer's appointment may not be delayed more than 90 days after final action has been taken in any criminal case against such officer in a Federal or State court, more than 90 days after final action has been taken in any court-martial case against such officer (if the officer is otherwise qualified for promotion), or more than 18 months after the date on which such officer would otherwise have been appointed, whichever is later (unless further processing for confirmation by the Senate is required). **(T-0)**

5.5. Resolving a Promotion Delay. Promotion delays remain in effect until terminated by proper authority. Commanders take action to resolve the delay prior to reaching the initial delay date or any approved extensions by using DAF Form 4364 and following the steps detailed in paragraph **5.7** and **5.8**. Commanders may initiate action to end the delay at any time.

5.5.1. Except as discussed in paragraphs **5.5.2** and **5.5.3**, only SecAF may end a promotion delay. Commanders should discuss with AF/A1PPP or SF/S1P before taking action which purports to end a promotion delay. Notwithstanding the commander's recommendation, SecAF may promote an officer on his or her original effective date; promote an officer with a date of rank adjustment; extend the officer's promotion delay; or remove the officer from the promotion list.

5.5.2. A reviewing commander may terminate a delay only when the delay was initiated to conduct an investigation or inquiry, and upon completion, there was no finding or conclusion that substantiated any allegations, as determined by the investigating agency with concurrence from the local staff judge advocate, and no disciplinary action of any kind (administrative, nonjudicial, or judicial) is taken against the officer.

5.5.3. A reviewing commander may disapprove and terminate an action to resolve a promotion delay only if the initiating commander's recommendation is considered premature.

5.5.4. Adjustment of Date of Rank. Promotion delays are not intended to be punitive or rehabilitative. Normally, promotion delays will end with either the officer being promoted on their original date of promotion or removing the officer from the promotion list. However, officers can only be promoted when they are mentally, physically, morally, and professionally qualified to perform the duties of the next higher grade. In some cases, upon termination of a delay, SecAF may determine the officer did not meet standards for promotion during part of any period of delay during which the action was processed. In that event, SecAF may adjust the officer's promotion effective date and date of rank to reflect the date upon which the officer ultimately did meet standards.

5.5.4.1. If the commander determines the officer was qualified for promotion, they should recommend termination of the delay with the original date of rank. In that case,

commanders will document the reason(s) why they believe the officer was mentally, physically, morally, or professionally qualified to perform the duties of the next higher grade.

5.5.4.2. If the commander believes the officer was not qualified for promotion during part of the delay period, they must recommend an adjusted DOR and document the specific time periods when and reason(s) why the officer was not mentally, physically, morally, and/or professionally qualified to perform the duties of the next higher grade. The end of the promotion delay period or expiration of a UIF are insufficient, by themselves, to recommend an adjusted DOR. Commanders may not recommend an adjusted DOR that occurs in the future.

5.6. Removing First Lieutenants through Lieutenant Colonels from a Promotion List. A commander initiates action to remove an officer's name from a promotion list when a preponderance of the evidence shows that the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. **(T-1)** Even if the officer declines the promotion, initiate removal action since his or her name remains on the list (declination procedures are in [paragraph 4.2.](#)). A removal action for a second lieutenant should follow the NQP process in [Chapter 5, Section B.](#)

5.6.1. A commander initiates action to remove an officer's name from a promotion list by following the steps detailed in paragraphs [5.7](#) and [5.8](#). The SecAF, acting for the President, approves all removal actions. **(T-0)** The SecAF may, in lieu of removal, also approve a delay, terminate the action, or terminate the action with a date of rank adjustment. If the SecAF disapproves the removal action but determines the officer did not meet standards for promotion during part of the delay period during which the removal was processed, the SecAF may adjust the officer's promotion effective date and date of rank as described in [paragraph 5.5](#). Initiation of removal action automatically delays an officer's promotion until SecAF makes a decision on the action.

5.6.2. When an officer is considered and selected IPZ or APZ, but later removed from a report of a selection board or a promotion list, the removal is deemed a nonselection for promotion.

5.6.2.1. Promote officers selected by the next board, upon Senate confirmation, based on their particular merit or seniority, if applicable, on the new promotion list.

5.6.2.2. Officers not selected by the next board, or if selected and again removed from a report of a selection board or the promotion list, are determined to have been nonselected for promotion.

5.6.2.3. Officers considered and selected BPZ (if authorized) but subsequently removed do not incur a nonselection for promotion.

5.6.3. If an officer on the ADL is discharged or dropped from the rolls or transferred to a retired status after having been recommended for promotion to a higher grade under 10 USC Chapter 36, *Promotion, separation, and involuntary retirement of officers on the active-duty list*, but before being promoted, the officer's name shall be administratively removed from the list of officers recommended for promotion by the office with primary responsibility for maintaining the applicable promotion list. **(T-0)** A memorandum for record documenting the removal with supporting documentation will be maintained with the original board file by the

office with primary responsibility for maintaining the applicable promotion list. **(T-1)**. For the purposes of this paragraph an officer is "discharged" if the officer: is involuntarily discharged for cause pursuant to DAFI 36-3211, *Military Separations*; resigns in lieu of a court-martial or involuntary discharge for cause; or resigns after the initiation of a withhold action, promotion delay or promotion list (or report) removal action pursuant to this instruction. **(Note:** This provision does not apply to an officer who is removed from the ADL and placed on the RASL in the same armed force and in the same competitive category under 10 USC § 14317, *Officers in Transition to and from the Active-Status List or Active-Duty List*. Nor does it apply to an officer who is permanently or temporarily retired for physical disability under 10 USC Chapter 61, *Retirement or Separation for Physical Disability*.)

5.7. How to Initiate a Promotion List Removal, Delay, or Resolution of Delay Action. The initiating commander informs the officer of the recommendation using DAF Form 4363 (with applicable supporting documentation) for promotion removal and delays before the effective date of promotion. When the officer is not immediately available, verbal notification is sufficient. However, written notification (DAF Form 4363) must follow as soon as possible. **(T-1)** An action begun as a delay may be converted by higher authority to a removal. An action begun as a removal may also be converted by higher authority to a delay. Accordingly, the DAF Form 4363 notifies the member that regardless of the initiating commander's recommendation, the action may result in a delay or a removal. DAF Form 4364 is used to resolve promotion delays. It is processed in the same manner as the DAF Form 4363 in accordance with **paragraph 5.8. (T-1)**

5.8. How to Process Promotion List Removal or Delay Actions.

5.8.1. Initiating Commander:

5.8.1.1. Consults with servicing personnel advisor and Staff Judge Advocate (SJA) prior to notifying the officer. **(T-3)**

5.8.1.2. Ensures case file contains all supporting evidence and the written notification accurately lists the evidence as attachments. Reproduced or electronically transmitted copies are encouraged and must be legible. **(T-3)**

5.8.1.3. Notifies the officer, who acknowledges receipt by signing the notification. **(T-1)** When the officer is not immediately available, verbal notification is sufficient, however, written notification (DAF Form 4363) must follow as soon as possible. **(T-1)**

5.8.1.4. Allows the officer five duty days to respond to the notification. Only the initiating commander may grant an extension to the response time. Written delay requests and indorsements become part of the case file. **(T-1)**

5.8.1.5. Immediately notifies AFPC/DPMSPP by sending the DAF Form 4363 electronically to AFPC.DPMSPP.officerpromotbrnch@us.af.mil to prevent erroneous pay in Military Personnel Data System (MilPDS). **Note:** AFPC/DPMSPP will forward the DAF Form 4363 to AF/A1LO or SF/S1L if the officer is a colonel select. **(T-1)**

5.8.1.6. Ensures officer marks their response on DAF Form 4363 and includes the officer's written response, if any, as part of the case file. **(T-1)**

5.8.1.7. After the officer has responded to the initial notification, the commander either terminates the action or forwards to the servicing base legal office for a legal sufficiency

review. If the action is terminated, the commander notifies the officer and provides an e-mail update to AFPC/DPMSPP. **(T-1)**

5.8.2. SJA: Ensures legal sufficiency review. **(T-1)** The SJA or designated attorney signs DAF Form 4363 and forwards the case file to the reviewing commander for action. Records that are legally sufficient should normally be reviewed without comment. **(T-1)**

5.8.3. Reviewing Commander (Wing/Delta Commander or Equivalent):

5.8.3.1. Allows five duty days for officers to comment on all adverse information added after the officer first reviews and acknowledges the initial recommendation, unless the information originated solely from the officer's personnel record. **(T-1)**

5.8.3.2. Reviews the officer PPA and renders a decision. **(T-1)** If the decision is to approve the initial delay or terminate the action, return the case file to initiating commander to obtain officer acknowledgement. Upon receipt of officer acknowledgement, send the case file to AFPC/DPMSPP electronically to AFPC.DPMSPP.officerpromotbrnch@us.af.mil. **(T-1)** If the decision is to recommend removal, delay extension, early termination of delay, or DOR adjustment, send the case file to AFPC/DPMSPP electronically for action by the SecAF (or designee). **(T-1)**

5.8.3.2.1. **(Added-AFMC)** AFMC/CC has approved an additional step to be added to the promotion propriety action process. The reviewing commander will provide a courtesy copy of the DAF Form 4363, *Record of Promotion Propriety Action*, via email to their respective Center Commander, AFMC/CC, AFMC/CD, AFMC/A1 (AFMC.A1DP.Workflow@us.af.mil) and AFMC/JA (afmc.jaa.workflow@us.af.mil). The email should include the DAF Form 4363 as an attachment and any summary information the reviewing commander would like to include. This policy only applies to promotion propriety actions that require SecAF approval. An example of this type of action is an initial "removal" from the promotion list or a promotion delay that is later followed by a promotion "removal". The intent of this policy is not to slow down the processing of the DAF Form 4363 or to add an additional layer in the coordination process. This requirement is simply a courtesy notification to MAJCOM key leadership and impacted functionals.

5.8.4. Upon receipt of a commander's recommendation for action by the SecAF, AFPC/DPMSPP reviews for completeness and forwards the case file to AF/A1PPP or SF/S1P for processing through AF/JA and SAF/GC. **(T-1)** Unless otherwise directed by SecAF, staffing through the NAF and MAJCOM/FLDCOM is not required. If directed by higher headquarters, INFO copies will be provided, and comments will be made by exception. **(T-1)**

5.8.5. AF/JA and SAF/GC (for delay termination and removal recommendations; AF/JAJI only for delay extensions): Review for legal sufficiency, provide comments as necessary, and annotate the DAF Form 4363/4364 (as applicable). **(T-1)** Records that are legally sufficient should normally be reviewed without comment. **(T-1)** Unless otherwise directed by SecAF, staff packages and coordination in the headquarters prior to SecAF action are not required. **(T-1)** INFO copies will be provided to SAF/MR and AF/CC or SF/CC, and comments will be made by exception. **(T-1)**

5.8.6. SAF/MRB: Makes final decision on delay extension recommendations, completes DAF Form 4363/4364 (as applicable) and returns case file to AF/A1PPP or SF/S1P. **(T-1)**

5.8.7. SecAF: Makes final decision on delay termination and removal recommendations. **(T-1)** Completes the DAF Form 4363/4364 (as applicable) and returns the case file to AF/A1PPP or SF/S1P. **(T-1)**

5.8.8. AF/A1PPP or SF/S1P: Forwards the completed package to AFPC/DPMSPP. Notifies AF/A1LO or SF/S1L on decisions for colonel-selects. **(T-1)**

5.8.9. AFPC/DPMSPP: Notifies initiating commander of SecAF's decision by sending the commander the completed DAF Form 4363/4364 (as applicable). **(T-1)**

5.8.10. Initiating Commander: Notifies the officer of SecAF's final decision by providing a completed copy of the DAF Form 4363/4364 (as applicable), obtaining the officer's acknowledgement on the form, and returning the copy of the acknowledged form to AFPC/DPMSPP. **(T-1)**

5.8.11. AFPC/DPMSPP makes final MilPDS updates and maintains a copy of the case file. **(T-1)**

Section 5B—Not Qualified for Promotion (NQP) Actions.

5.9. Recommending a Second Lieutenant NQP. When the preponderance of the evidence shows an officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, the commander recommends in writing SecAF (or designee) find them NQP. NQP actions are meant to address officers found unqualified for promotion. If the basis for the action is misconduct, commanders should consider recommending a delay of the member's promotion and initiating administrative discharge proceedings.

5.9.1. An officer's commander initiates an NQP recommendation. See sample notification letter at [Attachment 7](#).

5.9.1.1. Commanders should give officers a reasonable opportunity to overcome the basis for their non-qualification. Unless retention is inconsistent with good order and discipline, second lieutenants found NQP will be retained on active duty for a minimum observation period of six months, starting on the date the promotion would have occurred. **(T-1)**

5.9.1.2. Commanders consult with servicing personnel advisor and servicing base legal office prior to initiating an NQP action. **(T-3)**

5.9.2. Unless the promotion has been effectively delayed according to [paragraph 5.4](#), an NQP action is initiated by an officer's immediate commander. The immediate commander informs the officer of the NQP recommendation, either verbally or in writing, before the promotion effective date. Written notification must follow verbal notification as soon as possible. **(T-1)** The letter of notification will include:

5.9.2.1. One or more specific reasons for the action with supporting documents listed and attached. **(T-1)**

5.9.2.2. A statement that the officer's promotion will not become effective until the approval authority makes a decision and that the officer may not assume the higher grade even if their name appears on a promotion order. **(T-1)**

5.9.2.3. A statement that if the recommended action is approved, the officer is subject to discharge under DAFI 36-3211 and may be separated with an honorable service characterization. **(T-1)**

5.9.2.4. A statement (with rationale) whether the commander is recommending immediate discharge or retention for a six month observation period starting on the date the promotion would have occurred. **(T-1)**

5.9.2.5. A statement that the officer must acknowledge receipt and understanding within the period specified in **paragraph 5.9.3** and that the officer may submit a statement in their behalf, including supporting documents. **(T-1)**

5.9.2.6. A statement the officer may be subject to recoupment (e.g., special pay, bonuses, education benefits) if the officer is separated. **(T-1)**

5.9.2.7. A statement the officer is entitled to military legal counsel and may obtain civilian counsel at their expense. **(T-1)**

5.9.3. Immediate commander allows five duty days for officers to respond to the notification. Only the immediate commander may grant an extension to the response time, which must be documented in writing. **(T-1)**

5.9.3.1. Written delay request and endorsements will become part of the case file. **(T-1)**

5.9.3.2. Once the officer is notified (verbally or in writing), the commander immediately notifies AFPC/DPMSPP to prevent erroneous pay in MilPDS. **(T-1)**

5.9.4. After the officer has responded to the notification, the immediate commander either terminates the action or forwards it through the SJA to the reviewing commander. If the action is terminated, the commander notifies the officer and provides an email update to AFPC/DPMSPP. **(T-1)** If a statement is not submitted, the commander must include a statement that the officer is declining to submit it in the written acknowledgment of receipt. **(T-1)** Return all correspondence with attachments to the commander who started the action. Only the commander initiating the action can permit extensions to the suspense date to respond to the propriety action.

5.9.5. The SJA determines legal sufficiency and forwards a written legal review with the case file to the reviewing commander for action. The legal review should address if involuntary separation or court-martial is pending. If involuntary separation or court-martial is pending, the decision on the NQP action will be held in abeyance pending resolution of the other action. **(T-1)** This will avoid automatic discharge of the officer. **(T-1)** If the other action does not result in separation, the NQP action will then be processed to completion. **(T-1)** If the file is not legally sufficient, the initiating commander is advised as to the necessary corrective actions. **(T-1)**

5.9.6. Reviewing Commander. Wing/Delta commander or equivalent reviews these actions and either terminates the action or forwards a recommendation to SecAF (or designee) through the MAJCOM/FLDCOM to AFPC/DPMSPP. The reviewing commander relays their decision to the immediate commander who will notify the officer. **(T-1)**

5.9.7. The MAJCOM/FLDCOM commander or designee obtains a written legal review, and forwards it along with their recommendation to AFPC/DPMSPP. The MAJCOM/CC or

designee relays their decision to the reviewing commander who will ensure the officer concerned is notified the recommendation is being forwarded. **(T-1)**

5.9.8. If MAJCOM/FLDCOM commander or lower-level commander determines the officer did not meet standards for promotion during the NQP observation period, the MAJCOM/FLDCOM commander may recommend to the SecAF an adjustment to the officer's effective date of promotion and CGDOR (both dates must be the same). **(T-1)** Notify the officer, in writing, of the recommended adjustment not later than the expiration of NQP period. The officer will acknowledge receipt of the letter of notification and may attach a statement on their behalf, if desired. **(T-1)** A copy of the letter of notification must be provided to AFPC/DPMSPP to include in the case file for further processing to the SecAF for decision on the adjustment. **(T-1)**

5.9.9. AFPC/DPMSPP will forward the case file to AF/A1PPP or SF/S1P for coordination through AF/JAJ to SAF/MRB. **(T-1)**

5.9.10. SecAF (or designee) makes the final determination as to whether the officer is NQP and whether the officer will be immediately discharged or retained for a six-month observation period starting on the date the promotion would have occurred. **(T-1)** After SecAF (or designee) decision, the case file will be returned to AFPC/DPMSPP for action. **(T-1)** If the officer is found NQP and no probationary period is granted, the officer will be processed for immediate separation under DAFI 36-3211. Otherwise, return the case to the reviewing commander. **(T-1)**

5.9.11. Upon receipt of SecAF decision, the reviewing commander will accomplish the following actions: **(T-1)**

5.9.11.1. If after the initial NQP determination the reviewing commander determines the officer has become qualified, forward a detailed written determination, including the date the officer became qualified, to SecAF (or designee) for approval. **(T-1)** The officer must be informed of the recommendation, its basis, and provided an opportunity to respond. **(T-1)** If approved, the officer is promoted effective upon meeting time-in-grade requirements or the date SecAF (or designee) determined the officer fully qualified for promotion, whichever is later. **(T-1)** If disapproved, the reviewing commander will take further action pursuant to [paragraph 5.9.11.2.](#) or [paragraph 5.9.11.3.](#) **(T-1)**

5.9.11.2. The reviewing commander may request SecAF approval to retain the officer beyond the initial six months for additional observation. The reviewing commander will accomplish the following if requesting to retain the officer beyond the initial six month period:

5.9.11.2.1. Initiate a request to AFPC/DPMSPP within 45 days before the expiration of the initial six month observation period. **(T-1)**

5.9.11.2.2. If the reviewing commander receives initial SecAF determination at or near the end of the initial six month period, initiate the request as soon as possible but no later than 14 days after receipt of the case. **(T-1)**

5.9.11.2.3. If the request includes additional evidence to the case, the officer must be informed of this recommendation, the evidence, and provided an opportunity to

respond. (T-1) SecAF (or designee) may retain the officer for up to 18 months from the date the promotion would have occurred.

5.9.11.3. Following initial SecAF (or designee) action under [paragraph 5.9.10](#), if an initial or extended observation period ends and the reviewing commander does not intend to submit a promotion or extension package under [paragraph 5.9.11.1](#) or [paragraph 5.9.11.2](#), then the officer will be processed for immediate separation in accordance with DAFI 36-3211. (T-1) Notify AFPC/DPMSPP of the determination who will inform AFPC/DPMSPP to execute separation. (T-1)

5.9.12. If an officer on the ADL is involuntarily discharged after being found NQP to first lieutenant or resigns in lieu of an NQP action, the officer's name shall be administratively removed from the list of officers approved for appointment to first lieutenant by AFPC/DPMSPP. (T-1) A memorandum for record documenting the removal with supporting documentation will be maintained with the appointment file. (T-1)

Section 5C—Other Promotion Propriety Actions.

5.10. Removing an Officer from a Report of a Selection Board. The following guidelines apply for removing an officer from a report of a selection board after the board has adjourned, but prior to the board report being approved by the President (or designee). It is applicable to officers (captain to lieutenant colonel) recommended for promotion by selection boards.

5.10.1. If SecAF intends to recommend removing an officer from a board report under 10 USC § 618 and the recommendation would include information not presented to the board, make the information available to the officer. (T-0) The authority to remove an officer from a board report below the grade of O-7 rests with SecDef or DepSecDef. The officer will have a reasonable opportunity to submit comments on the information to the officials making and reviewing the recommendation. (T-0) If the officer cannot have access to the information for reasons of national security, or other lawful reason, the officer will, to the maximum extent practical, be provided with an appropriate summary of the information. (T-0)

5.10.2. When a commander becomes aware of any derogatory information concerning an officer who met a selection board, the commander should contact their servicing staff judge advocate to determine if the evidence is sufficient to support removal of the officer's name from the selection board report. The evidence should focus on the officer's conduct and/or performance; it should not focus on the fact (or status) of any other disciplinary or administrative action that might also be going on.

5.10.3. If there is sufficient evidence to support the removal of the officer's name from the report of the selection board, the commander must immediately report the information for expeditious processing. (T-1)

5.10.3.1. Notify the MPF who will immediately notify AFPC/DPMSPP and apprise them of the situation. (T-1) The key point is to ensure the most expeditious notification.

5.10.3.2. The information received will be provided to SecAF for action. (T-1) If the evidence is deemed sufficient to support a removal action, SecAF will then forward a letter of intent to the commander with a proposed letter of notification from the commander to the officer. (T-1) Any information not presented to the board will be attached to the notification letter. (T-1) Afford the officer a reasonable opportunity to submit comments

on that information to the officials making and reviewing the recommendation. **(T-0)** If the officer cannot be given access to the information for reasons of national security, the officer shall, to the maximum extent practicable, be provided with an appropriate summary of the information. **(T-0)**

5.10.3.3. Once the officer has responded to the letter of intent to remove the officer's name from the report of the selection board, the commander will forward the notification letter and its attachment(s), along with the officer's response, to AFPC/DPMSPP. **(T-1)** SecAF will review all information presented and make a recommendation to SecDef or DepSecDef **(T-1)**

5.10.3.4. The officer will be notified through appropriate channels of the final decision. **(T-1)**

5.10.3.5. Refer to [paragraph 5.6.2](#) for the consequences of removal.

5.11. Promotion Deviation from Sequence Number Order. Officers on a promotion list may have their nominations or confirmations held up for many reasons. If a situation arises where an officer is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officer. Once confirmation occurs, establish the officer's promotion effective date and date of rank according to the officer's original place on the promotion list.

