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PERSONNEL

**FEDERAL RECOGNITION OF PROMOTION IN
THE AIR NATIONAL GUARD (ANG) AND AS A
RESERVE OF THE AIR FORCE BELOW THE
GRADE OF GENERAL OFFICER**

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This instruction prescribes policies and eligibility requirements for Federal recognition of officer promotions in the Air National Guard (ANG) and as a Reserve of the Air Force below the grade of brigadier general. It implements appropriate provisions of Title 10 and 32 United States Code (USC), The Reserve Officer Personnel Management Act (ROPMA), and AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, as applicable to the ANG. Requests for changes to this instruction must be sent to ANG, Directorate of Diversity, Personnel, and Training (ANG/DP), 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231. Copies of state supplements to this instruction must be provided to ANG/DP.

SUMMARY OF REVISIONS

This instruction is a complete revision of NGR (AF) 36-4, and incorporates significant statutory changes as a result of ROPMA, as well as policy changes directed by the Chief, National Guard Bureau (CNGB), in order to enhance officer promotion processes for members of the ANG. This revision establishes Date of Rank as the statutory terminology synonymous with Promotion Service Date, Effective Date of Rank as synonymous with Promotion Effective Date, voluntary and involuntary promotion delay process, Certificate of Eligibility process for promotion to the rank of colonel, Time-in-Grade as the sole years of service indicator for mandatory Reserve Officer Promotion Board (ROPB) promotions, automated promotion requests, and Squadron Officer School in-residence professional military education (PME) equivalents. Abolishes Total Years Service Date as a mandatory eligibility requirement for mandatory ROPB. This document is substantially revised and must be completely reviewed

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Chapter 1

GENERAL INFORMATION/POLICY

1.1. Promotion Program Objectives. A promotion is not a reward for past performance or years of service. Only those officers who clearly show potential for increased responsibility should be promoted. Specific promotion program objectives are to:

- 1.1.1. Promote officers through a fair and equitable selection system that will satisfy the needs of the ANG for a viable officer force.
- 1.1.2. Provide the necessary career incentive to attract and maintain a high quality officer force.
- 1.1.3. Provide reasonably stable, consistent, and visible career progression patterns for ANG officers.
- 1.1.4. Maintain the proper balance between mandatory and position vacancy promotions that clearly identifies the position vacancy promotees as officers with potential above that of his/her peers.

1.2. Promotion Policies. This instruction is applicable to all ANG officers regardless of status (traditional, technician, military duty, and statutory tour).

- 1.2.1. The promotion of officers in the ANG is a function of the State, as distinguished from Federal recognition of such promotions in accordance with (IAW) NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotions in the Air National Guard below General Officer*.
- 1.2.2. Federal recognition of a promotion will be at the discretion of the CNGB, acting for the Secretary of the Air Force (SAF). Federal recognition is extended upon receipt of an order announcing Federal recognition. An officer will not wear the insignia of a higher grade prior to Federal recognition.
- 1.2.3. A lieutenant colonel failing to be recommended for promotion to colonel by the ANG Colonel Review Board will not be recommended again for promotion to colonel against a position vacancy for at least nine months after the date of notification from the Director, Air National Guard (NGB/CF).
- 1.2.4. An officer will be promoted as a Reserve of the Air Force effective on the date upon which Federal recognition in the higher grade is extended.
- 1.2.5. The results of a Federal Recognition Examination Board are good for only 60 days. If Federal recognition has not been requested by the Adjutant General within 60 days of a Federal Recognition Examination Board, then a new board must be convened. Nominations returned without action by ANG/DP for any reason (e.g., a waiver request was denied, eligibility criteria not met) cannot be resubmitted without a new Federal Recognition Examination Board.
- 1.2.6. Posthumous Promotions. A posthumous promotion may be extended provided the member was on active duty or in a training status at the time of death and was either on a recommended list for ROPB promotion, or previously recommended for position vacancy promotion by a Federal Recognition Examination Board.
 - 1.2.6.1. The immediate commander submits the request for posthumous promotion through the Military Personnel Flight (MPF) and State headquarters to ANG/DP. (**NOTE:** A posthumous promotion must be processed as soon as possible after death. Immediate telephone contact from the State Headquarters with ANG/DP is desirable.)

1.2.6.2. The request must include the date of death, the circumstances of death, and a statement that the commander had not initiated and did not plan to initiate a promotion propriety action against the officer. ANG/DP processes the promotion order.