Chapter 6

SPECIAL SELECTION BOARDS (SSBS)

6.1. General. Selection board secretariat personnel are responsible for conducting SSBs for separated, or retired officers if eligible according to [paragraph 6.3](#). SSBs are designed to recreate the competition from an original selection board, to the maximum extent possible, to determine if an officer would have been selected had they been properly considered. Prior to the SSB convening date, a staff package will be forwarded to SecAF identifying the specific SSBs to be convened (e.g., grade, year, and competitive category). **(T-1)** New SSBs will not be added after SecAF approval of the convening package. **(T-1)** Officers may not request to be retained beyond an approved separation or retirement or mandatory separation date to await the outcome of an SSB. **(T-0)**

6.2. SSB Approval Authority.

6.2.1. The Air Force Board for Correction of Military Records (AFBCMR) or a Federal court can direct an officer for consideration by an SSB. **(T-0)**

6.2.2. AFPC/DPMSPP can approve an eligible officer for consideration by an SSB.

6.3. Conditions That May Warrant an SSB. Grant SSBs for promotion to the grade of captain through colonel based on:

6.3.1. Legal, Administrative, and Material Errors. Acting on behalf of the SecAF, AFPC/DPMSPP may direct an SSB for an officer if it is determined:

6.3.1.1. The action of the board previously considering the officer was contrary to law in a matter material to the decision of the board or involved material error of fact or material administrative error; or

6.3.1.2. The board did not consider material information.

6.3.1.3. An eligible officer did not meet a board or met the board in an incorrect promotion zone or competitive category.

6.3.2. Pursuant to Formal Appeal. The AFBCMR can grant SSBs when they determine an officer's nonselection for promotion resulted because of an error or injustice in the officer's record.

6.3.3. Responsibility to Exercise Reasonable Diligence. Normally an SSB will not be granted if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened. **(T-1)**

6.3.4. When an all-fully-qualified process is used for promotion to captain in lieu of a selection board, the approval authorities in [paragraph 6.2](#) and the conditions in [paragraph 6.3](#), apply in determining whether to prepare a supplemental all-fully-qualified process under 10 USC § 624(a)(3)(E). Also apply paragraphs [6.4](#), [6.23](#) and [6.26](#) of this chapter.

6.4. Submitting Appeals for SSBs. Officers submit applications for SSBs using DD Form 149, *Application for Correction of Military Record*. SSBs may also be requested via application for correction/removal of evaluation report via the virtual MPF.

6.4.1. Submission of a DD Form 149 requesting an SSB will trigger consideration by AFPC and, if necessary, the AFBCMR, if an SSB is not granted by AFPC. (T-1)

6.4.2. An SSB request based upon an unadjudicated evaluation or record correction must first be evaluated by the Evaluation Reports Appeal Board (ERAB) in accordance with DAFI 36-2406 or the AFBCMR in accordance with DAFI 36-2603, *Air Force Board For Correction Of Military Records (AFBCMR)*. (T-1) Officers may request SSB consideration in conjunction with those applications. (T-1) If the ERAB grants relief, the officer's record will be evaluated by AFPC for SSB consideration. (T-1)

6.5. SSB Procedures.

6.5.1. Consider the records of officers as they would have appeared to the original board had the officers been properly considered. Compare the officers' records with benchmark records from the original boards.

6.5.2. When documents used for the original board are not or cannot be made available, construct the SSB with all documents possible as long as each record is presented identically and the identity is protected (e.g., if some officer selection briefs are unavailable, then no record shall have one). (T-1) Members will be informed prior to the board of any deviation from the original board. (T-1) SSBs will not contain photographs. (T-1)

6.5.3. If a record is also one of the nonselect benchmark records, the record will compete against the remaining benchmark records. (T-1)

6.6. Presentation of the SSB to the Board Members. When a specific SSB ballot is presented to the board members, it will include the date of the original selection board, grade, competitive category, and promotion zone. (T-1)

6.6.1. Board members are reminded of the applicable guidelines of the original selection board for display of pertinent information on the OSB (e.g., academic education level, developmental education, etc.) for that SSB.

6.6.2. Board members are not informed which records are benchmarks and which are being considered. They will be informed if the presentation of the SSB records differ from the original board in accordance with [paragraph 6.5.2](#). (T-1)

6.6.3. If merit-based reorder was authorized on the original selection board, any individual selected for promotion via the SSB process will also be considered for merit-based reorder. (T-1) After the SSB is finalized, each selectee will be compared against the merit-based reorder benchmark records to identify each selectee's placement within the order of merit. (T-1) Each selectee will be assigned a sequence number immediately preceding the highest-scoring record from the original merit-based order that each selectee outscored. (T-1) If a selectee did not beat any benchmarks, assign a sequence number either immediately succeeding the lowest-scoring benchmark from the original merit-based order. If a selectee tied a benchmark(s), assign a sequence number (compared to the highest-scoring record from the original merit-based order) at that score category based on seniority as defined in [paragraph 3.5](#). In the event all selects from the original board were benchmark records, the SSB results will determine each selectee's placement within the order of merit using the preceding rules. (T-1)

6.7. Board Composition. SSBs will be composed in accordance with 10 USC § 612. (T-0)

6.8. Board Member Preparation. The selection board secretariat staff will pre-brief the board president on the board agenda, SecAF MOIs, board president responsibilities, and the trial run exercise (practice scoring session). **(T-1)** Board recorders will conduct the first day administrative briefing to the board. **(T-1)**

6.8.1. The board president will read SecAF instructions verbatim to the board on the convening date and provide a copy to each board member. **(T-0)** The SecAF MOI will include as addenda the specific MOIs used by the original board. **(T-1)** Board members will read the highlighted portions of the original MOI prior to each board. **(T-1)**

6.8.2. Oaths will be administered to board members, board recorders, and administrative staff. **(T-1)**

6.8.3. A trial run exercise will be conducted to familiarize board members with the OSRs and situations the board may encounter during live scoring. **(T-1)**

6.9. Scoring Records. Records are scored on a "best-qualified" basis unless otherwise directed by SecAF. Board members will ensure officers selected for promotion are fully qualified to assume the next higher grade. **(T-0)** IPZ and APZ records will be scored together. **(T-1)** BPZ records (when applicable) will be scored separately from IPZ and APZ records. **(T-1)**. Records will be scored separately by competitive category; officers within the same competitive category compete only among themselves for promotion. **(T-0)**

6.9.1. Scores are based on the following:

6.9.1.1. The material in each officer's OSR.

6.9.1.2. Any information SecAF may provide to that board in accordance with DoDI 1320.14.

6.9.1.3. Any information communicated by letter from the officer concerning the member's own record.

6.9.2. Scoring will be accomplished by secret ballot (except as provided in paragraphs [6.9.2.1](#) and [6.9.2.2](#)) and without benefit of discussion, unless a significant disagreement ("split") occurs in the scores on a particular record. **(T-0)**

6.9.2.1. If a board member identifies a record-based matter that causes concern, the member will identify the matter to the board recorder who will ensure compliance with proper communication rules. **(T-1)** If necessary, the recorder may take the matter to the board president for resolution.

6.9.2.2. Board members may discuss their own personal knowledge and evaluate professional qualifications of eligible officers provided they discuss only matters documented in the OSR or permitted by DoDI 1320.14 and this instruction.

6.9.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under DoDI 1320.14. **(T-0)**

6.10. Scoring Scales.

6.10.1. Boards will use the scoring scale in [Table 2.1](#) when the selection opportunity is less than 100%. **(T-1)**

6.10.2. A "yes" or "no" scoring system is used when the selection opportunity is 100%.

6.11. 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 2 or more points between any two board members (e.g., 6 and 8, or 8 and 10). When using a "yes or no" scoring system a "split" occurs when the vote is not unanimous.

6.12. Resolving "Splits". All voting board members must be present and may discuss the record involved in a "split." **(T-1)** Only board members with split scores may change their scores in the process of resolving a split. When using a "yes or no" scoring system and a "split" cannot be resolved, the majority vote rules.

6.13. Identifying "Show Cause" Records. During the scoring process, board members are required to identify the records of officers who, in their opinion, should "show cause" for retention in an active status. **(T-0)** They do this by voting "show cause" on the scoring ballot for each record of this type. **Paragraph 6.18** addresses resolution of "show cause" records.

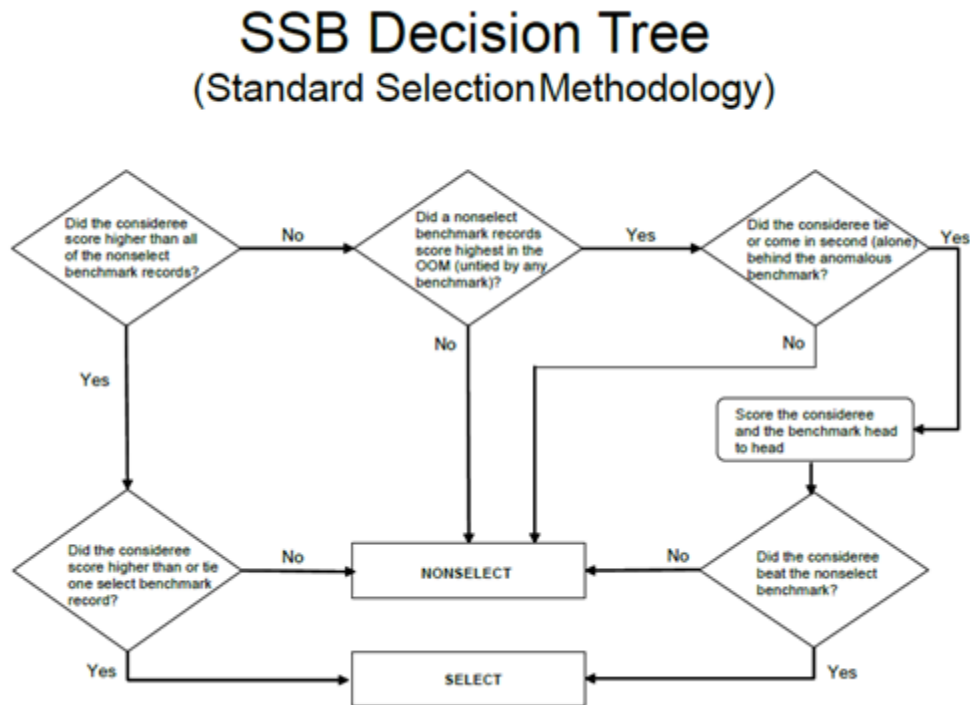
6.14. Promotion Quota for SSBs and Select or Nonselect Status. There is no quota for SSBs. After board members score the benchmark and member records and resolve any splits, the order of merit will be tabulated. **(T-1)** The order of merit will be used to determine the select or nonselect status of the member. **(T-1)**

6.14.1. To become a select via the SSB process when a 6-10 scale is used, a member's record must score higher than the score of every nonselect benchmark record and equal to or higher than the score of any one of the select benchmark records. **(T-1)** If an officer's score does not meet both criteria, the officer is not selected. **(T-1)**

6.14.1.1. Anomalies. On rare occasions, the order of merit is anomalous to a degree that consistent and equitable scoring among the board may be questioned. An anomaly is defined by the following situations: A nonselect benchmark finishes highest in the order of merit (normal SSBs) or a select benchmark record finishes lowest on the order of merit (modified SSBs). The decision tree at **Figure 6.1** (for normal SSBs) and **Figure 6.2** (for modified SSBs) will be used when an anomaly occurs. **(T-1)**

6.14.1.2. Some inversion is expected in SSB order of merit. Inversion to a lesser degree than illustrated in **Figure 6.1** (standard SSBs) and **Figure 6.2** (modified SSBs) does not constitute an anomaly.

Figure 6.1. SSB Decision Chart (Standard Selection Methodology).



6.14.2. In rare cases when a BPZ member is considered for promotion where the original board declined to use any of the allotted BPZ quotas, the following procedures will be used:

6.14.2.1. The board will be informed the original board declined to use the BPZ quota and a special procedure holds in this case. **(T-1)**

6.14.2.2. The member's record will compete against the nonselect BPZ benchmark records. **(T-1)** If the member does not outscore all of the nonselect benchmarks, the member is nonselected.

6.14.3. To become a select via the SSB process when the selection opportunity is 100% and the "yes" or "no" scoring scale is used, a member's record must score a majority "yes." **(T-1)**

6.15. Board President Quality Review. If the board president determines there is a rational basis to conclude any of the records may not have been scored in a manner consistent with SecAF MOIs, they may direct the case be removed from consideration and deferred to the next SSB. A case will only be deferred once. **(T-1)**

6.16. Developmental Education Candidacy Selection. If developmental education was part of the original selection board, any individual selected for promotion via the SSB process will also be considered for Developmental Education candidacy selection. **(T-1)** After the promotion SSB is finalized, the selectee will be considered against the Developmental Education benchmark records. **(T-1)**

6.17. Fully Qualified Determination. Officers considered for promotion via the SSB process must tie or beat at least one of the select benchmark records to be selected. **(T-1)** Since all of the

select benchmarks were determined to be "fully qualified" by the selection board, the member (if a select) is automatically considered "fully qualified."

6.18. Resolution of "Show Cause". Return eligibles' records previously identified to the board for "show cause" determination. Board members will discuss them and rule by a majority vote to determine whether the officer's name will be included in the board report to SecAF, recommending the officer "show cause" for retention. **(T-1)** The board president reviews the results. If the board president determines there is a rational basis to conclude any of these records may not have been voted upon in a manner consistent with SecAF MOIs, they may direct such records be returned to the board for re-vote; the second vote will be used. **(T-1)** Only records identified for "show cause" will be included in the board report. **(T-1)**

6.19. Board Report. Board members, board recorders, and administrative staff will sign a board report for each board being reconstituted certifying applicable law and policy was followed for Principal Deputy USD (P&R) approval. **(T-1)**

6.20. Procedural Board Anomalies. Apparent procedural anomalies occurring during a board require board president involvement. Where resolution of procedural anomalies would require variation from established procedures, SecAF decision is required. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine a SecAF-level decision is required. These responsibilities of the board president do not limit in any way the right of a board member or Board Secretariat member to communicate with SecAF as provided by other authority.

6.21. Deviations. SecAF may authorize deviations to the selection methodology in cases related to litigation, negotiated settlements, or any other case deemed appropriate. These cases will be referred to as "designated SSBs" and will use the modified selection methodology outlined at [Figure 6.2](#), or other such selection methodology as SecAF may direct. **(T-1)**

6.22. Post-board Actions. The names of all selects are forwarded to AFPC/DPMSPP to determine promotion sequence number, the retroactive DOR or promotion effective date, and any possible SSBs to the next higher grade. AFPC/DPMSPP will notify the MPF or the officer (if appropriate) of the board results once approved by proper authority. **(T-1)**

6.23. Time Limits.

6.23.1. To obtain consideration by an SSB, an officer should apply for consideration within three years after they discovered the asserted defect in the original board. SecAF (or designee) under [paragraph 6.2](#) may excuse late application when it is in the interest of justice to do so.

6.23.2. SecAF will convene or deny an SSB within six months of receipt of complete and properly executed request. **(T-0)**

6.23.3. SecAF will take last action on the report of an SSB, within six months of convening the board. **(T-0)**

6.23.4. SecAF may extend the time limits in [paragraph 6.23.1](#) and [paragraph 6.23.2](#) in a particular case or category of cases, for not more than an additional six months each, when they determine a longer period to make this determination is warranted. SecAF may not delegate the authority to make this determination.

6.24. Writing Letters to SSBs. The member is permitted to write to the SSB; however, in most cases, the letter should not contain any information or address any event occurring after the

convening date of the original board. Any letter written to the original board will be included in the member's OSR unless appropriately removed/replaced by the member using DD Form 149. **(T-1)**

6.24.1. Send the letter to AFPC/DPMSPP so it arrives no later than 10 calendar days before the date the board convenes as prescribed by 10 USC § 614. **(T-0)** Eligible officers must review additional instructions as outlined in the convening notice. **(T-0)** Letters arriving after the 10 day period prior to the board will not be presented to the board for consideration. **(T-0)**

6.24.2. For members meeting more than one SSB, a separate letter is permitted for each board.

6.24.3. Do not date the letter and do not address the letter to the "SSB." It should be addressed to the board information from the original board, i.e., CY17D Major (LAF) Central Selection Board. **(T-1)**

6.24.4. Refer to [paragraph 2.10](#) for further information on writing letters.

6.25. Commander Actions on Promotions Resulting from SSBs.

6.25.1. Notify officers of SSB results. **(T-1)**

6.25.2. Determine the propriety of promotion and, if appropriate, initiate action outlined in [Chapter 5](#).

6.25.2.1. This also applies when the officer's DOR will be effective upon Senate Confirmation (for promotion to major and above).

6.25.2.2. This does not apply to officers who have served or are already serving in the selected grade.

6.26. Promoting Officers by SSB. Promote the officer with a DOR and promotion effective date they would have received if considered and selected by the original board. **(T-0)** Retroactive promotions by SSB may be eligible for further consideration by selection boards, provided the eligibility criteria is met. When selected on a SSB exercising merit-based reorder authority, promote the officer with a DOR and promotion effective date in the relative position as determined in the order of merit by scoring compared to the benchmark records. **(T-0)**

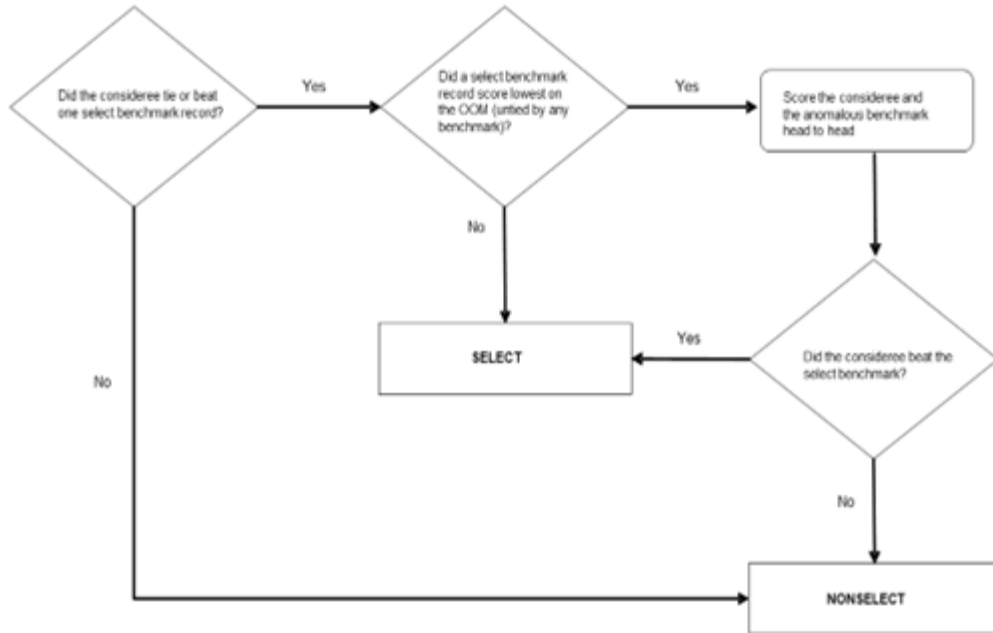
6.26.1. Principal Deputy USD (P&R) is the SSB report approval authority. Adjust the officer's DOR if previously appointed to the higher grade upon approval of the SSB report. Promote officers upon Senate confirmation (for promotion to major and above).

6.26.2. When promotion results in the actual or constructive reinstatement of an officer who has separated or retired, any entitlement to back active duty pay and allowances accruing to the officer will be subject to an appropriate offset for civilian earnings, and other offsets authorized by law. **(T-0)**

6.27. Disclosing SSB Proceedings. Releasing board proceedings is the same as central selection boards (see [paragraph 2.43](#)).

Figure 6.2. SSB Decision Chart (Modified Selection Methodology).

SSB Decision Tree (Modified Selection Methodology)



PART 2 - SELECTIVE CONTINUATION AND SPECIAL SELECTION REVIEW BOARDS

Chapter 7

SELECTIVE CONTINUATION PROGRAM

7.1. SecAF Responsibilities. Determines when to hold a continuation board based on Air Force requirements, establishes continuation quotas, approves termination of continued officers (prior to expiration of term), and approves continuation propriety actions and board reports. **(T-0)**

7.2. Developmental Category Leads and Developmental Category Functional Managers. Submit requests to AF/A1PPP or SF/S1P if continuation is desired based on "critical skill needs" prior to SecAF approval to hold a continuation board. **(T-1)**

7.3. AF/A1PP.

7.3.1. Coordinates with AF/A1XD to identify any critical skill needs to ascertain if continuation is necessary (and for how long) prior to processing the continuation board convening package. **(T-1)**

7.3.2. Recommend to SecAF requirements and length of continuation for each competitive category based on USAF needs and recommendations from competitive category corps chiefs and functional managers. **(T-1)**

7.4. The Air Force General Officer Management Office (AF/A1LG) Responsibilities. If applicable, indorses requests for deferral of mandatory retirement of officers in the grades of brigadier general and above. **(T-1)**

7.5. The Air Force Colonel Management Office (AF/A1LO) Responsibilities. AF/A1LO indorses requests for deferral of mandatory retirement of officers in the grade of colonel. AF/A1LO updates the acceptance or declination statement in the MilPDS, inputs new DOS, processes retirements and files the original document in the Master Personnel Records Group. **(T-1)**

7.6. AFPC/PB Responsibilities.

7.6.1. Conducts Selective Continuation Boards. **(T-1)**

7.6.2. Processes board report to SecAF for approval. **(T-1)**

7.7. AFPC/DPMSPP Responsibilities. Performs the following actions for lieutenant colonel and below:

7.7.1. Identifies officers eligible for selective continuation. **(T-1)**

7.7.2. Releases selective continuation board results to MPFs and establishes public release date. **Note:** When selective continuation is held in conjunction with the member's promotion selection board, the release of continuation results will be concurrent with release of promotion results. **(T-3)**

7.7.3. Monitors status of officers who accept, decline, or have not responded to continuation offer. **(T-1)**

7.7.4. Updates acceptance or declination in MilPDS and files the original document in the Master Personnel Records Group. **(T-1)**

7.7.5. Sends a copy of declination statements to AFPC/DPMSSR for involuntary separation processing. **(T-1)**

7.7.6. When officer accepts continuation, updates officer's DOS in MilPDS. **(T-1)**

7.7.7. Processes removal from the continuation list according to [paragraph 7.22](#).

7.8. MPF Responsibilities.

7.8.1. Prepares the continuation acceptance or declination statement to accompany the letter that notifies the officer of continuation. **(T-3)** **Note:** Selective Continuation Program definitions are located at [Attachment 1](#) for review.

7.8.2. Ensures commanders notify selected officers of continuation upon public release. **(T-3)**

7.8.3. Ensures officers return signed continuation letter to MPF within 60-calendar days from public release date. **(T-1)**

7.8.4. For officers who decline continuation, initiates separation or retirement processing. **(T-1)**

7.8.5. Returns all acceptance/declination statements (original only) to AFPC/DPMSP, signed or unsigned. Annotates circumstances of unsigned statements, i.e., "member failed to return letter." **Note:** Involuntary separation actions will be initiated by AFPC/DPMSSR on officers who fail to sign the statement within 60 days from public release. **(T-1)**

7.8.6. **(Outside Continental United States (OCOUS) locations only).** Updates the officer's date eligible to return from overseas after update of DOS by AFPC/DPMSP.

7.9. Commanders Responsibilities. Notify officers, in writing, of selection for continuation and advise them to return acceptance statement or declination to the MPF within 60 calendar days of release date. **(T-1)**

7.10. Who is Eligible for Continuation. Based on the needs of the Air Force, SecAF determines eligibility criteria for continuation.

7.10.1. Generally, subject to SecAF approval, fully qualified captains and majors subject to separation because of twice nonselection of promotion to the next higher grade, are eligible, unless:

7.10.1.1. The officer can retire, or is in the retirement sanctuary, as a commissioned officer by the mandatory DOS for the associated promotion board. **(T-1)** **Exception:** Majors possessing a critical skill may be offered continuation beyond retirement eligibility to the last day of the month in which the officer completes 24 years of active commissioned service.

7.10.1.2. The officer is not selected or declines continuation offer, in which case they will revert to their previous sanctuary or retirement status. **(T-1)**

7.10.2. SecAF otherwise authorizes continuation on active duty of officers under either 10 USC § 637, *Selection of regular officers for continuation on active duty*, or 10 USC § 637a, *Continuation on active duty: officers in certain military specialties and career tracks*. **(T-0)**

7.10.3. Commanders, based on mission essential needs, request the continuation of lieutenant colonels or colonels past mandatory DOS (see [paragraph 7.13.](#)). Requests must include the officer's concurrence. **(T-1)**

7.11. Selecting an Officer for Continuation. All officers recommended for continuation by a selective continuation board will be forwarded to SecAF for final approval. **(T-1)**

7.11.1. Normally, the Central Selection Board that nonselected the officer for promotion a second time also considers the officer for continuation. Depending on Air Force requirements, stand-alone continuation boards may be held to continue officers past their mandatory retirement date. **(T-1)**

7.11.2. Commanders may recommend lieutenant colonels and colonels be continued past their mandatory retirement date in accordance with 10 USC § 637(b). Recommendations must be submitted to AFPC/DPMSB no later than 12 months prior to the member's mandatory retirement date. **(T-1)** If approved by SecAF, AFPC/PB will process requests to meet the next scheduled selective continuation board convened under 10 USC § 611(b) and 10 USC § 637. **(T-1)** If the member's mandatory retirement date is before the next scheduled selective continuation board, AFPC/PB will schedule and convene a board at the earliest opportunity prior to the officer's mandatory retirement date. **(T-1)**

7.12. Determining Continuation Period.

7.12.1. The SecAF determines the actual length of the continuation period. The continuation period may differ dependent upon the individual's grade and specialty. Captains will not be continued longer than the last day of the month in which they complete 20 years total active commissioned service. **(T-0)**

7.12.2. Continue majors until the last day of the month in which they are eligible to retire as an officer (normally upon completion of 20 years of Total Active Military Service and 10 years of total active federal commissioned service). Majors who possess critical skills may not be continued any longer than the last day of the month in which they complete 24 years of active commissioned service. **(T-0)**

7.12.3. The continuation period begins on the 1st day of the 7th month beginning after the month in which the promotion board results are approved. For officers being further continued, the continuation period begins on the first day following the completion of their initial continuation period. For majors with critical skills who are in the retirement sanctuary or retirement eligible and who are continued beyond 20 years active commissioned service, the continuation period normally begins on the first day following the 20-year DOS. **(T-0)**

7.12.4. Officers twice-deferred for promotion who decline selective continuation to 20 years total active commissioned service are not authorized to receive involuntary separation pay. **(T-0)**

7.13. Requesting Continuation for Officers in the Grade of Lieutenant Colonel or Colonel.

7.13.1. SecAF may defer the mandatory retirement of officers with specific skills and qualifications based upon a determination of the need for officers with such skills or qualifications, pursuant to 10 USC § 637(b) or 10 USC § 637a.

7.13.2. Officers must be recommended for continuation by a selection board convened by SecAF under 10 USC § 611(b). **(T-0)** SecAF is the final approval authority for all continuation

recommendations. Commanders must submit requests to recommend a lieutenant colonel or colonel to be continued past their mandatory retirement date through the chain of command to the MAJCOM/FLDCOM commander. Requests must be sent to AFPC/DPMSPP no later than 12 months prior to the mandatory retirement date. **(T-1) Note:** Any commander in the chain of command, AF/A1 or SF/S1, and SAF/MR can disapprove the request. To be eligible, an officer must possess a skill or qualification identified by SecAF, or possess a unique skill or knowledge required for a special project whose loss would have a severe impact on the USAF or USSF. **(T-1) Note:** Use of 10 USC § 637a requires SecAF to designate specialties (as further limited by DoDI 1320.08) prior to the convening date of the board and a copy of the convening notice must be provided to USD (P&R). **(T-0)**

7.13.3. Officers recommended for continuation under 10 USC § 637(b) may be deferred for a period not to exceed five years. **(T-0)** An officer recommended for continuation under 10 USC § 637a, if not earlier retired, will be retired on the first day of the month after the month in which the officer completes 40 years of active service. **(T-0)** Deferral and continuation under either authority will not extend beyond the maximum age limits in 10 USC § 1251, *Age 62: regular commissioned officers in grades below general and flag officer grades: exceptions.* **(T-0)**

7.14. Continuation for Special Projects. Commanders forward the request (with affected officer's concurrence statement) through the chain of command to the MAJCOM/FLDCOM commander. **Note:** Any commander in the chain of command can disapprove the request. AF/A1LO or SF/S1L concurs/nonconcur on requests for continuation of colonels beyond their mandatory retirement date due to years of service. **(T-1)**

7.14.1. If the MAJCOM/FLDCOM commander recommends approval, the request is indorsed and sent to AFPC/DPMSPP (for lieutenant colonels), or AF/A1LO or SF/S1L (for colonels). AFPC/DPMSPP (for lieutenant colonels) will forward requests to AFPC/DPM (appropriate assignment functional) to validate the justification cited in the request and obtain their indorsement. **(T-1)** AF/A1LO will validate internally. **(T-1)** All requests must be submitted to AFPC/DPMSPP or AF/A1LO no later than 12 months prior to the mandatory retirement date. **(T-1)** AFPC/DPMSPP or AF/A1LO will process requests to meet the next scheduled selective continuation board convened under 10 USC § 611(b) and 10 USC § 637. **(T-1)**

7.14.2. The selective continuation board recommends approval or disapproval; recommendation is forwarded to the SecAF for final decision. **(T-0)**

7.14.3. If approved, the officer continued for a special project remains on active duty for the shortest period needed to complete the specific project, but for no longer than five years beyond mandatory retirement. **(T-0)** Do not extend any officer beyond the age limitations in accordance with 10 USC §§ 1251 and 1252, *Age 64: permanent professors at academies.* **(T-0)**

7.15. ADSC Agreement. There is no ADSC associated with continuation. **(T-0)**

7.16. Status of Continued Officers. Continued officers will remain eligible for subsequent promotion boards provided they remain otherwise eligible. **(T-1)** They also remain eligible for reassignment, temporary duty, deployments, schools, and training if the officers complete the associated ADSC before their mandatory retirement date or DOS. Do not assign to education or training courses of more than 30 consecutive days unless they have the retainability to fulfill the

ADSC associated with assignment and education or training according to AFMAN36-2100, *Military Utilization and Classification*. Continued officers not promoted or further continued shall be discharged or retired on the first day of the first month following the month in which the officer completes their period of continued service. **(T-0)**

7.17. Continuation to Retirement Eligibility. For retirement purposes, continuation is to 20 years total active federal military service with 10 years total active federal commissioned service. **(T-0)**

7.18. Termination of Continued Status. Terminate continuation when the officer is discharged; released from active duty, and retired; the officer is selected for promotion to a higher grade; or when terminated by the SecAF due to change in "critical skill needs" of the Air Force. **(T-0)**

7.19. Terms For Involuntary Separation of Selectively Continued Officers. Consider officers for further continuation when continuation ends before an officer enters the retirement sanctuary or becomes eligible to retire. If an officer is not selected for further continuation, they will have at least six months' notice before involuntary separation or discharge. **(T-1)** Involuntarily separate officers who decline further continuation on the expiration of their current continuation period. If the officers request an earlier DOS and receive approval under DAFI 36-3211, then the separation is voluntary, and the officer does not receive separation pay. **(T-0)** Officers identified for, or serving in a continued status, are subject to separation under other applicable laws and policies. **(T-0)**

7.20. Early Termination of Continuation. The period of continuation on active duty may be reduced by the SecAF due to subsequent changes in the needs of the Air Force under 10 USC § 638a, *Modification to rules for continuation on active duty; enhanced authority for selective early retirement and early discharges*, (if authorized by SecDef and not expired). **(T-0)**

7.21. Continuation Propriety Actions. Commanders initiate propriety actions when a preponderance of the evidence shows an officer is not mentally, physically, morally, or professionally qualified for continued service on active duty.

7.22. Initiating Removal From a Continuation List. Commanders can recommend removal from a continuation list as long as action is initiated before the officer accepts continuation, but no later than the 60 day suspense established in the board convening notice. The SecAF is approval authority for removal. **Note:** See [Table 7.1](#) for complete details. **(T-1)**

7.22.1. Commander initiates the recommendation by notifying the officer, in writing, of the removal recommendation ([Attachment 8](#)). **(T-1)** If necessary, verbal notification is permissible but must be followed with written notification as soon as possible. **(T-1)** In either case, notice must be served before the officer accepts continuation. **(T-1)**

7.22.2. Commander ensures the officer has the opportunity to respond to the recommendation and include statements, if any, with the recommendation case file to SecAF. Advises the officer not to accept continuation until the SecAF makes a final decision. **(T-1)**

7.22.3. Commander forwards case file to the MPF who will acquire the legal review and forward through channels to MAJCOM/FLDCOM commander. **(T-1)** MPF must notify AFPC/DPMSPP immediately upon officer's notification. **(T-1)**

7.22.4. The MAJCOM/FLDCOM commander recommends approval (if appropriate) and forwards to AFPC/DPMSPP. If the MAJCOM/FLDCOM commander disapproves the

recommendation, it is returned to the servicing MPF who advises the initiating commander of the decision. **(T-1)**

7.22.5. AFPC/DPMSPP will process case file to SecAF for final determination. **(T-1)**

7.22.6. The SecAF approves or disapproves the action.

7.22.7. AFPC/DPMSPP notifies the commander and AFPC/DPMSRR of SecAF decision to remove the officer from the continuation list. AFPC/DPMSRR will initiate separation. **(T-1)** The officer will be separated not later than the last day of the 6th month after approval of central selection board results. **(T-1)**

Table 7.1. Processing a Recommendation to Remove an Officer From a Continuation List.

R U L E	A	B	C
	Who Takes Action	Sequence of Instructions	Remove Officer From Continuation List
1	Commander initiating action	Contact MPF and Judge Advocate staff members for counsel and assistance.	X
		Notify the officer, in writing, of action being initiated (see Note 1). The letter of notification will include: one or more specific reasons for the action with supporting documents attached; the officer must acknowledge receipt and understanding within a reasonable period of time (usually five workdays); the officer may submit a statement on his or her behalf, including supporting documents.	X (see Attachment 8)
2		Notify the officer, in writing of not qualified for continuation recommendation. Initiate action sufficiently in advance to process through MAJCOM/FLDCOM channels and reach AFPC/DPMSPP before the central selection or continuation board convenes.	
3		Continuation selection board will use the correspondence in evaluating the officer's selection folder. Notify the officer in writing (see Note 1), if the MAJCOM/FLDCOM commander or delegated authority (see Note 4) supports the recommended action, the continuation selection board will	

		use the correspondence in evaluating the officer's selection folder.	
4	Servicing MPF/FSMPD	Email AFPC/DPMSPP: type of action initiated; officer's name, grade and Social Security number (SSN); name, grade, and unit of the commander initiating action; one or more reasons for the action; date action started; and date officer notified (if notified verbally, also include date officer notified in writing). Include date AFI 36-3206, action initiated, or rationale for why action was not initiated. Send information copy of message to intermediate commanders.	X
5	Officer	Acknowledge receipt of the letter of notification and attach a statement on his or her behalf, if desired. If a statement isn't submitted, include a statement the officer is declining to submit it in the written acknowledgment of receipt. Return all correspondence with attachments to the commander who started the action. Only the commander initiating the action can permit extensions to the suspense date to respond to the propriety action (see Note 2).	X
6	Commander initiating action	Send all correspondence to the MPF/Career Development Element.	X
7	Servicing MPF	Review processing and complete the below steps.	X
8		Obtain a written legal review by Judge Advocate and include it in the case file.	X
9		Send correspondence through command channels to the officer's MAJCOM/FLDCOM.	X (see Note 4)
10		Comply with Note 3 , if applicable	X
11	Intermediate commander, i.e., Numbered AF (This step is optional at MAJCOM/FLDCOM discretion.)	Review correspondence and send to officer's MAJCOM/FLDCOM of assignment, through channels, with recommendations (see Note 4). Commander, deputy commander, or staff director must sign the	X

		forwarding indorsement. Note: Legal review is optional.	
12	MAJCOM/FLDCOM commander (see Note 4)	Review correspondence and get review by Judge Advocate to ensure the case file is complete and the evidence is legally sufficient. Note: Include a copy of the written Judge Advocate review in the case file.	X
13		Disapprove the action and return all correspondence through channels to the commander who started the action, if the recommended action is determined inappropriate; inform AFPC/DPMSPP, in writing, of decision and date action ended; request the initiating commander to notify the officer, in writing, the recommendation was disapproved.	X
14		Approve the action and send original case to AFPC/DPMSPP if the recommended action is appropriate. Notify the officer, in writing, the Not Qualified for Continuation case has been approved and the officer may make a written statement to SecAF in response to the action taken. Should the officer desire to make a written statement, he or she should forward the statement through the MAJCOM/FLDCOM to AFPC/DPMSPP for forwarding through channels to SecAF for consideration.	
15		Send correspondence to AFPC/DPMSPP if the recommended action is appropriate, (see Note 5). Consider notifying the initiating commander so he or she can advise the officer concerned that recommendation is being forwarded (see Note 5).	X
16	AFPC/DPMSPP	Review correspondence for compliance with this instruction and update MilPDS, as appropriate.	X
Notes:			
1. If there is not enough time to prepare a written notification, the commander may inform the officer verbally that action has been or will be started. Provide written confirmation as soon as			

possible (usually within one duty day). Once the officer is notified (verbally or in writing), the commander immediately notifies AFPC/DPMSPP. **(T-1)**

2. The officer must acknowledge receipt and submit any statements on his or her behalf within a reasonable period of time (usually within five duty days) after receiving written notification. **(T-1)** Officers send fully justified requests to extend the date required to respond to the propriety action to the initiating commander, in writing, prior to the date listed on the notification memorandum. Initiating commanders may approve or disapprove the extensions request, in writing. As desired, initiating commander may consult with the Staff Judge Advocate and/or Area Defense Counsel prior to approving or disapproving a request. Commanders provide MPF Career Development Element a copy of the extension to monitor the status of the action. The response delay requests or approval becomes part of the case file as it is forwarded through channels to AFPC. **(T-1)**

3. For reassignments, the losing MPF Career Development Element notifies the gaining MPF, with information to the gaining MAJCOM/FLDCOM, that continuation propriety action has been started. The officer's parent MAJCOM/FLDCOM at the time of initiation of the propriety action is the command channel for processing the action. **(T-1)**

4. Unless otherwise directed by SecAF, a commander (including wing or equivalent commanders) may terminate an action at any time prior to the MAJCOM/FLDCOM commander case review. **(T-1)**

5. Logically construct (in chronological order) a case file before sending it to AFPC/DPMSPP. It must include all necessary documents and they must be legible. **(T-1)**. Include a detailed case synopsis suitable for review by the approval authority (SecAF) referencing pertinent and tabbed documents, statements, or other significant matters as part of the case file. Prepare all not qualified for selective continuation or removal cases to arrive at AFPC/DPMSPP in two legible copies (original plus one). **(T-1)**

Chapter 8

GUIDANCE ON CONDUCTING SPECIAL SELECTION REVIEW BOARDS FOR THE GRADES OF MAJOR GENERAL AND BELOW

8.1. Authority for Special Selection Review Boards (SSRBs). SSRBs are conducted under the authority of 10 USC 628a, DoDI 1320.04, DoDI 1320.14 and this instruction. SSRBs are convened as a matter of law, policy, or SecAF discretion. The purpose of the SSRB is to review an officer's selection record; and any credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry that was not furnished to an officer promotion or special selection board as otherwise required by law, DoD policy, and this instruction, to determine if the recommendation of the original board should be sustained. **(T-0)**

8.1.1. SecAF is the convening authority for SSRBs. **(T-0)** Prior to the SSRB convening date, a staff package will be forwarded to SecAF identifying the specific SSRBs to be convened. New SSRBs will not be added after SecAF approval of the convening package. **(T-1)**

8.1.2. Credible information of an adverse nature that becomes a matter of record after an officer promotion or special selection board convening date is not required to be furnished to a statutory SSRB. **(T-0)** At SecAF's discretion, SecAF may direct the convening of a non-statutory SSRB.

8.2. Holding SSRBs. Selection board secretariat personnel are responsible for conducting SSRBs. All board members, recorders, and administrative support staff work directly for SecAF under the supervision of the board president while the board is in session.

8.2.1. No person may direct a particular individual outcome; censure, reprimand, or admonish the board or any member of the board for recommendations or for exercising any function with the discretion of the board; or attempt to coerce or influence, by an unauthorized means, any action of a board or any member of a board in formulating the board's recommendation. **(T-0)**

8.2.2. The Selection board secretariat will ensure this instruction is adhered to for all SSRBs. Board members and alternate board members will familiarize themselves with this instruction, as well as with other applicable instructions and directives, and comply with them. Alternate board members will remain on stand-by for the duration of the board.

8.2.3. A Memorandum of Instructions (MOI), which provides policy and guidance to the board, will be approved by the SecAF for each SSRB. Do not modify, withdraw, or supplement the instructions after the board submits its report to the SecAF. **(T-0)** Attached to the SSRB MOI will be a copy of the MOI applicable to the original board that selected the officer, annotated by highlighting those portions that are relevant to the SSRB. If the officer was recommended for promotion by a special selection board, the original highlighted MOI attached to the special selection board will be attached to the SSRB MOI. The board president will read the SSRB MOI, but not the attachment(s), verbatim to the board. **(T-0)** When more than one SSRB is held, the board president reads the applicable SSRB MOI only once. Immediately prior to beginning deliberations for each board, board members will review the highlighted portions of the original MOI applicable to that board, disregarding the portions of the original MOI that are not highlighted.

8.2.4. After reviewing the officer's selection record and the adverse information, the SSRB makes a recommendation to the SecAF whether the recommendation from the officer's promotion or special selection board should be sustained and if the officer should continue to be considered fully qualified and among the best qualified for promotion, consistent with the exemplary conduct requirements of 10 USC 9233.

8.3. Organizing Boards. SSRBs will consist of a board president, board members, recorders, and administrative support staff. Board membership will be in accordance with 10 USC 612 (T-0); and will follow the board membership policy and practice of this instruction. (T-1)

8.3.1. The board president is a non-voting member of the board who oversees the conduct of the board and ensures that the board is conducted IAW this instruction and SecAF guidance. While the board president may participate in any discussions permitted with other board members, the board president may not constrain the other board members from voting their recommendations. The board president will administer the oath in [Attachment 3](#) to board recorders and administrative staff before the board begins reviewing records and will perform other duties in connection with the board proceedings as may be required.