1.2.6.3. No financial benefits accrue as a result of a posthumous promotion.

1.2.6.4. The effective date of promotion will be the day of death.

1.3. Promotion Recognition. Appropriate recognition of an officer upon promotion is an integral part of military customs and traditions. It signifies leadership's faith in the officer's loyalty, integrity, and professionalism. Additionally, such recognition serves to remind the officer of increased responsibilities required from advancement.

1.3.1. Promotion Ceremonies. Appropriate ceremonies to publicly recognize the importance of promotions are highly encouraged. Such ceremonies will not be held prior to the effective date of promotion. EXCEPTION: Promotion pin-on ceremonies may be held on the last duty day before the effective date of promotion if the effective date falls on a non-duty day. The officer being recognized is to be advised that although the pin-on ceremony is being held early, the promotion does not affect the member's pay, seniority, or entitlements. Promotion propriety actions may be initiated subsequent to the early pin-on ceremony but before the effective date of promotion. Promotion ceremonies must not be held prior to Federal Recognition being extended by ANG/DP.

1.3.2. It is recommended the following be read during the ceremony:

“ATTENTION TO ORDERS. SPECIAL ORDER (Number of Federal Recognition Order), DATED (Date of Order). THE PRESIDENT OF THE UNITED STATES, ACTING UPON THE RECOMMENDATION OF THE CHIEF, NATIONAL GUARD BUREAU, AND 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 THE SPECIAL QUALITIES AND HIS/HER DEMONSTRATED POTENTIAL TO SERVE IN THE HIGHER GRADE (Current Grade and Name) IS PROMOTED AND FEDERALLY RECOGNIZED IN THE PERMANENT GRADE OF (New Grade), (State) AIR NATIONAL GUARD, EFFECTIVE (Effective Date Specified in Federal Recognition Order). BY ORDER OF THE SECRETARY OF THE AIR FORCE.”

1.3.3. Oath of Office. Although not required by law, restating the Oath of Office provides the officer an opportunity to express his/her commitment to professionalism and officer-ship. Each officer should be given the opportunity to restate the Oath of Office using NGB 337, Oaths of Office, prepared to reflect the new grade. NGB 337 forms executed for this reason will be filed in the Unit Personnel Records Group (UPRG). Individuals promoted in the ANG may take the oath before an officer of any component of an Armed Force of the United States (includes Reserve components), whether on active service or retired.

Chapter 2

MANDATORY PROMOTION

2.1. Promotion to First Lieutenant. A second lieutenant must be promoted to first lieutenant on the date when two years of promotion service is completed, or the officer must be found Not Qualified for Promotion (NQP). NQP request must be processed IAW AFI 36-2504, Chapter 7. A finding of NQP approved by the SAF must be accomplished prior to separation/discharge of the officer. An officer promoted to first lieutenant may be extended Federal recognition without examination by a Federal Recognition Examination Board.

2.1.1. Prior to the date on which the officer reaches two years service, the unit commander informs the officer of the NQP recommendation in writing and places the member on a six-month probation period. If the officer is found qualified for promotion during, or at the completion of the probation period, the officer will be promoted.

2.1.2. At the end of the six-month probation period, the unit commander has the following options:

2.1.2.1. Promote the officer to first lieutenant, if not promoted earlier.

2.1.2.2. Request, through command channels, SAF approval to extend the probation period IAW AFI 36-2504, Chapter 7.

2.1.2.3. Request SAF approval to separate the officer for being NQP IAW AFI 36-2504, Chapter 7. Refer to AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Officers* for guidance on how to separate such officers.

2.2. Promotion to Captain, Major, or Lieutenant Colonel:

2.2.1. Each ANG first lieutenant, captain, and major, if not promoted under the provisions of position vacancy promotion, will be considered for promotion by a ROPB convened at Headquarters Air Reserve Personnel Center (HQ ARPC). If recommended by the board, the officer will be promoted as a Reserve of the Air Force upon completing the following years of promotion service:

Table 2.1. Promotion Service

I T E M	A	B
	For Promotion to:	Mandatory Promotion Years in Grade (Date of Rank)
1.	Captain	Three years
2.	Major	Seven years
3.	Lieutenant Colonel	Seven years

2.2.2. ROPB dates and promotion eligibility criteria are released well in advance of board convening dates. Approximately five months before each board, HQ ARPC should notify ANG MPFs via Promotion Recommendation and In-board Support Management (PRISM), of eligible officers to be considered by that board as identified by information in the Military Personnel Data System (MILPDS) at the Air Force Personnel Center (AFPC). Upon receipt of the board criteria, MPFs will:

2.2.2.1. Request an Officer Pre-selection Brief (OPB). If not received within 90 days of the board convening date, the MPF will request a Records Review, Report on Individual Personnel (RIP) from the MILPDS. Each eligible officer must be advised that it is his/her responsibility to ensure the data on the OPB or RIP is correct. If an officer has been reassigned, the MPF will forward the OPB to the members gaining MPF.