8.3.2. The board members will perform their duties based on the best interest of the Department of the Air Force as directed in SecAF's guidance. They will request relief from SecAF, or the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), if they cannot, in good conscience, perform their duties without prejudice or partiality. They will request relief from SecAF or USD(P&R) of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason. Upon the granting of the request, the board member will report the basis for their belief to the SecAF or USD(P&R).

8.3.3. The board recorders ensure procedures outlined in this instruction are met. They will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the board president and members on board processes and other administrative matters. There will be at least one board recorder present during all board proceedings. A member will not serve as a recorder on boards for which they are being considered. If a recorder requires relief for any of the reasons described in [paragraph 8.3.2](#), they will request relief from the SecAF or USD(P&R) IAW that paragraph.

8.3.4. The administrative support staff will answer administrative questions and follow standard written procedures governing the administrative support for boards.

8.3.5. Board Member Preparation. The selection board secretariat will pre-brief the board president on the board agenda, SecAF's SSRB MOI, and board president responsibilities, and the trial run exercise (practice scoring session if necessary). (T-1) Board recorders will conduct the first day administrative briefing to the board. A copy of the SSRB MOI will be provided to each board member, recorder, and administrative assistant.

8.3.6. The board recorders ensure all communications with the board are in writing, to include guidance from the SecAF. The board recorders will furnish all written communications to all board members and record it as part of the board's record. An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record. No one other than the SecAF may appear in person to address the board

on any matter. **(T-0)** Should the SecAF address the board in person, the selection board secretariat will provide a verbatim transcript of the SecAF's remarks to every board member and include it in the record of the board. **(T-0)** This does not restrict the board recorders from furnishing administrative information to the board. Board members, recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

8.3.7. The selection board secretariat will administer the oath in [Attachment 3](#) to board members before scoring records. **(T-0)**

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

8.4.1. Officer Selection Record (OSR). The record and information concerning the officer furnished to the promotion selection or special selection board that recommended the officer for promotion.

8.4.2. Adverse Information. Any credible information of an adverse nature on the officer, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry described in 10 USC § 615, *Information furnished to selection boards*, DAFI 36-2907, *Adverse Administrative Actions*, and this instruction that was not furnished to the promotion selection or special selection board as otherwise required. Adverse information on O-7 selects and below will meet the board in the form dictated by DAFI 36-2907 and this instruction. Unless otherwise directed by SecAF, adverse information on an O-7 or O-8 select will meet the board in the form of a Senior Officer Unfavorable Information File (SOUIF) approved in accordance with AFI 90-301, *Inspector General Complaints Resolution*, and this instruction.

8.4.3. Letter to the Board. Officers will be informed that they will meet a SSRB, and the selection board secretariat, as appropriate, will ensure that the adverse information being provided to the board is made available to the officer(s). If the adverse information is not made available to the officer(s) due to the classification status of the information, the officer, to the maximum extent practicable, will be provided an appropriate summary of the information. The officers will be afforded a reasonable opportunity to submit written comments on the adverse information via a letter to the board. **Exception:** Adverse information on an O-7 or O-8 (select) and the opportunity to submit comments on that information will be done solely through the SOUIF process.

8.4.3.1. Officers send letters to AFPC/DPMSPP, so it arrives no later than 10 calendar days before the date the board convenes. Specific instructions about how to submit a letter, as they apply to the SSRB, will also be provided in the board convening notice. Letters arriving after the 10-day period prior to the board will not be presented to the board for consideration.

8.4.3.2. To preserve anonymity, officers should not date their letters nor address their letters to the "Special Selection Review Board" or "SSRB". Letters should be addressed using the board information from the original board, e.g., CY23 Major (LAF) Central Selection Board. **(T-1)** Letters should not contain any information or address any event occurring after the convening date of the original board.

8.4.3.3. Refer to [paragraph 2.10](#) for further information on writing letters.

8.5. SSRBs Procedures. In considering a record and adverse information on an officer, the SSRB will compare the officer's record and information with an appropriate sampling of benchmark records of those officers of the same competitive category, who were recommended for promotion and an appropriate sampling of benchmark records of those officers who were considered by and not recommended for promotion by the original board. If a record is also one of the select benchmark records, the record will compete against the remaining benchmark records. **(T-1)**

8.5.1. Records and adverse information will be presented to the SSRB in a manner that does not indicate or disclose the officer for whom the SSRB was convened.

8.5.2. Each board member will carefully consider the records of each officer whose name is furnished to the board.

8.5.3. Scoring. Scoring will be accomplished by secret ballot without benefit of discussion unless a significant disagreement ("split") occurs in the scores on a particular record. When a specific SSRB ballot is presented to the board members, it will include the date of the original selection or special selection board, grade, competitive category, and promotion zone. **(T-1)** Board members are reminded of the applicable guidelines of the original selection or special selection board for display of pertinent information in the OSB (e.g., academic education level, developmental education, etc.) for that SSRB.

8.5.4. Scoring Scale. SSRBs will use the scoring scale used by the original selection or special selection board; and to the greatest extent practicable, apply standards used by the promotion or special selection board that recommended the officer for promotion. Scoring will be accomplished by secret ballot unless a "split" occurs in the scores on a particular record.

8.5.5. Defining "Splits." A "split" is a significant disagreement between board members regarding the score of a record. A "split" is considered a difference in a score of two or more points between any panel members (e.g., 6 and 8, or 8 and 10).

8.5.5.1. Resolving "Splits." All voting members must be present to discuss the record involved in a "split." Only members with split scores may change their scores in the process of resolving a split.

8.5.5.2. Board members may discuss their own personal knowledge and evaluate professional qualifications of eligible officers, provided they discuss only matters documented in the OSR or permitted by law, DoDI 1320.14, this instruction, or SecAF guidance or instructions. **(T-0)**

8.5.5.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under in accordance with DoDI 1320.14 and this instruction. **(T-0)**

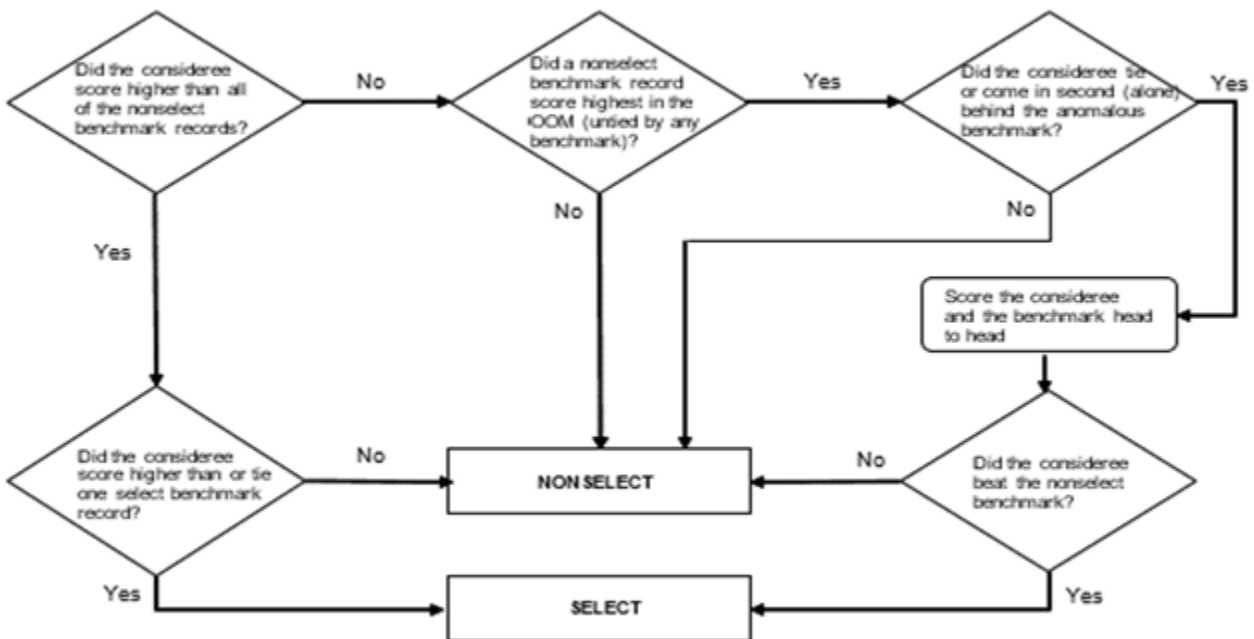
8.5.6. Identifying "Show Cause" Records. During the scoring process board members will identify the name of officers who, in their opinion, should "Show Cause" for retention. They do this by voting "Show Cause" on the scoring ballot for each record of this type.

8.5.7. Promotion Quota and Sustainment/Non-Sustainment. There is no quota for SSRBs. The order of merit is used to determine the sustainment or non-sustainment status of the member. After board members score the benchmark records and member records and resolve any splits, the order of merit will be tabulated. To sustain a promotion recommendation via the SSRB process, a member's record must score higher than the score of every non-select

benchmark record and equal to or higher than the score of any one of the select benchmark records. If a member's score does not meet both criteria, the member is considered to have failed selection for promotion.

8.5.8. On rare occasions, the order of merit is anomalous to a degree that consistent and equitable scoring among the SSRB may be questioned. An anomaly occurs when a non-select benchmark finishes highest in the order of merit. The decision tree at **Figure 8.1** will be used when an anomaly occurs. **(T-1) Note:** Some inversion is expected in SSRB order of merit. Inversion to a lesser degree than illustrated above does not constitute an anomaly.

Figure 8.1. SSRB Decision Chart (Standard Selection Methodology).



8.5.9. Procedural Board Anomalies. Other procedural anomalies occurring during a board that may require variation from established procedures require board president resolution. During the board, the board president may bring any matter to the attention of the SecAF, or designated representative, if they determine that SecAF level decision is required. These responsibilities of the board president do not limit in any way the right of a board member or a selection board secretariat member to communicate with the SecAF or USD(P&R) as provided by paragraphs **8.3.2** and **8.3.3**.

8.6. Board Report. The board shall make a written recommendation to SecAF as to whether, in light of the adverse information, the promotion of each officer considered should be sustained.

8.6.1. Resolution of "Show Cause." Return to the board the records that received at least one "show cause" vote during scoring. Board members will discuss the record and rule by a majority vote to determine whether the officer's name will be included in the board report to SecAF, recommending the officer "show cause" for retention. **(T-0)** The board president reviews the results. If the board president determines there is a rational basis to conclude any

of these records may not have been voted upon in a manner consistent with SecAF's guidance, the board president may direct such record be returned to the board for re-vote; the second vote will be used.

8.6.2. The board members, recorders and administrative support staff will sign the board report, certifying applicable law, policy, and guidance were followed as directed in SecAF's MOI. **(T-0)**

8.7. Post Board Actions. Recorders out brief the board members, discuss cautions, and collect all notes.

8.7.1. The provisions of 10 USC § 618, *Action on reports of selection boards*, apply to the report of a statutory SSRB in the same manner as they apply to the report of the original board. **(T-0)**

8.7.2. The Principal Deputy USD(P&R) is the statutory SSRB report approval authority for O-6 and below boards. The Secretary of Defense is the statutory SSRB report approval authority for general officer boards. SecAF is the approval authority for non-statutory SSRBs.

8.8. Appointment of Officers. If the board report recommends sustainment of the recommendation for promotion, the board report is approved, and the Senate confirms the nomination, the officer shall, as soon as practicable, be appointed to that grade in accordance with 10 USC § 624 and this instruction. **(T-0)** The officer, upon appointment, will have the same date of rank, the same effective date for pay and allowances, and the same position on the active-duty list as the person would have had pursuant to the original recommendation for promotion of the promotion board. **(T-0)**

8.9. Disclosing SSRB Proceedings. Before the report is signed by each board member and board recorder, the recommendations and proceedings may be disclosed only to the board members, board recorders, and those administrative support staff designated in writing by the SecAF. **(T-0)** Board recommendations may be disclosed to the extent necessary to process the board report and subsequent related actions. Results of the board will be released in accordance with DoDI 1320.04. The disclosure of proceedings is governed by Department of Air Force policy, DoDI 1320.14 and 10 USC § 613a, *Nondisclosure of board proceedings*. Any other disclosures of the board recommendations and/or proceedings may not occur without the express authority of the SecAF.

PART 3 - THE AIR FORCE BRIGADIER GENERAL AND MAJOR GENERAL SELECTION PROGRAMS

Chapter 9

ORGANIZATIONAL RESPONSIBILITIES

9.1. SecAF Responsibilities. Administers the RegAF and USSF promotion program ensuring compliance with DoDI 1320.14 and all applicable laws. **(T-0)**

9.1.1. Convenes all brigadier and major general promotion selection boards to include SSB and SSRBs. **(T-0)**

9.1.2. Appoints qualified personnel (board president, board members, recorders, and administrative staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board. **(T-0)** Board composition must be in accordance with 10 USC § 612, *Composition of selection boards* and DoDI 1320.14. **(T-0)**

9.1.3. Approves a course of instruction for board recorders to ensure they are properly trained on their duties and responsibilities. **(T-0)**

9.1.4. Approves release from duty as board members, recorders, and administrative staff. **(T-0)**

9.1.5. Furnishes selection board information and guidelines relating to the needs of the USAF for officers having particular skills, including the need for either a minimum or maximum number of officers with particular skills within a given competitive category. **(T-0)** SecAF approves the number of officers needed in each skill. **(T-0)** No increase in the number may be made after the selection board convenes without the written approval of the Under Secretary of Defense for Personnel and Readiness USD (P&R). **(T-0)**

9.1.6. Develops an annual promotion plan and determines eligibility requirements by grade and competitive category in compliance with 10 USC §§ 622 and 623 and DoDI 1320.14. **(T-0)**

9.1.7. Conducts yearly random interviews of board presidents, board members, board recorders, and administrative staff assigned to support board deliberations. **(T-0)** This will ensure boards are conducted in accordance with applicable law, DoD issuances, CJCS instructions and this instruction. **(T-0)**

9.1.8. Reviews annually the content of administrative briefings to the selection boards and ensures they are consistent with, and do not alter, Secretarial guidance. **(T-0)**

9.1.9. Ensures no official, civilian or military:

9.1.9.1. Directs a particular individual be selected (or not be selected) by a selection board; or **(T-0)**

9.1.9.2. Censures, reprimands, or admonishes the board (or any member of the board) with regard to the recommendations of the board or the exercise of any function within the discretion of the board; or **(T-0)**

9.1.9.3. Attempts to coerce or, by any unauthorized means, influence any action of a board (or any member of a board) in the formulation of the board's recommendations. **(T-0)**

9.2. General Counsel of the Department of the Air Force (SAF/GC). Approves or disapproves entries into the Senior Officer Unfavorable Information File (SOUIF). Also, has the delegated responsibility from the SecAF to approve SOUIFs for board consideration. **(T-0)**

9.3. SAF/IG. Conducts IG checks on promotion eligible officers. Prepares the executive summary and in coordination with AF/JA recommends entry of the summary into the SOUIF. Officers within the Senior Officials Inquiries Directorate (SAF/IGS) will prepare these summaries on behalf of SecAF in accordance with DoDI 1320.14. **(T-0)**

9.4. CJCS. Designates a Joint Qualified Officer for appointment by SecAF to be a board member for selection boards considering Joint Qualified Officers or officers who have served on or who are serving on the Joint Staff. **(T-0)**

9.5. HQ USAF.

9.5.1. The CSAF recommends annual promotion requirements and board members to the SecAF. **(T-1)**

9.5.2. The AF/A1 administers all RegAF general officer boards for SecAF. **(T-1)**

9.5.3. AF/JA advises and coordinates on executive summaries recommended for entry into a SOUIF.

9.6. The Air Force Colonel Management Office (AF/A1LO) or Space Force Senior Leader Management Office (SF/S1L). Responsible for RegAF or USSF brigadier general selection boards to include announcing the board convening date to MAJCOM/FLDCOMs, Field Operating Agencies, Direct Reporting Units, and MPFs approximately 150 calendar days before a brigadier general selection board convenes. Prepares the announcement and includes the eligibility criteria, name and DOR of the most junior and most senior officer eligible as of the notification date, and identifies the requirement for a PRF on all promotion eligible colonels as needed as an official annual fitness for promotion assessment, regardless of competitive category.

9.7. The Air Force General Officer Management Office (AF/A1LG). Responsible for obtaining active duty board members for the brigadier and major general officer selection boards, SSBs and SSRBs.

9.8. Administering the Promotion Program.

9.8.1. AF/A1LO Responsibilities.

9.8.1.1. AF/A1LO (for the Brigadier General Selection Board) will coordinate with the AFPC selection board secretariat and A1LG to accomplish duties outlined in paragraphs **1.7.2.1, 1.7.2.2, and 1.7.2.3.** **(T-1)**

9.8.1.2. AF/A1LO verifies colonel eligibility status for the general officer boards and flows OPBs as directed by the board convening notice. **(T-1)**

9.8.1.3. Sends requests for initial IG checks for adverse and reportable information on promotion eligible colonels to SAF/IGQ, 150 calendar days prior to the board date when possible. **(T-1)** Requests initial data pulls for eligibles from all competitive categories until quotas for the board are decided.

9.8.2. AF/A1LG Responsibilities.

9.8.2.1. AF/A1LG (for the Major General Selection Board) will coordinate with the AFPC selection board secretariat to accomplish duties outlined in paragraphs [1.7.2.1](#), [1.7.2.2](#), and [1.7.2.3](#). (T-1)

9.8.2.2. Develops SecAF MOI for brigadier (in coordination with AF/A1LO) and major general officer selection boards, SSBs, and SSRBs. (T-1)

9.8.2.3. Sends requests for initial IG checks for adverse and reportable information on promotion eligible brigadier generals to SAF/IGS, 150 calendar days prior to the board date when possible. (T-1) Requests initial data pulls for eligibles from all competitive categories until quotas for the board are decided.

9.8.2.4. Identifies all assigned eligible brigadier generals and verifies eligibility status. (T-0)

9.8.2.4.1. Issues written notice to include eligibility criteria, the board convening date, and the names and DOR of the most junior and senior officers meeting the board directly to all eligible brigadier generals at least 30 days before a major general selection board convenes. (T-0)

9.8.2.4.2. Ensures eligible officers receive the OPB and the OPB instruction sheet. If an officer believes the data is incorrect, AF/A1LG or office of primary responsibility listed on the OPB instruction sheet takes necessary corrective action. (T-1)

9.8.2.5. AF/A1LG publishes all RegAF general officer promotion orders. (T-1)

9.8.3. The selection board secretariat will pre-brief the board president on the board agenda, SecAF MOI, and board president responsibilities. (T-1) Board recorders will conduct the first day administrative briefing to the board. (T-1) The board president may provide opening administrative remarks. The board president will read the main portion of the SecAF's MOI, verbatim. (T-0) The addenda and any attachments will be read individually by each board member, when applicable. (T-1) These instructions will not contain information on particular officers. (T-0) Do not modify, withdraw, or supplement the instructions after the board submits its report to SecAF. (T-0) No substantive information, not previously approved by SecAF for consideration by the board, will be provided to the board during these administrative briefings or remarks. (T-0)

9.8.4. Promotion eligible officers will be afforded the opportunity to send letters for all RegAF general officer boards to AF/A1LO or AF/A1LG, as appropriate; to arrive no later than 10 calendar days before the date the board convenes. (T-0) Address letters to the board president, calendar year (insert appropriate year and grade) Board (e.g., board president, CY20 Brig Gen Board). See [paragraph 2.10](#) for other administrative guidance. AF/A1LO or AF/A1LG will advise the officer when a letter does not comply with guidance. (T-1) The officer may then submit changes or a new letter. The letter(s) or changes arriving later than 10 calendar days before the date the board convenes will be returned or destroyed. (T-0) All communications will be sent to their respective general officer management or colonel management offices. (T-1) The letter should be brief. Communications sent to the board will be filed in the OSR and will be considered by the selection board. (T-0) Immediately after completion of the selection board, the letter will be removed from the OSR and placed in the Master Personnel Record Group for historical, legal, and appeal purposes only. (T-1) Access is limited to only those who have a need to know. (T-0)

9.9. MPF Career Development Element (for Brigadier General boards only).

9.9.1. Identifies all assigned eligible officers and verifies eligibility status. **(T-1)**

9.9.2. Issues written notice to each eligible officer on the eligibility criteria, to include the board convening date, and the names and DOR of the most junior officer and most senior officer eligible. **(T-1)**

9.9.3. Ensures eligible officers receive the OPB and the OPB instruction sheet. **(T-1)** Requests missing OPBs through Air Force Promotion System, as outlined in the board convening notice found in myFSS. **(T-1)** If an officer believes the data is incorrect, the officer contacts the MPF or office of primary responsibility listed on the OPB instruction sheet to take necessary corrective action. **(T-1)**

9.10. Eligible Officer. See guidance in paragraphs **1.11** and **10.2**.

9.11. Department of the Air Force Members. No one is permitted to engage in unauthorized communications with board members as outlined in DoDI 1320.14 and this instruction prior to and during a selection board. **(T-0)** This includes attempts to improperly influence a selection either negatively or positively, as well as the acts prohibited by **paragraph 2.2**. **(T-0)**

Chapter 10

THE AIR FORCE BRIGADIER GENERAL AND MAJOR GENERAL SELECTION PROGRAM REQUIREMENTS

10.1. Program Objectives. The fundamental purpose of the officer promotion program is to select officers through a fair and competitive selection process to advance the best and fully qualified officers to positions of increased responsibility and authority, and provide the necessary career incentive to attract and maintain a quality officer force. A promotion is not a reward for past service. Promotion is based on performance and demonstrated potential to serve in the next higher grade. Procedures and policies for all boards are established to provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion and to ensure the independence and integrity of boards by precluding unauthorized communications to boards or board members prior to or during the board.

10.1.1. RegAF boards are convened under the provisions of 10 USC §§ 611, 628, 628a, DoDI 1320.14, DoDI 6000.13, DAFPD 36-25, and DAFPD 36-26, and this instruction. Procedures and policies for all RegAF boards are established to provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion and to ensure the independence and integrity of boards by preventing unauthorized communications to boards or board members prior to or during the board.

10.1.2. Additionally, the objective is to maintain a relatively similar promotion opportunity from year to year in accordance with DoDI 1320.13. **(T-0)**

10.2. Promotion Eligibility. 10 USC § 619, *Eligibility for consideration for promotion: time in grade and other requirements*, requires all officers have at least one year time in grade to be considered for promotion to the grade of brigadier or major general. To be considered for promotion to brigadier general, Air Force policy requires that an officer must have at least two years' time in grade as of the board convening date. **(T-1)** Officers who have an approved DOS within 90 days of the date the board convenes are ineligible for promotion consideration by that board. **(T-1)**

10.3. Information Provided to Boards. Boards convened under this instruction will be provided the information and or documents listed below. **(T-1)** No other information and or documents may be provided to a board without the express written approval of the SecAF.

10.3.1. The number and names of officers in each competitive category to be considered. **(T-0)**

10.3.2. The maximum number of officers in each competitive category under consideration that the board may recommend for promotion. **(T-0)**

10.3.3. The OSR, to include Officer Evaluation Reports, and as outlined in DAFI 36-2608 for each officer being considered, in addition to:

10.3.3.1. Current PRF for promotion to brigadier general and all DAF Forms 78, *Air Force General Officer Promotion Recommendations* for promotion to major general. **(T-1)**

10.3.3.2. Officer Selection Brief. **(T-1)**

10.3.3.3. Letters to the board from eligible officers in accordance with 10 USC § 614 and DoDI 1320.14. **(T-0)** Administrative guidance can be found in **paragraph 2.10**.

10.3.3.4. Adverse information as defined in **paragraph 2.11.2.1**. **(T-0)**

10.3.3.5. SOUIF (Major General Board only) when approved for entry by SAF/GC for board purposes in accordance with **paragraph 10.5**. **(T-0)**

10.3.3.6. Decoration citations. **(T-1)**

10.3.4. Factual information requested by the board to amplify or clarify the official records provided to a board. Such information will be passed to the board only through the board recorder and administrative support personnel. **(T-1)** A board may not be provided information that could not otherwise be made part of the officer's official records without first notifying the officer and providing an opportunity to comment. **(T-0)**

10.3.5. SecAF MOI containing, at a minimum, the information required by DoDI 1320.14, as follows:

10.3.5.1. The written instructions to promotion selection boards as outlined in DoDI 1320.14. **(T-0)**

10.3.5.2. Guidelines to ensure the board considers all eligible officers without prejudice or partiality. **(T-0)**

10.3.5.3. Information or guidelines on the needs of the USAF for officers with particular skills (if necessary), including the need for a minimum or maximum number of officers with particular skills in a competitive category and grade is in accordance with DoDI 1320.14. **(T-0)** No increase in the numbers may be made after the selection board convenes without the written approval from USD (P&R). **(T-0)** Information or guidelines on the maximum number of officers the board may recommend and officers with particular skills must be furnished to the board as part of the written instructions provided to the board. **(T-0)**

10.3.5.4. Guidelines to ensure the marital status, civilian employment, religion, or volunteer service of an officer, or any information regarding an officer's spouse, will not be considered by the members of the board. **(T-0)**

10.3.5.5. Guidelines to ensure the board gives appropriate consideration to the performance of eligible officers who are serving or have served on the Joint Staff or are Joint Qualified Officers, as well as appropriate consideration for those officers serving in the acquisition workforce. **(T-0)**

10.3.5.6. Guidelines to prohibit board members, board recorders, and administrative staff (or persons acting on their behalf) from receiving, starting, or participating in communications or discussions involving information that is precluded from presentation to a board by DoDI 1320.14, or this instruction. **(T-0)** Board recorders and administrative staff may review information intended for a board to ensure the information is authorized for presentation to the board. Board members, board recorders, and administrative support personnel will report to SecAF if they believe someone is exerting (or attempting to exert) inappropriate influence over the board (or its proceedings). **(T-0)**

10.3.5.7. Guidelines on actions if a board member or board recorder believes someone is exerting, or attempting to exert, inappropriate influence over the board or its proceedings. **(T-0)**

10.3.5.8. Instructions stating no person may direct a board to select or nonselect a particular officer. **(T-0)**

10.3.5.9. Incorporate the exemplary conduct provisions of 10 USC § 9233, *Requirement of exemplary conduct*. **(T-0)**

10.3.5.10. Information or guidelines on merit-based reordering of the promotion list (if authorized) to include prescribing procedures, percentages, and required board report content. **(T-0)**

10.3.5.11. Guidelines to prohibit board members from considering an officer's previous decision to participate in the career intermission program or opt out of a promotion board, if applicable. **(T-0)**

10.3.5.12. Guidelines prescribed by OSD.

10.3.6. Guidance or written instructions provided to the board by SecAF will not include information on particular officers, and may not be modified, withdrawn, or supplemented after the board submits its report to SecAF, except in the case of a report returned to the board president pursuant to 10 USC § 618(a)(2). **(T-0)**

10.3.7. Appropriate laws, regulations, and directives listed in **Attachment 1** will be available for board members to review during the board, as applicable to each board. **(T-0)**

10.4. Communications with Selection Boards.

10.4.1. SecAF will issue written instructions directed specifically to general officer boards in the form of a Secretarial MOI, as described in **paragraph 10.3.5**, providing guidance governing selection considerations for the board. **(T-0)** The main portion of SecAF's MOI will include verbiage contained in DoDI 1320.14, regarding instructions on communication and information. **(T-0)** The board president may provide opening administrative remarks. The board president will read the main portion of the SecAF MOI verbatim. **(T-0)** The addenda and any attachments will be read individually by each board member, when applicable. **(T-1)** These instructions will not contain information on particular officers. **(T-0)** Do not modify, withdraw, or supplement the instructions after the board submits its report to SecAF. **(T-0)** No substantive information, not previously approved by SecAF for consideration by the board, will be provided to the board during these administrative briefings or remarks. **(T-0)**

10.4.2. No one other than SecAF may appear in person to address the board on any matter. **(T-0)** Should SecAF address the board in person, the selection board secretariat will provide a verbatim transcript of their remarks to every board member and include it in the record of the board. **(T-0)** This does not restrict the board recorders from furnishing administrative information to the board. Board members, recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work. **(T-0)** All communications with members of a selection board must be in writing, furnished to all board members, and made part of the board record. **(T-0)** An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record. **(T-0)**

10.4.3. The following information may be communicated to a selection board:

10.4.3.1. The information provided to boards, in support of their duties, described in [paragraph 10.3](#) of this instruction.

10.4.3.2. Information not part of the OSR, but which SecAF determines to be substantiated and relevant, and which SecAF considers might reasonably and materially affect the deliberations of the board. If this information is to be presented, the eligible officer must be notified the information will be presented to the board. **(T-0)** The eligible officer must also be provided a copy of the information provided to the board and afforded a reasonable opportunity to submit written comments on information to the board. **(T-0)** If the officer cannot have access to the information for reasons of national security, or other lawful reason, the officer will, to the maximum extent practical, be provided with an appropriate summary of the information. **(T-0)** Factual summaries of information, such as Adverse Information Summaries, presented to boards under these provisions will be prepared by SAF/GC, on behalf of the SecAF, for that specific purpose. **(T-0)**

10.4.3.3. Information provided to a board will not be provided to subsequent boards unless the information is made part of the OSR, or SecAF makes a new determination that the information should again be placed before a board and the officer is again allowed to comment. **(T-0)**

10.4.4. Once notified of designation as a member of a board and until that board adjourns, board members must be particularly careful to ensure they are not prejudiced or influenced about the fitness for promotion of a specific officer by a superior military or civilian authority. **(T-0)** This does not preclude a board member from performing rating or evaluating responsibilities as required by DAFI 36-2406, *Officer and Enlisted Evaluation Systems*. If board members cannot, in good conscience, perform board duties without prejudice or partiality, they are required to request relief by SecAF from their obligation as soon as possible; such a request will be honored. **(T-0)** Board members who believe the integrity of the board's proceedings have been adversely affected by improper influence of superior military or civilian authority, misconduct of the board president or of a member, or any other reason, have a duty to request relief from SecAF or the USD (P&R) from the obligation not to disclose board proceedings and upon receiving it, to report the basis for their belief to that authority. **(T-0)** No official, civilian or military, may direct a particular individual be selected (or not be selected) by a board; censure, reprimand, or admonish the board or any member of the board with respect to the recommendations of the board (or the exercise of any function of the board); or attempt to coerce, or by unauthorized means influence any action of the board or any member of the board in the formulation of the board's recommendations. **(T-0)**

10.4.5. Promotion eligible officers may send letters for all general officer boards to AF/A1LO or AF/A1LG, as appropriate, but must arrive no later than 10 calendar days before the date the board convenes. **(T-0)** Address letters to the board president, calendar year (insert appropriate year and grade) Board (e.g., board president, CY20 Brig Gen Board). See [paragraph 2.10](#) for other administrative guidance. AF/A1LO or AF/A1LG will advise the officer when a letter does not comply with guidance. **(T-1)** The officer may then submit changes or a new letter. The letter(s) or changes arriving later than 10 calendar days before the date the board convenes will be returned or destroyed. **(T-0)** The letter should be brief. Communications sent to the board will be filed in the OSR and will be considered by the selection board. **(T-0)**

Immediately after completion of the selection board, the letter will be removed from the OSR and placed in the Master Personnel Record Group for historical, legal, and appeal purposes only. **(T-1)** Access is limited to only those who have a need to know. **(T-0)**

10.4.6. All other communications, other than as expressly provided for (as they relate to particular officers) in this instruction, are prohibited. **(T-0)** Access to boardrooms and administrative material associated with the process will be limited to board members, board recorders, and administrative support personnel. **(T-1)**

10.4.7. Board members, in their deliberations, may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent such matters are not precluded by law, DoDI 1320.14, or this instruction. Board members will not discuss or disclose the opinion of anyone not a member of the board concerning an officer being considered—unless the opinion is contained in material authorized to be placed before the board, in accordance with the provisions of this instruction. **(T-0)**

10.5. Senior Officer Unfavorable Information Files. For the purposes of this instruction, unfavorable information on a brigadier general, not otherwise contained in an OSR, consists of documentation filed in a SOUIF, prepared by Secretary of the Air Force, Office of the Inspector General, Senior Official Inquiries (SAF/IGS), and approved by SAF/GC, under the provisions of AFI 90-301, *Inspector General Complaints Resolution*.

10.5.1. The SOUIF may include the following:

10.5.1.1. An executive summary of substantiated or partially substantiated allegations of misconduct, and/or documents describing behaviors, which reflect adversely on an officer's conduct, integrity, or judgement.

10.5.1.2. Documentation of command or supervisory action including Uniform Code of Military Justice action, administrative reprimand, admonishment, or counseling.

10.5.1.3. The officer's comment or response to the executive summary(ies) and/or documentation.

10.5.2. If an officer is recommended for promotion by the board, SecAF, based on the significance of the unfavorable information, or information received after a board has convened, may:

10.5.2.1. Initiate action to remove the officer's name from the promotion list;

10.5.2.2. Initiate action to remove the officer's name from the report of the board consistent with the requirement of 10 USC § 618, DoDI 1320.14, and this instruction; or, **(T-0)**

10.5.2.3. Support the nomination; however, a summary of the unfavorable information or information received after the board (Adverse Information Summary or Reportable Information Summary) and the report of investigation with all exhibits will be required to accompany the nomination to the Senate. **(T-0)** The summary will include actions taken by the USAF regarding the unfavorable information or information received after the board, as well as the specific reasons why the USAF is supporting the nomination. **(T-0)** The Office of the Secretary of Defense (OSD) will forward this information to the President and Senate Armed Services Committee in accordance with the nomination and confirmation process. Refer to DoDI 1320.04, for specific information and documentation required by OSD. **(T-0)**

10.5.2.4. If adverse information was not available for review by the promotion selection board selecting the officer for promotion to a general officer grade, a SSRB must review the adverse information and make a recommendation to SecAF regarding whether the promotion recommendation should be sustained. (T-0) See **Chapter 8** of this instruction.

10.6. Board Recorders and Board Administration.

10.6.1. Board recorders and administrative support personnel will be appointed by the SecAF for all boards. (T-0) Such appointments will be in writing. (T-1) At least one board recorder will be present during all board deliberations. (T-0) Any board recorder or administrator who believes that they cannot, in good conscience, perform board duties without prejudice or partiality has a duty to request relief from such duty from the SecAF. (T-0) These requests will be honored. (T-0) Additional board recorder responsibilities are specified in DoDI 1320.14, and this instruction.

10.6.2. AF/A1 provides trained board recorders for all general officer boards in accordance with DoDI 1320.14. (T-0)

10.7. Report of Board Proceedings. A report of proceedings will be prepared by the board recorder(s) and signed by each board member. (T-0) The board report will contain a list of those officers the board recommends for promotion, and will contain, at a minimum, the required certification statements contained in DoDI 1320.14, Section 3, Figure 1, and continued in the MOI.

10.7.1. No increase in the maximum number of officers the board may recommend may be made after the selection board convenes without the written approval from USD (P&R).

10.7.2. Before the board report is signed by each board member and board recorder, the recommendations and proceedings may be disclosed only to the board members, board recorders and administrative support personnel designated in writing by SecAF. (T-0) After the board report is signed, and before public release, board recommendations may be disclosed to the extent necessary to process the board report and subsequent related actions. (T-0)

10.8. Action on Reports of Selection Boards. Final board report is reviewed and acted upon, as required, by the SecAF. Upon approval, board results are forwarded to the SecDef in accordance with the requirements of DoDI 1320.04 and DoDI 1320.14. (T-0)

10.8.1. Following approval of the promotion selection board report by the SecDef, AFPC/PB, AF/A1LO and AF/A1LG, as applicable, will destroy all score rosters and internal working papers associated with the board not a part of the official board record. (T-0)

10.8.2. AF/A1LG will follow procedures and policies outlined in DoDI 1320.04, CJCSI 1331.01E, *Manpower and Personnel Actions Involving General and Flag Officers*, and CJCSI 1330.05B, *Joint Officer Management Program Procedures*, to prepare post-board documentation and necessary actions for promotion selection boards, SSBs and SSRBs. (T-0) If the Secretary returns a report to a selection board, Secretarial instructions will not include information regarding particular officers. (T-0)

10.9. Disclosure of Board Proceedings and Recommendations. Only recommendations of the board may be released. Board proceedings, including specific information on how the board scored each record, will not be disclosed to any individual not a member of the board. Information on the number of officers considered and selected, board organizations, the general procedures followed by the board, the number of board members, and their names, grades, and service

components may be disclosed after Senate confirmation of everyone nominated and approved from the original board report. **(T-0)**

10.10. Announcing Board Results. Promotion nominees may be released to the public after Presidential nomination. AF/A1LG will notify each nominee's MAJCOM/FLDCOM commander (or equivalent) upon Presidential nomination to Congress and again upon confirmation by the Senate. **(T-0)**

Chapter 11

THE AIR FORCE BRIGADIER GENERAL AND MAJOR GENERAL PROGRAM PROCEDURES FOR CONDUCTING BOARDS

11.1. Internal Board Structure.

11.1.1. Upon appointment, the board president, board members, recorders and administrative support staff will read and become familiar with all of this instruction and DoDI 1320.14 (provided by AFPC/PB). **(T-1)** Before convening the board, AFPC/PB will also provide a copy of the SecAF MOI to each board member, board recorder, and administrative assistant and make available applicable laws. **(T-1)** The board recorder will administer the oaths specified in 10 USC § 613, *Oath of members of selection boards*, and this instruction. **(T-0)**

11.1.1.1. The SecAF will appoint a member of the selection board as the board president and prescribe their duties. **(T-0)** The board president has no authority to constrain the board from recommending those fully qualified officers the majority of the board finds best qualified to meet the needs of the USAF as specified by SecAF. Further, the board president will not:

11.1.1.1.1. Direct a particular officer be selected or not selected by the board. **(T-0)**

11.1.1.1.2. Attempt to coerce, or by any other unauthorized means, influence any action of a board (or any member of a selection board) in the formulation of the board's recommendations. **(T-0)**

11.1.1.1.3. Censure, reprimand, or admonish the board (or any member of the board) regarding the recommendations of the board (or the exercise of any function within the discretion of the board). **(T-0)**

11.1.1.1.4. The board presidents of the major general and brigadier general selection boards will be serving in the grade of general. **(T-1)** The board president is a non-voting and non-scoring member of the selection board. **(T-1)**

11.1.1.2. The board president oversees the conduct of the board, including management of split scores, the gray zone, and rescoring. **(T-1)** The board president will read the main portion of the SecAF MOI verbatim to board members, board recorders, and the administrative staff, and moderates all discussion, keeping the board focused on SecAF guidance and adhering to all legal and regulatory requirements. **(T-0)** The addenda and attachments to the MOI will be read individually by each board member. **(T-1)**

11.1.2. AF/A1 will furnish the board the names and records of the officers eligible for consideration and provide trained board recorders to the board. **(T-0)**

11.1.3. LAF officers may score records of any competitive category. LAF - Judge Advocates will only score LAF - Judge Advocate records and Chaplains will only score Chaplain records. **(T-1)**

11.1.4. Health Professions officers remain in their individual competitive categories until becoming eligible for promotion to major general. **(T-1)** At that time, Health Professions officers compete for promotion together to major general. Health Professions officers may only score records within the Health Professions competitive categories.

11.1.5. While the board is in session, the board works directly for the SecAF under the supervision of the board president. **(T-1)**

11.1.6. Selection boards will be comprised of a minimum of five ADL officers in addition to the board president. **(T-0)** Each officer must be serving in a grade higher than the officers under consideration. **(T-0)** Otherwise, board composition is in accordance with 10 USC § 612 and DoDI 1320.14, except as SecAF determines appropriate regarding the absence of LAF-Judge Advocate or Chaplain representation (e.g., because of availability considerations). **(T-1)**

11.1.7. Selection boards will ordinarily include at least one officer from each competitive category being considered by the board. **(T-1)** A selection board need not include an officer from a competitive category when there is no eligible officer of that competitive category on the ADL in a grade higher than the grade of the officers to be considered.

11.1.8. No officer may be a member of two successive boards for the consideration of officers of the same competitive category and grade. **(T-0)**

11.1.9. Selection boards considering officers who have served (or who are serving) on the joint staff or who are Joint Qualified Officers will include at least one officer who is a Joint Qualified Officer. **(T-0)** The CJCS will designate an officer (or officers) in writing. **(T-0)**

11.2. Secretarial Guidance Concerning Promotions. In accordance with 10 USC § 615, SecAF will provide the board with guidance and information on the requirement to promote a minimum or maximum number of officers having particular skills. **(T-0)** Based on the needs of the Air Force, SecAF may designate skills as semi-specialists in the MOI to particular promotion selection boards.

11.3. Scoring Procedures.

11.3.1. Major General Selection Boards:

11.3.1.1. Initial Review. An initial review without scoring is used to familiarize board members with the records and the overall quality of the eligible officers. **(T-1)** If an eligible officer has a SOUIF, it will be included in the OSR prior to the initial review. **(T-1)** The board president and each scoring member will review each record. **(T-1)** For non-line boards where 10 or fewer records will be considered, initial review is not required. **(T-1)** In this instance, all eligibles will be included on one ballot. **(T-1)** When the Deputy Judge Advocate General (DJAG) board is convened in conjunction with, and immediately following The Judge Advocate General board, and is comprised of the same board members, initial review is not required for the DJAG board. **(T-1)** In this instance, SOUIFs placed in selection folders for The Judge Advocate General board will remain in the selection folder for the DJAG board. **(T-0)** If SecAF directs required skillset selection requirements, commonly referred to as “floors,” then the exceptionally well qualified process described in [paragraph 11.3.2.1](#) will be used for the initial review instead of this paragraph.

11.3.1.2. Scoring for the Record. After initial review, each scoring member will score each record on a best qualified basis using the 6 to 10 point scoring scale described in [Table 11.1](#) below. **(T-1)**

11.3.1.3. Scoring Scale. Use the following scoring scale when making the final promotion determination in the major general selection board.

Table 11.1. Major General Scoring Scale.

Score	Evaluation
10	Definitely a major general now
9 - 9.5	Probably a major general now
8 - 8.5	Maybe a major general now
7 - 7.5	Probably not a major general now
6 - 6.5	Definitely not a major general now

11.3.2. Brigadier General Selection Boards:

11.3.2.1. Initial Review.

11.3.2.1.1. All board members will review every record in each competitive category. **(T-1)** During this review, board members will vote on each officer's record using a yes/no voting to determine whether the officer is exceptionally well qualified for promotion. **(T-1)** If at least half of the board members vote "yes," further consider the officer's record for promotion using the scoring scale in **Table 11.2 (T-1)** When the board has finished the initial review, the board recorder(s) will compile a list of those officers determined to be exceptionally well-qualified for promotion and conduct an objective quality review per **paragraph 11.3.2.1.4. (T-1)** The board members will certify, by signing the Exceptionally Well Qualified Board Report, they have reviewed the records and determined the officers appearing on it are fully qualified and exceptionally well-qualified for promotion to brigadier general. **(T-1)**

11.3.2.1.2. The board president may return records for rescoring during the exceptionally well-qualified process if the board president determines the board may not have followed guidance outlined in the SecAF MOI. **(T-1)**

11.3.2.1.3. LAF officers must be designated as a Joint Qualified Officer prior to the convening date of the board or be eligible for a scientific and technical waiver to be found exceptionally well-qualified and fully qualified for promotion to the grade of brigadier general. **(T-1)**

11.3.2.1.4. After initial review, the board recorder(s) will conduct an objective quality review to identify and return to the board members for rescoring, all selection records voted exceptionally well qualified with adverse information. The board president will be briefed on the results. Board members will be advised of the reason the record is being returned for rescore but will also be advised that there is no intention to drive any particular result. A simple validation of their original score may be an appropriate result. For all records returned for rescoring, the second score will be the score used without any "split" discussion."

11.3.2.2. Scoring Scale. Use the following scoring scale when making the final promotion determination in the brigadier general selection board:

Table 11.2. Brigadier General Scoring Scale.

Score	Evaluation
10	Definitely a brigadier general now
9 - 9.5	Probably a brigadier general now

8 - 8.5	Maybe a brigadier general now
7 - 7.5	Probably not a brigadier general now
6 - 6.5	Definitely not a brigadier general now

11.3.3. Major General and Brigadier General Selection Boards.

11.3.3.1. Secret Ballot. Board members will score records by secret ballot. **(T-1)** Board member discussions during deliberations are limited to what is allowed in accordance with DoDI 1320.14. **(T-0)**

11.3.3.2. "Split" Scores.

11.3.3.2.1. 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 2 or more points between any two board members (e.g., 6 and 8, or 8 and 10). When using a "yes" or "no" scoring system for promotion decision, a "split" occurs when the vote is not unanimous.

11.3.3.2.2. The board will resolve all records with "split" scores. At the completion of scoring, the administrative staff will produce a preliminary order of merit listing and review the scores to determine if any significant differences exist between the scores on a record. **(T-1)**

11.3.3.2.3. All board members may discuss the record, but only those involved in the "split" may change their scores to resolve the "split." Board member discussion is constrained as explained in DoDI 1320.14. **(T-0)**

11.3.3.2.4. New Documents. If new information (e.g., decoration citation, evaluations, updated OSB) concerning individual records is acquired during board scoring, the affected records will be brought back to the board for rescoring. **(T-1)** Splits from this process will be resolved. **(T-1)**

11.3.3.3. Establishing the Final "Cut Line."

11.3.3.3.1. Following resolution of "split" scores, the Board Recorder(s) will deliver to the board an order of merit list based on the total of the individual scores given by each scoring board member. **(T-1)** The board recorder(s) will indicate on the list those officers at and above the score where the Secretary's numerical promotion guidance would occur. **(T-1)**

11.3.3.3.2. To ensure SecAF guidance has been appropriately considered, the board president will conduct a board president quality review and determine if rescore of any record is necessary to consider SecAF guidance and established statutory and policy promotion objective requirements for Acquisition, Joint, and OSD. **(T-1)** The board president will also have the board members review the MOI again. After discussion, the board may determine by majority vote if rescore of any record is necessary to give full consideration to the Secretarial guidance. Following all necessary rescoring, the board recorder(s) establish(es) a preliminary "cut line" based on SecAF's numerical guidance and proceeds to "gray zone" resolution, as necessary. **(T-1)**

11.3.3.3.3. If the preliminary "cut line" falls between two or more officers with the same score (called the "gray zone"), the board will rescore the records of all officers in the "gray zone" until the "cut line" falls between officers having different scores. **(T-1)**

11.3.3.4. The recorder establishes a final "cut line" after the board resolves the "gray zone." **(T-1)** The board recommends officers above the "cut line" to SecAF for promotion. **(T-1)** The board authenticates this list of officers for the record, which becomes part of the final board report. **(T-0)**

11.3.3.5. Skillset Requirements Procedures. Requirements displacement. Skillset selection requirements, commonly referred to as "floors," directed in the SecAF's MOI will be satisfied after resolving all gray scoring using the following procedures:

11.3.3.5.1. Identify, in order of merit standing, records in, and above the zone which hold the skillset specified for a selection requirement and are above the cut line. If the number of records meets or exceeds a skillset's selection requirement, the selection requirement is satisfied. If the selection requirement is not satisfied, proceed to [paragraph 11.3.3.5.2](#).

11.3.3.5.2. Displace records on the tentative selection list which do not satisfy a skillset selection requirement on a one-for-one basis in reverse standing order until requirements are satisfied, or no records remain in that skillset. Records meeting the requirements on the tentative non-selection list would be selected and displace the other records. As necessary, break ties to achieve the skillset selection requirement.

11.3.3.6. If any scoring board member believes the record of any eligible officer is of a quality which should require the officer to "show cause" for further retention on active duty, in accordance with DAFI 36-3211, they will indicate so on their voting or scoring ballot. **(T-1)** After scoring is complete, records receiving at least one "show cause" vote are returned to the board for discussion. **(T-1)** If a majority of the scoring board members believe an officer should "show cause," identify the officer(s) to SecAF in the board report. **(T-0)**

11.3.3.7. Fully Qualified Select Lists. For brigadier general boards and major general boards with skillset selection requirements, the Exceptionally Well-Qualified Board Report will certify that those officers identified by the board are exceptionally well qualified for promotion are also fully qualified for promotion. **(T-0)** For major general boards without skillset selection requirements, the procedures in [paragraph 2.33](#) will be used to fully qualify the list. **(T-0)**

11.3.3.8. Letter Writer Nonselect Determination. To comply with 10 USC § 617, the records of all officers who were considered and not recommended for promotion and wrote a letter to the board will be returned to the board. **(T-1)** The board will vote by secret ballot to determine the names of any officers who directly caused their nonselection through written communication to the board. **(T-1)** This will include the records not deemed exceptionally well-qualified during the initial screening for the brigadier general selection board. **(T-1)** In all cases, the board shall otherwise include in its final report the names of any officer who directly cause their own nonselection through written communication to the board. **(T-0)**

11.4. SSBs.

11.4.1. When directed by the AFBCMR or federal court, SSBs will convene under the authority of 10 USC § 628 for the purposes of considering those officers whose record:

11.4.1.1. Should have met a central selection board but did not, due to administrative oversight, or **(T-0)**

11.4.1.2. Met a central selection board, were not selected, and the board:

11.4.1.2.1. Acted contrary to law. **(T-0)**

11.4.1.2.2. Involved material error of fact. **(T-0)**

11.4.1.2.3. Involved material administrative error, or **(T-0)**

11.4.1.2.4. Did not have before it for consideration pertinent material information. **(T-0)**

11.4.2. Do not provide quotas for SSBs. Since benchmark records are not identified from the central brigadier general board exceptionally well-qualified or initial review phase, an SSB to brigadier general will assume the member is exceptionally well-qualified for promotion. **(T-1)**

11.4.3. Normally, SSBs will convene in conjunction with central general officer selection boards. **(T-1)** Appoint SSB members in accordance with the law and this instruction. **(T-0)**

11.4.4. SSB members make selections by comparing the member's record with the benchmark records from the lowest score category of selectees and the highest score category of nonselectees from the original board. **(T-1)**

11.4.5. Administrative support personnel construct the member's record as it would have appeared at the time the central board met. **(T-0)** Specifically:

11.4.5.1. Documents or references to events occurring after the original board are removed from the record. **(T-0)**

11.4.5.2. The condition, if any, in the member's record that caused the SSB to convene is corrected. **(T-0)**

11.4.6. The member may write a letter to the board, and if so, the letter (undated) is included in the record. **(T-0)** See [paragraph 2.10](#) for guidance on writing letters to the board.

11.4.7. To preserve board member objectivity, the member, benchmark select, and benchmark nonselect records are not identified to the board before scoring. **(T-1)**

11.4.8. The board scores all benchmark records and the considerer's record using the appropriate 6-10 point scoring scale above, resolving all "splits," if any. **(T-1)**

11.4.9. After the scoring and "split" resolution is complete, the recorder(s) will identify to the board president the member, benchmark selects, and benchmark nonselects and the scores each received from the SSB. **(T-1)**

11.4.10. For the member to be selected, they must:

11.4.10.1. Score higher than every benchmark nonselect. **(T-1)**

11.4.10.2. Score the same (equal to) or greater than at least one benchmark select. **(T-1)**

11.4.11. The board president will advise the board of the scoring results. **(T-1)** A separate board report is written for each SSB. **(T-0)**

11.5. Post-Board Administration.

11.5.1. Board recommendations are privileged information. At the conclusion of the board, board recorders provide board members a post-board administrative outbrief to thank the board members for their participation and to remind them of the prohibited communications regarding the board (reference paragraph **11.5.4** and **11.5.7**). **(T-1)**

11.5.2. Before general officer promotion selection boards adjourn, the board president, board members, board recorders and administrative staff will sign and submit a written board report to SecAF. **(T-0)**

11.5.3. The board report will contain a list of those officers the board recommends for promotion; those selected to "show cause" for retention (if applicable); those identified as directly causing nonselection through written communication to the board (if applicable); and, at a minimum, the required certification statements contained in DoDI 1320.14. **(T-0)**

11.5.4. Prior to the signing of the board report by the board members, the recommendations of the board will not be disclosed to anyone other than the board president, board members, board recorders, and those administrative personnel necessary to prepare the board report. **(T-0)** The results may not be disclosed following signing of the board report, except in accordance with procedures in law, DoDI 1320.14, and this instruction. **(T-0)**

11.5.5. After the board adjourns, the recorder and administrative staff will collect all score rosters and internal working papers. **(T-0)** Board members will not maintain any documents or remove any documents from the boardroom. **(T-0)**

11.5.6. Following approval of the promotion selection board report by the SecDef, AFPC/PB and AF/A1LO or AF/A1LG, as applicable, will destroy all score rosters and internal working papers associated with the board not a part of the official board record. **(T-0)**

11.5.7. AFPC/PB releases only the recommendations of the board. **(T-0)** They do not disclose board proceedings, including specific information on how the board scored each record, to any individual not a member of the board. Information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members, and their names, grades, and service components may be disclosed after everyone selected for promotion by the board has been confirmed by the Senate or removed from the promotion list.

11.5.8. After the promotion selections are complete and board reports signed, the selection board secretariat will prepare, for review by SecAF and the CSAF, a statistical report of selection rates for officers voted exceptionally well-qualified (brigadier general) and rates for final scoring by race, ethnicity, sex, special skill requirements, and promotion objectives. **(T-1)**

11.5.9. Procedural anomalies occurring during a board that may require variation from established procedures require resolution by the board president. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine SecAF-level decision is required. The board president will advise the SecAF of any significant procedural anomalies during their outbrief of the board. **(T-1)** These

responsibilities of the board president do not limit in any way the right of a board member, recorder, or board staff to communicate with the SecAF as provided by other authority.

11.5.10. Lists will be made of all officers (1) whose records, after resolution of "splits", scored at or above the score at which the numerical promotion quota cut line tentatively falls, and (2) whose records are in the "gray zone" after completion of all rescoring. **(T-1)** These lists will not reflect specific scores or ranking within each category. **(T-1)** These lists will be filed with the formal record of the board, but not be made a part of that record. **(T-1)** They will be marked "Controlled Unclassified Information." **(T-1)** These records need not be released under Freedom of Information Act or the Privacy Act but may become subject to discovery in litigation. **(T-0)**

11.5.11. Benchmark Records. Before destroying score rosters, the board recorders or administrative staff identify the five records (if applicable) scoring immediately above and five scored immediately below the final cut-line (including alternates when available) and archive them exactly as they appeared to the board. **(T-1)** If none of these benchmarks contain adverse information, the selection board secretariat will also identify a benchmark record from the next lowest scored select and the next highest scored nonselect, if any, with adverse information. For boards with skillset requirements, the selection board secretariat will also benchmark the bottom select from each semi-specialty (below the cut-line); and five records plus three alternate records from the score category immediately below the lowest semi-specialty select. These records will become an official part of the board record and will be used for SSB and SSRB proceedings. **(T-1)**

11.6. Report to the SecAF. Following adjournment of the board, the board president provides feedback to the SecAF on how the board complied with the SecAF instructions (e.g., joint experience, acquisition experience, etc.), and policy related recommendations, as necessary. **(T-1)**

Chapter 12

GENERAL OFFICER PROMOTION PROPRIETY ACTIONS (PPA)

12.1. General Information. Superior commanders at all levels must ensure only the best qualified officers are promoted to general officer. **(T-1)** If a commander believes the preponderance of the evidence shows an officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, it is in the best interest of the USAF that immediate action be taken. Commanders should consult AF/A1LG prior to initiation to ensure they are aware of any other open issues that could be taken into consideration. All cases will process through command channels, to AF/A1LG prior to action by SecAF. **(T-1)**

12.2. Vacatinga Promotion. In accordance with 10 USC § 625, *Authority to vacate promotions to grades of brigadier general and rear admiral (lower half)*, officers promoted to the grade of brigadier general serve an 18-month probationary period during which time the President of the United States may vacate their promotion at any time. **(T-0)**

12.2.1. An immediate (or higher level) commander must initiate vacations of promotion. **(T-1)** Notification may be orally or in writing but must be made before the 18-month promotion anniversary date. **(T-1)** Oral notifications must be followed by written notification as soon thereafter as practicable. **(T-1)** Action by the President must be completed before the 18-month promotion anniversary date. **(T-0)**

12.2.2. The officer must be provided the evidence supporting the reason or reasons for the recommendation and be given a reasonable time to respond in writing (normally 15 working days). **(T-1)** If upheld, the officer will immediately assume the grade of colonel, with the same DOR the officer held prior to selection for brigadier general. **(T-0)**

12.3. Delaying Promotions. In accordance with 10 USC § 624, promotions can be delayed on any officer who has been confirmed by the Senate when the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or when there is cause to believe the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. Promotions can also be delayed if: (1) sworn charges against an officer have been received by an officer exercising general courts-martial jurisdiction over the officer and such charges have not been disposed of; (2) an investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer; (3) a board of officers has been convened under 10 USC Chapter 60 to review the record of an officer; (4) a criminal proceeding in a Federal or State court is pending against an officer; (5) substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the SecDef or SecAF; or (6) SecAF determines, with respect to an officer, that a SSRB should be convened.

12.3.1. An immediate (or higher level) commander must initiate recommendations for delay. **(T-1)** The commander recommending delay will notify the officer, in writing, of the reasons for the delay and will give the officer a reasonable amount of time to provide written comments. **(T-0)** The notification should be given before the effective date of promotion. If the individual recommending delay cannot give initial notice in writing, they may give it orally, but must follow by written notice as soon thereafter as practicable. **(T-1)**

12.3.2. For officers who are confirmed and have an established promotion effective date, SecAF is the approval authority for initial delays up to six months. Requests for extensions more than six months must be processed to arrive in sufficient time for SecAF to act on the extension before the expiration date of the existing delay. **(T-1)** An officer's appointment should not be delayed more than 90 days after final action has been taken in any criminal case against such officer in a Federal or State court, more than 90 days after final action has been taken in any court-martial case against such officer (if the officer is otherwise qualified for promotion), or more than 18 months after the date on which such officer would otherwise have been appointed, whichever is later (unless further processing for confirmation by the Senate is required). When the basis for a delay ceases to exist, prompt action should be initiated to terminate it. SecAF is the approval authority for termination of delays. **(T-0)**

12.3.3. Where it is determined the officer was not qualified for promotion for any part of the delay, the SecAF may adjust the officer's DOR, pay and allowances, and position on the ADL.

12.3.4. In accordance with 10 USC § 624(d)(1), if no disciplinary action is taken against the officer, if the charges against the officer are withdrawn or dismissed, if the officer is not separated as the result of having been required to show cause for retention, if the officer is acquitted of the charges, or if, after a review of substantiated adverse information about the officer regarding the requirement for exemplary conduct per 10 USC § 9233, the officer is determined to be among the officers best qualified for promotion, then unless action to delay the appointment has also been taken under 10 USC § 624(d)(2), the officer shall be retained on the promotion list. **(T-0)** Upon promotion to the next higher grade, the officer shall have the same DOR, the same effective date for pay and allowances of the grade to which promoted, and the same position on the ADL as the officer would have had if no delay had intervened, unless SecAF determines that the officer was unqualified for promotion for any part of the delay. **(T-0)** If the SecAF makes such a determination, SecAF may adjust such DOR, effective date of pay and allowance, and position on the ADL as SecAF considers appropriate under the circumstances.

12.3.5. For delays under 10 USC § 624(d)(2), if SecAF later determines the officer is qualified for promotion to the higher grade and, after a review of adverse information regarding the requirement for exemplary conduct in 10 USC § 9233, the officer is determined to be among the officers best qualified for promotion to the higher grade, the officer shall be retained on the promotion list. **(T-0)** Upon promotion to the next higher grade, the officer shall have the same DOR, the same effective date for pay and allowances of the grade to which promoted, and the same position on the ADL as the officer would have had if no delay had intervened, unless SecAF determines the officer was unqualified for promotion for any part of the delay. **(T-0)** If the SecAF makes such a determination, SecAF may adjust such DOR, effective date of pay and allowance, and position on the ADL as SecAF considers appropriate under the circumstances.

12.3.6. If AF/A1LG is notified an officer whose nomination is pending with OSD, the White House, or the Senate has pending alleged adverse information, reportable information, or an investigation not previously reported, the AF/A1LG Director or Associate Director (on behalf of SecAF) will informally notify OSD as soon as possible, but within five duty days of notification. **(T-0)** AF/A1LG will immediately prepare a memorandum for SecAF (or delegated authority) to formally notify USD (P&R) to withhold or split the officer from the

promotion list within five duty days regarding the delay action taken on the recommended officer. **(T-0)**

12.4. Removal From a Promotion List. In accordance with 10 USC § 629(a), (b), (c), or (d), officers will be removed from a promotion list when conditions are met or when the preponderance of the evidence shows they are not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. **(T-0)**

12.4.1. An immediate or higher level commander, or higher authority, will initiate a recommendation for removal. **(T-1)** The individual recommending removal will notify the officer, in writing, and give the officer an opportunity to review the evidence and to provide written comments. **(T-1)** If the individual recommending removal cannot give initial notice in writing, they may give it orally, but must follow by written notice as soon as practicable. **(T-1)** The individual recommending removal must notify the officer before the effective date of promotion, unless a delay is in effect--then the notification must be made before the expiration of the delay. **(T-1)**

12.4.2. Once a removal action is initiated, a promotion is effectively delayed until the President takes action or action is taken to terminate the removal. The SecAF is the approval authority for termination of removal actions.

12.4.3. Administrative Removal. If an officer on the ADL is discharged or dropped from the rolls or transferred to a retired status after having been recommended for promotion to a higher grade in accordance with 10 USC, Chapter 36, but before being promoted, the officer's name shall be administratively removed from the list of officers recommended for promotion by the office with primary responsibility for maintaining the applicable promotion list. **(T-0)** A memorandum for record documenting the removal with supporting documentation will be maintained with the original board file and the officer notified appropriately. **(T-1)**

12.4.4. At the end of an officer's promotion eligibility period, an officer whose appointment requires the advice and consent of the Senate will be administratively removed from a promotion list by the office with primary responsibility for maintaining the applicable promotion list pursuant to 10 USC § 629(c) if the Senate has not given its advice and consent. **(T-0)** This provision is in effect for board reports approved after January 1, 2007. **(T-0)**

12.5. Removal From a Report of a Selection.

12.5.1. The name of an officer may be removed from the report of a selection only by the President.

12.5.2. In all cases where SecAF makes a recommendation to remove an officer's name from a report of a board, the information used to make the recommendation will be referred to the officer concerned for comment. **(T-0)** The officer will be afforded a reasonable opportunity to submit comments before the recommendation is forwarded to the SecDef. **(T-0)**

12.6. Processing Procedures. (Also see [Chapter 5](#)). Upon advising the officer of a PPA, send AF/A1LG a copy of the written notification, to include officer's name, SSN, type of action, name/grade/unit of commander initiating action, and date officer notified. **(T-1)** Officer acknowledges receipt of notification (with comments if desired) and returns it to the initiating commander. **(T-1)** The commander obtains Staff Judge Advocate legal review and forwards to officer's parent MAJCOM/FLDCOM (through intermediate commander as appropriate). **(T-1)**

The MAJCOM/FLDCOM commander reviews correspondence and obtains MAJCOM/FLDCOM Staff Judge Advocate review for legal sufficiency.

12.6.1. If the requested action is determined to be inappropriate, the MAJCOM/FLDCOM commander can disapprove and return all correspondence to the initiating commander, request the initiating commander notify the officer in writing, and advise AF/A1LG in writing of the decision and date the action ended.

12.6.2. If the MAJCOM/FLDCOM commander approves the action, they send the original case to AF/A1LG and requests the initiating commander notify the officer in writing that the action has been forwarded to the SecAF.

12.6.3. AF/A1LG processes and tracks package through SecAF, OSD, and to the President as appropriate. AF/A1LG notifies the MAJCOM/FLDCOM commander of final decision with a request that the officer be notified in writing (may be delegated to the initiating commander). The commander provides AF/A1LG a copy of the notification and the officer's acknowledgement. **(T-1)**

Chapter 13

SPECIAL GENERAL OFFICER PROMOTION ACTIONS

13.1. Frocking (Early Pin-On) for General Officers.

13.1.1. 10 USC §§ 777 and 777a, *Wearing of insignia of higher grade before appointment to a grade above major general or rear admiral (frocking): authority; restrictions* establish specific restrictions on officers wearing the insignia of a general or flag officer before promotion to that grade (termed "frocking").

13.1.2. In accordance with DoDI 1334.02, *Frocking of Commissioned Officers*, the SecDef has delegated the authority to authorize, approve and execute Congressional notification to frock general and flag officers to the USD (P&R).

13.1.3. Statutory Requirements.

13.1.3.1. Authority. An officer who has been selected for promotion to the next higher grade may be authorized to wear the insignia of the next higher grade only in accordance with 10 USC §§777, 777a and policy in DoDI 1334.02. **(T-0)**

13.1.3.2. Restrictions. An officer will not wear the insignia unless:

13.1.3.2.1. The Senate has confirmed the appointment of the officer to the next higher grade. **(T-0)**

13.1.3.2.2. The USD (P&R) has approved the officer to wear the insignia of that grade. **(T-0)**

13.1.3.2.3. The USD (P&R) has submitted to Congress a written notification of the intent to authorize the officer to wear the insignia for that grade. **(T-0)**

13.1.3.2.4. **(Brigadier General or Major General)** The officer is serving in, or has received orders to serve in, a position for which that grade is authorized. **(T-0)**

13.1.3.2.5. **(Lieutenant General or General)** The officer has received orders to serve in a position outside the Military Department of that officer for which that grade is authorized. **(T-0)** An officer may be authorized to wear the insignia for the higher grade for a period of up to 14 days before assuming the duties of a position outside the officer's Military Department where the higher grade is authorized.

13.1.3.3. Limitations on the number of officers frocked. The total number of USAF brigadier general selects through general on the ADL authorized to be frocked to the grade of brigadier general through general shall not exceed the allocations prescribed in DoDI 1334.02 at any one time. **(T-0)**

13.1.3.4. The following criteria are established as prerequisites for frocking general officers:

13.1.3.4.1. Must meet the requirements in 10 USC § 777 or § 777a. **(T-0)**

13.1.3.4.2. **(Brigadier General or Major General)** . Must be serving in, or have received orders to serve in, a position for which that grade is authorized. **(T-0)**

13.1.3.4.3. **(Lieutenant General or General)** . Must have orders to serve in a position outside the Military Department of that officer for which that grade is authorized. **(T-0)**

13.1.3.4.4. Frocking must be essential to the officer's maximum effectiveness in the assigned billet. **(T-0)** Appropriate situations are:

13.1.3.4.4.1. Assignment to duties in the international environment;

13.1.3.4.4.2. Assignment to joint duties;

13.1.3.4.4.3. Assignment to command;

13.1.3.4.4.4. Other unusual circumstances, as determined by SecAF.

13.1.4. An officer authorized to wear the insignia of the next higher grade will not be paid at the higher rate of pay or assume any legal authority associated with that grade. **(T-0)** Additionally, the time an officer wears the insignia of the next higher grade will not count as seniority in that grade or time in service in that grade. **(T-0)**

13.1.5. Where specific numeric limitations on frocking are not provided, frocking shall be limited and follow the same standards as provided in statute and in DoD policy. **(T-0)**

13.2. Declining a Promotion. A general officer select may decline a promotion, in writing, no later than 2359 hours on the day prior to the effective date of promotion. Notification will be made directly to AF/A1LG. **(T-1) Exception:** Officers selected for a retroactive promotion by an SSB, AFBCMR action, or because of an administrative error may decline promotion no later than 2359 hours on the day following notification of selection.

13.2.1. Officers declining a promotion must sign two copies of a Declination of Promotion Statement. **(T-1)** Contact AF/A1LG to obtain declination statement and further guidance. **(T-1)**

13.2.2. Officers who submit a declination statement and later decide to accept a promotion may request withdrawal of the declination statement, provided they have remained continuously on the ADL.

13.2.3. An officer desiring to withdraw a previous declination statement will submit a letter to AF/A1LG prior to the promotion effective date. **(T-1)** If approved by SecAF and CSAF, the promotion will occur on the promotion effective date. **(T-1)** An officer may also request withdrawal of the declination if the promotion effective date has passed via letter to the AF/A1LG. If SecAF and CSAF approve the request, the officer will be promoted when headspace exists in the required general officer rank. **(T-1)** In either case, SecAF and CSAF may decline the request and initiate a PPA to remove the officer from the list.

13.3. Promotion Deviations From Sequence Number Order. Officers on a promotion list may have their nominations or confirmations held up for many reasons. If a situation arises where an officer is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officer. Once confirmation occurs, establish the officer's promotion effective date and date of rank according to the officer's original place on the promotion list.

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

Executive Order 12396, *Defense Officer Personnel Management*

5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

5 USC § 552a, *Records Maintained on Individuals (Privacy Act)*

10 USC Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List*

10 USC Chapter 38, *Joint Officer Management*

10 USC Chapter 43, *Rank and Command*

10 USC Chapter 60, *Separation of Regular Officers for Substandard Performance of Duty or for Certain Other Reasons*

10 USC Chapter 61, *Retirement or Separation for Physical Disability*

10 USC Chapter 77, *Posthumous Commissions and Warrants*

10 USC § 605, *Promotion to Certain Grades for Officer with Critical Skills: Colonel, Lieutenant Colonel, Major, Captain; Captain, Commander, Lieutenant Commander, Lieutenant*

10 USC § 611, *Convening of Selection Boards*

10 USC § 612, *Composition of Selection Boards*

10 USC § 613, *Oath of members of Selection Boards*

10 USC § 613a, *Nondisclosure of board proceedings*

10 USC § 614, *Notice of convening of Selection Boards*

10 USC § 615, *Information furnished to Selection Boards*

10 USC § 616, *Recommendations for Promotion by Selection Boards*

10 USC § 617, *Reports of Selection Boards*

10 USC § 618, *Action on Reports of Selection Boards*

10 USC § 619, *Eligibility for Consideration for Promotion: Time-in-Grade and Other Requirements*

10 USC § 619(e), *Authority to allow officers to opt out of selection board consideration*

10 USC § 621, *Competitive Categories for Promotion*

10 USC § 622, *Numbers to be Recommended for Promotion*

10 USC § 623, *Establishment of Promotion Zones*

10 USC § 624, *Promotions: How Made*

10 USC § 625, *Authority to Vacate Promotions to Grades of Brigadier General and Rear Admiral (Lower Half)*

10 USC § 628, *Special Selection Boards*

10 USC § 628a, *Special Selection Review Boards*

10 USC § 629, *Removal from a List of Officers Recommended for Promotion*

10 USC § 637, *Selection of Regular Officers for Continuation on Active Duty*

10 USC § 637a, *Continuation on Active Duty: Officers in Certain Military Specialties and Career Tracks*

10 USC § 638a, *Modification to Rules for Continuation on Active Duty; Enhanced Authority for Selective Early Retirement and Early Discharges*

10 USC § 641, *Applicability of Chapter*

10 USC § 662, *Promotion Policy Objectives for Joint Officers*

10 USC § 777, *Wearing of Insignia of Higher Grade Before Promotion (Frocking): Authority; Restrictions*

10 USC § 777a, *Wearing of Insignia of Higher Grade Before Appointment to a Grade Above Major General or Rear Admiral (Frocking): Authority; Restrictions*

10 USC § 806, *Art. 6. Judge Advocates and Legal Officers*

10 USC § 1251, *Age 62: Regular Commissioned Officers in Grades Below General and Flag Officer Grades: Exceptions*

10 USC § 1252, *Age 64: Permanent Professors at Academies*

10 USC § 1370, *Regular Commissioned Officers*

10 USC § 1521, *Posthumous Commissions*

10 USC § 1558, *Review of Actions of Selection Boards: Correction of Military Records by Special Boards; Judicial Review*

10 USC § 1563, *Consideration of Proposals From Members of Congress for Honorary Promotions: Procedures for Review and Promotion*

10 USC § 1563a, *Honorary Promotions on the Initiative of the Department of Defense*

10 USC § 9233, *Requirement of Exemplary Conduct*

10 USC § 14317, *Officers in Transition To and From the Active-Status List or Active-Duty List*

CJCSI 1330.05B, *Joint Officer Management Program Procedures*, 6 July 2020

CJCSI 1331.01E, *Manpower and Personnel Actions Involving General and Flag Officers*, 21 March 2022

DoDI 1300.19, *DoD Joint Officer Management (JOM) Program*, 3 April 2018

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

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 1320.13, *Commissioned Officer Promotion Reports*, 9 April 2021

DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*, 16 December 2020

DoDI 1334.02, *Frocking of Commissioned Officers*, 10 May 2022

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, 30 December 2015

Department of the Air Force Special Order GA-07-001, 17 September 2007

DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023

AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, 31 August 2018

DAFPD 36-25, *Military Promotions and Demotions*, 15 December 2022

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 4 August 2023

AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, 4 August 2023

DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 4 October 2022

DAFI 36-2608, *Military Personnel Records Systems*, 16 April 2021

DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022

DAFI 36-3203, *Service Retirements*, 29 January 2021

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFI 51-509, *Appointment to and Assumption of Command*, 28 December 2023

DAFI 90-301, *Inspector General Complaints Resolution*, 4 January 2024

DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

DAFMAN 36-2604, *Service Dates and Dates of Rank*, 7 October 2022

Prescribed Forms

DAF Form 4363, *Record of Promotion Propriety Action*

DAF Form 4364, *Record of Promotion Delay Resolution*

Adopted Forms

DD Form 149, *Application for Correction of Military Record*

DAF Form 78, *Department of the Air Force General Officer Promotion Recommendation*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 475, *Education/Training Report*

AF Form 707, *Officer Performance Report (Lt Thru Col)*

AF Form 709, *Promotion Recommendation*

AF Form 715, *Officer Performance Brief*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1359, *Report of Result of Trial*

AF Form 3070c, *Record of Non-Judicial Punishment Proceedings (Officer)*

Abbreviations and Acronyms

ADL—Active Duty List

ADSC—Active Duty Service Commitment

AF—Air Force

AFBCMR—Air Force Board for the Correction of Military Records

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFSC—Air Force Specialty Code

APZ—Above-the-Promotion Zone

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

BPZ—Below-the-Promotion Zone

CC—Commander

CGDOR—Current Grade Date of Rank

CJCS—Chairman of the Joint Chiefs of Staff

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CSAF—Chief of Staff of the Air Force

CY—Calendar Year

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction
DAFPM—Department of the Air Force Policy Memorandum
DE—Developmental Education
DepSecDef—Deputy Secretary of Defense
DJAG—Deputy Judge Advocate General’s Corps
DoD—Department of Defense
DoD SAFE—Department of Defense Secure Access File Exchange
DoDI—Department of Defense Instruction
DOPMA—Defense Officer Personnel Management Act
DOR—Date of Rank
DOS—Date of Separation
eOSR—Electronic Officer Selection Record
ERAB—Evaluation Reports Appeal Board
EWQ—Exceptionally Well Qualified
FLDCOM—Field Command
HQ USAF—Headquarters United States Air Force
IG—Inspector General
IPZ—In-the-Promotion Zone
LAF—Line of the Air Force
LOC—Letter of Counseling
LSF—Line of the Space Force
MAJCOM—Major Command
MilPDS—Military Personnel Data System
MOI—Memorandum of Instructions
MPF—Military Personnel Flight
NQP—Not Qualified for Promotion
OOM—Order of Merit
OPB—Officer Pre-selection Brief
OSB—Officer Selection Brief
OSD—Office of the Secretary of Defense
OSI—Office of Special Investigations
OSR—Officer Selection Record

PDS—Personnel Data System
PSDM—Personnel Services Delivery Memorandum
USD (P&R)—Under Secretary of Defense for Personnel and Readiness
PPA—Promotion Propriety Action
PRF—Promotion Recommendation Form
RASL—Reserve Active Status List
RegAF—Regular Air Force
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SF—Security Forces
SB—Special Board
SJA—Staff Judge Advocate
SSB—Special Selection Board
SSRB—Special Selection Review Board
SSN—Social Security Number
SOUIF—Senior Officer Unfavorable Information File
SURF—Single Uniform Retrieval Format
TR—Training Report
UIF—Unfavorable Information File
USAF—United States Air Force
USSF—United States Space Force
USC—United States Code
USD—Under Secretary of Defense

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1LG—Air Force General Officer Management
AF/A1LO—Air Force Colonel Management Office
AF/A1P—Air Force Directorate of Military Force Management Policy
AF/A1PP—Chief, Military Force Policy Division
AF/A1PPP—Air Force Promotions, Evaluations, and Recognition Policy Branch
AF/A1XD—Human Resources Data, Analytics, and Decision Support Division
AFPC/DP1ORM—AFPC, Military Records Section

AFPC/DPM—AFPC Directorate of Military Personnel Operations

AFPC/DPMSSR—AFPC, Military Retirements and Separations Section

AFPC/DPMSPP—AFPC, Air Force Officer Promotions Management

AFPC/PB—Selection Board Secretariat

SAF/IGQ—Inspector General Complaints Resolution Directorate

AF/JAJI—Investigations, Inquiries, and Relief Division of the Military Justice and Discipline Directorate

SAF/GC—Secretary of the Air Force, General Counsel of the Department of the Air Force

SAF/IGQ—Secretary of the Air Force, Office of the Inspector General, Complaints Resolution Directorate

SAF/IGS—Secretary of the Air Force, Office of the Inspector General, Senior Official Inquiries

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Personnel

SF/S1L—HQ Space Force, Senior Leader Management

SF/S1P—Space Force Management Policy

Terms

Above—the-Promotion Zone (APZ)—Officers who are eligible for promotion consideration to the next higher grade and who have previously been nonselected for promotion, and who are senior to the senior IPZ officer for their competitive category for that board. **Note:** There are no promotion zones to general officer grades.

Active Duty List (ADL)—All AF officers serving on Extended Active Duty other than those excluded by 10 USC § 641, *Applicability of chapter*. Carry officers on the ADL by competitive category and, within their competitive category, in the order of seniority of the grade in which they are serving. Carry officers in the same grade.

Adverse Information—A substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects unacceptable conduct, or a lack of integrity or judgment on the part of the individual. See [paragraph 2.11.2](#) for adverse information required to be seen by a board.

Air Force Promotion System—Computerized information system used to manage the officer promotion and force management boards.

Air Force Specialty Code (AFSC)—A combination of numbers and letters used to identify an Air Force Specialty.

Below-the-Promotion Zone (BPZ)—Officers eligible for promotion consideration but junior to officers eligible IPZ and APZ for their competitive category. BPZ promotions provide an opportunity for accelerated promotion of officers who are exceptionally well qualified as specified by 10 USC 616(b). Officers normally have at least two opportunities for consideration for

promotion to the next higher grade as BPZ officers. However, individual circumstances may result in fewer than two BPZ considerations. There is no BPZ consideration for promotion to the grades of first lieutenant, captain, or major. Deduct the BPZ selections from the I/APZ board quota.

Benchmark Records—Depending on the size of the competitive category, usually 10 OSRs representing the quality of 5 selected/5 nonselected officers surrounding the point at which the best-qualified quota was exhausted for a competitive category by a particular Central Selection Board.

Best—Qualified (Method of Selection)—Refers to the requirement that boards may only recommend for promotion those officers considered to be best qualified for promotion within each competitive category. The best-qualified method of selection is to align the officers in a relative order of merit listing according to board scores. The board may not recommend an officer for promotion as best qualified unless it also considers the officer to be fully qualified for promotion. **Note:** See definition of "fully qualified."

Career Development Briefs—Career development briefs are generated by functional community leaders, coordinated with each MAJCOM/FLDCOM, and approved by the SecAF on an annual basis. These briefs serve as reference material to educate mentors, hiring authorities, and promotion board members about various career fields. Briefs include typical career progression milestones, developmental guidance, and other unique considerations for officers within each core AFSC and/or functional community.

Central Selection Board—A board of officers convened under the authority of SecAF to consider Active Duty List officers for promotion to the grades of major through major General. For general officers, this is commonly referred to as Selection Board.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a "command." This designation is used in all Department of the Air Force organizations authorized to be led by a commander, except the US Air Force Academy, which is commanded by a superintendent, and school or academic organizations, which may be commanded by commandants.

Competitive Category (also referred to as Developmental Category)—A grouping of officers who compete among themselves for promotion. The SecAF establishes categories, as required, to manage the career development and promotion of certain groups of officers. In relation to the requirements of these officer categories, their specialized education, training, or experience, and often relatively narrow career field utilization, make separate career management desirable. (References 10 USC § 621, *Competitive categories for promotion*, and DoDI 1320.14)

Continuation—The retention of officers on the ADL or RASL, subject to involuntary separation or retirement, as dictated by the needs of the Air Force.

Continuation Boards—Convening of continuation boards is based solely on the needs of the Air Force for retaining officers in specific Air Force Specialties for a specific period of time. When necessary, SecAF will establish a quota of officers eligible for continuation. To be eligible for consideration by a continuation board, an officer must be twice deferred for promotion to the next higher grade (captain and major) or have reached the maximum time in service for his or her grade.

Core ID—An officer's core ID is based on the AFSC they were classified in at the time of their accession, approved training or approved competitive/development category transfer, identified by the first three digits of the AFSC. It will be used to ensure the officer competes in the appropriate competitive category for promotion to the next higher grade. Once a Core Identified is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow, or is approved to transfer to another competitive category in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*.

Current Grade DOR—The date used as the primary means of indicating relative seniority among officers of the same grade and competitive category to establish eligibility for consideration for promotion to the next higher grade. (DAFI 36-2604, *Service Dates and Dates of Rank* explains initial Current Grade DOR computation).

Developmental Category—See Competitive Category.

Department of Defense Secure Access File Exchange—DoD SAFE is a web-based tool that provides authenticated DoD CAC users and guests (unauthenticated users) the capability to securely send and receive large files, including files that are too large to be transmitted via email.

Effective Date of Promotion—Also known as the current grade effective date of promotion and/or promotion effective date, this is the date on which pay and entitlements are effective. For RegAF only normally this date can be no earlier than the officer's Extended Active Duty date in that grade, SecDef appointment to the grade of captain, or Senate confirmation to the grades of major through colonel. For the Air Reserve Component (ARC), this date can be no earlier than the officer's time in grade required in that grade, SecDef appointment through the grade of lieutenant colonel, and Senate confirmation to the grade of colonel. For purposes of a PPA, the promotion effective date is the date the promotion is made; i.e., the date of actual promotion pin-on as authorized by AFPC/DPMSP, NGB/A1P, or Air Reserve Personnel Center Selection Board Secretariat (ARPC/PB) as appropriate.

Field Commander—As used in this instruction, the term means: the commander or deputy commander, FLDCOM or Field Operating Agency; the commander, deputy commander or superintendent, Direct Reporting Unit; a USSF Staff deputy chief of staff or director and comparable officer in the Office of SecAF for 0N command; the commander, 11th Wing for code 2W or 3V; the commander, USAF Europe for code 3G; and the commander, 1100 National Capital Region Support Group. **Note:** An officer's FLDCOM identification contained in the PDS determines who is the field commander.

Frocking—Early pin-on authorized according to paragraphs 4.3 and 13.1.

Fully Qualified—Officers who meet the minimum qualifications for promotion to the next higher grade.

Further Continuation—An officer's second or subsequent consideration for continuation.

Gray Zone—Includes all records scored below initial cut lines and above second cut line in an initial order of merit. See [paragraph 2.24](#) for rules establishing the gray zone.

Immediate Family Members—Spouse, parents, parents in-law, stepparents, children, stepchildren, adopted children, grandchildren, siblings, and spouses of siblings.

In—the-Promotion Zone (IPZ)—Officers who are senior to the officer specified by the SecAF as being the junior officer eligible for promotion consideration IPZ for their competitive category,

and who have neither failed selection to the next higher grade nor been removed from a promotion list to that grade after selection IPZ. **(USSF Only)** Officers on the active duty list (ADL) of the Space Force who are senior to the officer specified by the SecAF as being the junior officer eligible for promotion consideration IPZ for their competitive category and who have neither failed selection to the next higher grade on the ADL of the Space Force or Air Force nor have been removed from a Space Force or Air Force promotion list to that grade after selection IPZ. **Note:** An officer on the ADL of the Space Force never considered for promotion to the next higher grade on the ADL of the Space Force or Air Force, but whose CGDOR falls within the criteria of APZ eligibility. Consider these officers as first time eligibles, IPZ, and affect the board quota.

Junior and Senior Listing—A list identifying the most junior and the most senior officer by date of rank (DOR) within a grade and competitive category who are eligible for promotion consideration IPZ.

Major Commander—As used in this instruction, the term means: the commander or deputy commander, MAJCOM or Field Operating Agency; the commander, deputy commander or superintendent, Direct Reporting Unit; an Air Staff deputy chief of staff or director and comparable officer in the Office of SecAF for ON command; the commander, 11th Wing for code 2W or 3V; the commander, USAF Europe for code 3G; and the commander, 1100 National Capital Region Support Group. **Note:** An officer's MAJCOM identification contained in the PDS determines who is the major commander.

Management Level—DoD organizations (i.e., major commands) where the senior official reports directly to the SecDef, SecAF, Chairman JCS, CSAF, or State Adjutant General/Governor. Only the Chief of Staff of the Air Force may approve exceptions; however, the HQ USAF/A1 may exercise similar authority in cases involving the management levels of general officers. No individual can serve as the head of two separate management levels, unless the individual is serving in dual-hat capability. As used in this instruction, management level also refers to the personnel activity supporting the senior official.

Merit-based Reorder—A board's recommendation for placement of officers of particular merit higher on a promotion list than seniority alone would dictate.

Nonselect—An officer (other than an officer considered from BPZ or Position vacancy) whom a board considered but did not recommend for promotion. Refer to such officers as nonselectees.

Officer Preselection Brief—A computer printout produced at base level containing selected data from the MilPDS. AFPC/DPMSPP generates an output product to create the OPB before the board convenes. The MPF produces and sends the OPB (and OPB Instructions) to all eligible officers for their review and prompt updating as needed. **Note:** Receipt of OPBs by eligible officers is not a legal prerequisite to convening a selection board nor to the proper conduct of a selection board. Therefore, non-receipt of an OPB is not a basis for changing the results of a selection board or granting a SSB.

Officer Selection Brief—An extract of data from the MilPDS. AFPC/DPMSPP or ARPC/PB (AF/A1LO/ AF/A1LG, HQ ARPC/PB, AF/REG and NGB-General Officer for general officer boards) creates the officer selection brief before the board convenes for board members to review.

Officer Selection Record—The OSR is identified as the Officer, Master Personnel Record Group in accordance with DAFI 36-2608. It consists of the documents provided to selection boards.

Placed on Hold—The nomination of a single officer on an appointment or nomination scroll when the nomination is still processing within Headquarters Air Force, OSD, the White House, or at the Senate.

Preponderance of the Evidence—When it is more likely than not that events have occurred as alleged, there is a preponderance of the evidence.

Promotion Eligibility Period—An officer's promotion eligibility period begins on the date the board report is approved and becomes a promotion list, and terminates at the end of the 1st day of the 18th month following the month during which the board report is approved and becomes a promotion list pursuant to 10 USC § 629(c).

Promotion List—A listing of all officers approved for promotion (by proper authority) within a competitive category. A promotion list is considered to be established as of the date of approval of the report of the selection board.

Promotion Opportunity—Percentage of officers in a cohort group who may be selected for promotion BPZ or IPZ /APZ. **Note:** This definition applies for promotion to major through colonel.

Promotion Zones—Officers eligible for promotion fall into one of the three promotion zones based on their CGDOR, they include BPZ, APZ, and IPZ.

Promotion Propriety Actions—Administrative actions taken by a commander (or higher authority) to either delay an officer's promotion, find an officer (or recommend an officer be found) Not Qualified for Promotion, find an officer not qualified for continuation, recommend removal of an officer's name from a promotion list, or recommend removal of an officer's name from a continuation list.

Quota of a Selection Board—The maximum number of officers selected in a competitive category or zone for promotion by a selection board as directed by SecAF.

Reportable Information—Information, other than adverse information, requested to be reported by the Senate Armed Service Committee or by any member of the Senate; or Information related to alleged misconduct or impropriety, which is subject to an on-going investigative, administrative, or judicial process. Normally a nomination will be delayed pending resolution of the investigation or administrative process; however, in extraordinary cases and where the resolution is not expected within a reasonable time, the nomination may be processed with an appropriate summary of the case. The summary will include an opinion from a qualified senior leader on the probable outcome of the investigative, administrative, or judicial process; or

Credible information related to an individual's involvement or affiliation with a significant event that is widely known to the general public or members of Congress that brings discredit upon or calls into question the integrity of members of the DoD, Components of the DoD, or the DoD—Ordinarily, such information that has been known for more than three years prior to the nomination process, or information previously considered by the Senate Armed Services Committee as part of a previous nomination of an individual, will not be reported.

Reserve of the Air Force—The common federal status possessed by members of the ARC. This term is not used to identify an Air Force component or organization.

Separation—A general term including discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to an ARC.

Sequence Number—A number assigned to an officer on each promotion list from major through major General to establish precedence or relative rank among officers of the same grade in the same competitive category on Extended Active Duty. Monthly increments, determined by HQ USAF and announced by AFPC/DPMSPP, use the sequence numbers to determine who is promoted on the 1st day of the following month, unless specified otherwise. Sequence numbers will only be provided to the member and those with a need to know. Sequence numbers are not public information. **Exception:** Promote only Medical Corps/Dental Corps officers (through the grade of major) on their six-year Current Grade DOR/DOR anniversary. Promote Medical Corps/Dental Corps captain selects on their two-year Current Grade DOR/DOR anniversary dates, unless otherwise specified in their promotion orders.

Show Cause—Members of a selection board identify officers meeting the board who should demonstrate reason show cause for their retention on the ADL. Any officer's record identified by a selection board to show cause for retention in an active status, will be identified by the selection board to SecAF in the selection board report.

Senior Officer Unfavorable Information File (SOUIF)—A written summary of unfavorable information about an officer, documentation of command action, plus any comments from the subject officer regarding the written summary and documentation. A SOUIF is created for use during the general officer promotion process and exists solely for that purpose.

Special Boards—Boards convened by SecAF to consider eligible officers for a board process not falling under the provisions specified for SSBs.

Special Selection Boards—Boards convened by SecAF to consider eligible officers for promotion to grades of captain through major general who did not meet a board or were improperly considered by one or more promotion selection boards (see [Chapter 6](#)).

Special Selection Review Boards—Boards convened by SecAF to review credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry, that was not furnished to the promotion board that recommended the officer for promotion.

Single Uniform Retrieval Format (SURF)—a one to two-page summary of information contained within MilPDS.

“Split” Nomination—Nomination scroll (containing one name) for nominations which have already reached the Senate. The officer is split from a nomination scroll containing two or more names to allow the remaining officer(s) to proceed to confirmation. The split nomination scroll containing the name of the one officer stays active and a memo to release or a withdraw scroll (as appropriate) is required.

Temporary Promotion Boards—Boards convened by SecAF to consider eligible officers for temporary promotion to the grades of captain, major, lieutenant colonel or colonel.

Withhold—The act of taking off or leaving off an officer's name from a nomination or appointment scroll pending review of their promotability, while allowing other individuals on the scroll to proceed forward for SecDef appointment, Presidential nomination, or Senate confirmation. This officer's name is still on the board report and promotion list until removed by Presidential authority or operation of law, or the officer is promoted.

Attachment 2

PROMOTION ELIGIBILITY CRITERIA

A2.1. Eligibility for Promotion to First Lieutenant. Second lieutenants on the ADL are eligible for promotion upon completing two years' time in grade. Calculate the two years from their current DOR as a second lieutenant. If the officer is not qualified for promotion or a delay is warranted, see [Chapter 5](#) as appropriate.

A2.2. Eligibility for Promotion to Captain (RegAF only). Promote first lieutenants on the ADL selected for promotion to captain, upon completing two years' time in grade. Calculate the two years from their current grade DOR as a first lieutenant, or upon the SecDef appointment, whichever is later. Current DOR as a first lieutenant includes any constructive service credit received upon appointment into the Regular component. Officers are promoted on the first day of the first month in which promotions begin from the list containing the officer's name. SecAF may authorize DOR and effective date adjustment if the appointment of an officer to a higher grade is delayed by unusual circumstances and, if such action is taken, will notify the USD (P&R) as required pursuant to DoDI 1310.01, *Rank and Seniority of Commissioned Officers*, paragraph 8. **(T-0)**

A2.2.1. When the promotion opportunity is 100%, captain selections are made in quarterly cycles by the officer's respective management level on a "fully qualified" basis. When the promotion opportunity is less than 100%, a central selection board will be used. **(T-0)** IPZ officers are considered during the appropriate quarter, one year prior to completing two years' time in grade. For example, a first lieutenant with a current DOR of 22 Feb 18, without a nonselection, is considered for promotion to captain during the A-cycle (see below) in 2019, for promotion to captain 22 Feb 20. Above-the-promotion zone (APZ) officers are considered two quarters following the approval of the fully qualified list announcing their IPZ nonselection. If an officer is APZ based on a removal action (removed from a captain selection list according to [Chapter 5](#)), then consider the officer in the next possible quarter, not to include the quarter the officer was removed in. See paragraphs below for promotion timing. The quarterly cycles are as follows:

A2.2.1.1. A-cycle begins 1 Jan and closes out 31 Mar, for promotion to captain Jan-Mar the following year.

A2.2.1.2. B-cycle begins 1 Apr and closes out 30 Jun, for promotion to captain Apr-Jun the following year.

A2.2.1.3. C-cycle begins 1 Jul and closes out 30 Sep, for promotion to captain Jul-Sep the following year.

A2.2.1.4. D-cycle begins 1 Oct and closes out 31 Dec, for promotion to captain Oct-Dec the following year.

A2.2.2. The Heads of Management Levels will send promotion recommendation decisions and the Adverse/High-Vis/Investigation Information Summary document to AFPC/DPMSPP no later than five days after the quarterly cycle close out date. **(T-1)** AFPC/DPMSPP certifies all eligible officers have a promotion recommendation, identifies any unique issues and processing delays or waivers, and forwards certification to AF/A1PPP or SF/S1P to begin staffing the quarterly results. **(T-1)** The quarterly results are forwarded to SecDef for approval.

Approval is announced via email approximately 60 to 90 days from the quarterly close out date. There is no formal public release date established for captain selections as there is with promotion releases to major and above; the selects and nonselects are announced four times a year. The captain selection process is detailed in an annual memorandum. Nonselects will be notified in writing per memorandum guidance. **(T-1)**

A2.3. Eligibility for Promotion to Major through Colonel (RegAF only). Officers on the ADL are eligible if they meet the criteria established by the SecAF in accordance with 10 USC, Chapter 36.

A2.3.1. If selected, officers will appear on a single promotion list for the respective competitive category in the order recommended by the board when the board exercises the authority to place officers of particular merit higher on the promotion list (10 USC § 616(g)), or by seniority in accordance with DoDI 1310.01. **(T-0)** After Senate confirmation, officers will be promoted by sequence number (commonly referred to as "line number"). **(T-1)**

A2.3.2. 10 USC § 619 requires officers in the grade of captain, major, and lieutenant colonel to complete at least three years' time in grade (as of the board convening date), from their current grade DOR to be eligible for consideration by the board. SecAF may waive the three years' time in grade requirement to permit at least two opportunities for BPZ, if BPZ is authorized.

A2.4. Eligibility for Promotion of Medical Corps and Dental Corps Majors through Colonels (RegAF). Promote first-time selected IPZ eligible on the sixth anniversary of the current grade DOR or on Senate confirmation of the promotion, whichever is later to the grade of Major only. Promote those first-time selected IPZ eligible to the grade of Lieutenant Colonel and Colonel as specified on the promotion order.

A2.5. Promotion Ineligibility. Officers will not be eligible for consideration by a selection board if they:

A2.5.1. Are not on the ADL or service dates have not been verified as of the board convening date. Once service dates are verified, the officer may be entitled to SSB consideration. **(T-0)**

A2.5.2. Do not meet the eligibility criteria established by SecAF. **(T-0)**

A2.5.3. **(RegAF only)** Have not been on extended active duty at least six consecutive months immediately before the central selection board's convening date or have not been on extended active duty at least 12 consecutive months immediately before the central selection board's convening date when returning to active duty under a voluntary recall program. **(T-0)** (USSF Only) Have not been on extended active duty at least 120 consecutive days immediately before the central selection board's convening date. **Exception:** Officers being considered for promotion when promotion opportunity is 100%.

A2.5.4. Are on a promotion list. **(T-0)**

A2.5.5. Are first lieutenants who were nonselected for promotion to captain two or more times. **(T-0)**

A2.5.6. Have a DOS or retirement within 90 days following the date a board convenes provided the application for separation or retirement was approved prior to the board convening date. **(T-0)** Officers whose applications for separation or retirement are approved

on or after the board convening date, regardless of the separation or retirement date, will remain eligible for the board. **(T-0)**

Attachment 3

OATHS FOR BOARD MEMBERS, RECORDERS, AND ADMINISTRATIVE SUPPORT STAFF

Board Members Oath for Selection Boards Considering Officers for Promotion to Major through Major General:

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

Recorders and Administrative Support Staff Oath for Selection Boards Considering Officers for Promotion to Major Through Major General:

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board and that I will not reveal information about the board conduct and results except as may be provided by the Secretary."

Attachment 4**OATH OF OFFICE**

OATH OF OFFICE (RegAF).

I, (First, Middle, Last Name), having been appointed a (grade in which appointed), United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter, (so help me God).

Attachment 5

PROMOTION NARRATIVE

Narrators may read the following narrative at the pinning on ceremony:

Attention to orders.

The President of the United States, acting upon the recommendation of the Secretary of the Air Force, has placed special trust and confidence in the patriotism, integrity and abilities of (current grade and name). In view of these special qualities and his (or her) demonstrated potential to serve in the higher grade (current grade and name) is promoted to the grade of (new grade), United States Air Force, effective (date). By order of the Secretary of the Air Force.

Attachment 6**DECLINATION OF PROMOTION STATEMENT**

I have been notified I have been recommended for promotion to the grade of _____, but I may decline this promotion up until 2359 hours of the day before the effective date of promotion. Declinations signed after 2359 hours of the day preceding the effective date of promotion are not accepted. I understand if I decline this promotion, I cannot assume the higher grade and promotion orders are not published unless I send a written request through channels to AFPC/DPMSPP, 550 C Street West, JBSA-Randolph TX 78150 or AF/A1LG, 1040 AF Pentagon, Washington D.C. 20330-1040, to cancel my declination and be promoted. Additionally, I understand if I decline this promotion and later decide to accept this promotion, I may request withdrawal of this declination statement – provided I have remained continuously on the Active Duty List in the same competitive category. Finally, I also understand MilPDS will be updated to reflect I have declined a promotion.

I decline this promotion. (Date)

(Signature)

(Typed Grade, Name, SSN)

AUTHORITY: 10 USC § 9013, § 9032, and Executive Order 9397.

PURPOSE: To accurately identify the member declining promotion. **ROUTINE USES:** None. **ROUTINE USES:** The "Blanket Routine Uses" published in the Air Force system of records apply to this system.

DISCLOSURE IS VOLUNTARY: May specifically be disclosed outside the DoD as a routine use pursuant to 5 USC

PRIVACY ACT STATEMENT: The information herein is CONTROLLED UNCLASSIFIED INFORMATION (CUI) which must be protected under the Freedom of Information Act (5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*) and/or the Privacy Act of 1974 (5 USC § 552a, *Records Maintained on Individuals (Privacy Act)*).

Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

PROCESSING INSTRUCTIONS: An officer who completes a declination of promotion statement sends the MPF a signed copy. The MPF sends the original to AFPC/DPMSPP.

Attachment 7

NOT QUALIFIED FOR PROMOTION TO FIRST LIEUTENANT (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Promotion to First Lieutenant

As outlined in DAFI 36-2501, paragraph 5.8., I recommend you be found not qualified for promotion to the grade of first lieutenant. If the approval authority approves, you can be separated under the provisions of DAFI 36-3211. If you are separated, you may be subject to recoupment (e.g., special pay, bonuses, and education benefits).

I am also recommending, that if you are found not qualified for promotion, you will (be) (not be) immediately separated from the Air Force as I (do) (do not) believe your retention for 6 months would be consistent with good order and discipline (see Note 1 and 2).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum.)

I also advise you that your promotion is delayed pending final determination of my recommendation, and you will not assume the grade of first lieutenant even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation that you deem appropriate. You are entitled to military legal counsel and may obtain civilian counsel at your own expense.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this letter. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.
2. I (am) (am not) submitting a statement in my behalf. I understand that I am not to assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

Note 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

Note 2: The immediate commander informs the officer that he or she is recommending immediate separation and provides the basis for the recommendation if the commander believes

retention for the 6-month probationary period after approval of the not qualified action would be inconsistent with good order and discipline. The commander should document and state the rationale supporting the belief. SecAF or his/her designee makes the final decision.

Attachment 8

REMOVAL FROM SELECTIVE CONTINUATION LIST (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Removal From Selective Continuation List

As outlined in DAFI 36-2501, paragraph 7.22, I recommend your name be removed from the selective continuation list.

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

You are hereby directed not to take any actions to accept continuation until the approval authority makes a decision on my recommendation. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol) (Date)

TO:

1. I understand and acknowledge receipt of this notification.
2. I (am) (am not) submitting a statement in my behalf. I understand I will not take any actions to accept continuation until a final decision on this recommendation is made.

(Signature of Officer Concerned)

Note: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date.

Attachment 9

SPECIAL BOARDS INSTRUCTIONS

A9.1. Overview. Special boards consider whether to recommend member, prospective member, or former AF member for appointment, promotion, merit-based reordering, retention, separation, retirement, or transfer to inactive status in a reserve component, for which the member should have been considered but was not considered or was improperly considered by a previously convened board, consistent with 10 U.S.C § 1558. **(T-0)** A special board may be granted to a member based on an administrative error, a legal or material error, or a formal appeal.

A9.2. Authority for Special Boards. 10 USC § 1558 authorizes SecAF to convene Special Boards to consider whether to recommend a member, prospective member, or former member of the Air Force for appointment, enlistment, reenlistment, assignment, promotion, retention, separation, retirement, or transfer to inactive status in a reserve component, for which that person was not considered, or was improperly considered, by a previously convened selection board that should have considered the person. **Exception:** A Special Board in accordance with this instruction will not be convened to consider an officer or former officer for promotion if consideration by a SSB is authorized in accordance with DAFI 36-2501, Chapter 6. **(T-1)**

A9.3. Holding Special Boards. AFPC/PB conducts special boards as directed by SecAF.

A9.3.1. To the maximum extent practicable, a special board replicates the original board, to include composition of the board, procedures, and information furnished to the board.

A9.3.2. Special boards are used for selective continuation boards, and for any other board designated by SecAF.

A9.4. Requesting Special Board Consideration.

A9.4.1. Members, prospective members, and former members of the AF request special board consideration by submitting a DD Form 149. If the member is incapable of acting on their own behalf, is missing, or is deceased, application may be made by an heir, legal representative, or close relative. See DAFI 36-2603.

A9.4.2. When SecAF directs, AFPC/DPMSPP will provide other methods of application to facilitate the processing of specific categories of applications. **(T-1)**

A9.4.3. A special board request based upon an unadjudicated evaluation correction must first be evaluated by the Evaluation Reports Appeal Board in accordance with DAFI 36-2406 or the AFBCMR in accordance with DAFI 36-2603. Members may request special board consideration in conjunction with those applications. If the Evaluation Reports Appeal Board grants relief, the member's record will be evaluated by AFPC for special board consideration. **(T-1)**

A9.5. Granting and Denying Special Board Consideration. AFBCMR can direct a special board for any error or injustice it feels warrants a relief action by a board.

A9.5.1. AFPC/DPMSPP may grant consideration of a person by a special board when:

A9.5.1.1. The person was not considered by a board when they should have been considered for any purpose in [paragraph A9.1](#).

A9.5.1.2. The action of the board that considered the person was contrary to law in a matter material to the decision of the board or involved material error of fact or material administrative error.

A9.5.1.3. The board did not consider material information that should have been available in compliance with pertinent AF directives, instructions and policies.

A9.5.2. If an application for special board consideration is not granted under [paragraph A9.5.1](#), it will be forwarded to the AFBCMR for consideration.

A9.5.3. SecAF may grant or deny consideration of a person by a special board in any case.

A9.6. Procedures for Special Boards.

A9.6.1. SecAF convenes and instructs special boards, and appoints special board members.

A9.6.2. Special board membership, organization, and procedures will parallel those of the original board to the extent practicable. **(T-1)**

A9.6.3. Special boards will consider the records of persons under consideration as those records would have appeared to the original board if the persons had been properly considered. Normally, special boards will compare the records of persons under consideration with a sampling of records of persons selected, and not selected, by the original board. If such a sampling of records is not available, or if SecAF determines that, under the circumstances of a particular case or category of cases, such a comparison would not result in fair and equitable consideration of the persons under consideration, SecAF may prescribe a different process.

A9.6.4. Special boards will employ the scoring and selection methods used by SSBs. **(T-1)** SecAF may direct changes in these methods when necessary to ensure fair and equitable consideration under the circumstances of a particular case or category of cases (See [paragraph 6.9](#) for scoring records).

A9.6.5. Merit-based Reorder Determination. When a special board is convened to reevaluate a considerer's placement on the promotion list, each considerer will be compared against the merit-based reorder benchmark records to accurately identify each considerer's placement within the order of merit. **(T-1)** The considerer's original placement on the promotion list will be retained if the special board's results are not favorable to the considerer. **(T-1)**

A9.6.5.1. Subject to the limitation in [paragraph A9.6.4](#), each considerer will be assigned a sequence number immediately preceding the highest-scoring record from the original merit-based order that the considerer outscored; if a considerer did not beat any benchmarks, the considerer will retain the original sequence number. **(T-1)**

A9.6.5.2. If a considerer tied a benchmark(s), assign a sequence number (compared to the highest-scoring record from the original merit-based order) at that score category based on seniority as defined in [paragraph 3.5](#). **(T-1)**

A9.6.6. Special boards will provide a board report to SecAF recommending the persons under consideration be, or not be, selected for the purpose for which they were considered by the original board. **(T-0)**

A9.7. Action on Reports of Special Boards.

A9.7.1. In accordance with 10 USC §1558, upon review of special board reports, SecAF approves, disapproves in writing (in whole or in part), or returns it to the special board for further proceedings, with a written explanation, if SecAF determines that the board acted contrary to law or regulation, or to guidelines furnished to the board by SecAF. **(T-0)**

A9.7.1.1. If the special board report recommending relief for a person (or persons) under consideration is approved, the SecAF will direct the military record of the person (or persons) be corrected to the extent necessary to give full effect to the recommendation of the special board. **(T-1)** When correction of the person's military record results in actual or constructive reinstatement on active duty, any entitlement to back pay and allowances accruing to the person will be subject to an appropriate offset for civilian earnings and other offsets authorized by law. **(T-0)**

A9.7.1.2. When the SecAF approves a special board report recommending denial of relief or disapproves the special board report recommending relief, the SecAF action is effective and final as of the date of approval of the original board report.

A9.8. Time Limits.

A9.8.1. A person must apply for special board consideration within three years after discovering, or if, by exercising reasonable diligence, the person should have discovered the asserted defect in the original board. **(T-1)** SecAF, or designee under [paragraph 6.2](#), may excuse late application when it is in the interest of justice to do so.

A9.8.2. 10 USC § 1558 requires SecAF to convene a special board or deny special board consideration within six months of receipt of a complete and properly executed application for special board consideration. **(T-0)**

A9.8.2.1. In addition, 10 USC §1558 requires SecAF to take final action on a board report within six months of convening the board. **(T-0)**

A9.8.2.2. SecAF may extend the time limits in paragraphs [A9.8.2](#) and [A9.8.2.1](#), in a particular case or category of cases, for not more than an additional six months each, when SecAF determines a longer period for consideration is warranted. (SecAF may not delegate authority.)