2.2.2.2. Conduct a record's review with each eligible officer when possible. If a record's review is not possible, forward the OPB or Record's Review RIP to the officer and request it be reviewed, updated if needed, and returned to the MPF with supporting documentation (establish a suspense date that will permit processing of required updates). The MPF must ensure corrections are updated in MILPDS prior to the HQ ARPC suspense date for inclusion in the records reviewed by the ROPB. When this is not possible, MPFs must advise HQ ARPC, Promotion Board Secretariat (HQ ARPC/DPBB) by message, with copy to State Headquarters and ANG/DP, of all data updated after the suspense date. Emphasis must be placed on forwarding documents to HQ ARPC to permit filing in the member's selection folder prior to the ROPB convening date.

2.2.2.3. Inform the officer that a letter may be sent to the board (see Paragraph 2.2.3.).

2.2.2.4. Require commanders to review the eligibility list received from PRISM through State Headquarters and certify each officer is qualified for promotion or initiate appropriate promotion propriety action IAW AFI 36-2504. (**NOTE:** Once ANG/DP suspense date is passed, an officer cannot be considered for position vacancy promotion to that grade until after the ROPB results are published. Refer to paragraph 3.3.1.)

2.2.2.5. Provide ANG/DP, through State Headquarters, a certified listing of eligible officers for each board by the suspense date established in the forwarding letter from ANG/DP. Failure to return the list by the suspense date established by ANG/DP constitutes an automatic certification of the list. ANG/DP will provide HQ ARPC, Reserve of the Air Force Selection Board Secretariat (HQ ARPC/DPB) a consolidated list of all ANGUS officers (captain through lieutenant colonel) eligible/ineligible for promotion board consideration.

2.2.3. Officers eligible for promotion or continuation consideration may send a written communication to the board calling attention to any matter concerning themselves that the officer considers important to the officer's case. The officer must send the written communication to HQ ARPC, Promotion Eligibility Division (HQ ARPC/DPBA). Letters must have original signatures. HQ ARPC/DPBA will not accept FAX copies for presentation to the board.

2.2.3.1. The officer submitting the letter must be able to support any statements made in the letter. The officer must sign the letter and place his/her Social Security Number (SSN) below the signature to ensure filing the letter in the correct selection folder.

2.2.3.2. Letters should arrive at least 30 days before the board convenes. Letters must arrive no later than 0800 the day the board convenes, for consideration by the board.

2.2.3.3. HQ ARPC/DPBA destroys letters after the board adjourns. An officer who requests the letter be returned must provide a stamped, self-addressed envelope.

2.2.3.4. The board will not consider letters written by others on behalf of the officer.

2.2.3.5. Letters may not contain any attachments, criticize any officer, or reflect on the character, conduct, or motives of any officer. Do not attach anything that may become or is already a part of

the officer's record (such as any Promotion Recommendation Form (PRF), Officer Performance Reports (OPR), or decoration narratives).

2.2.4. Notification Procedures:

2.2.4.1. HQ ARPC will provide listings of officers recommended for, or failed of selection for promotion to each MPF via PRISM, which will in-turn furnish unit commanders with the names of officers selected and/or not selected for promotion on the public release date established by HQ ARPC. Officers must not be informed of their status (selection/non-selection) until the public release date. On that day, the immediate commander or their designee will personally notify officers of the board results. MPFs will ensure commanders are aware that they may delay a promotion or remove an individual from a recommended list IAW AFI 36-2504, Chapter 7.

2.2.4.2. Written notification will be provided to officers failed of selection for promotion. **Attachment 2** is a letter format for notifying officers who have failed of selection for promotion for the first time. **Attachment 3** is a letter format for notifying twice failed promotion selection officers. These letters will be prepared by the servicing MPF. The following procedures apply:

2.2.4.2.1. The information contained in the HQ ARPC listing referenced in paragraph **2.2.4.2.**, is "FOR OFFICIAL USE ONLY" and may be seen only by individuals responsible for administrative processing actions. The information will not be released until the public release dates provided by PRISM.

2.2.4.2.2. MPFs will review PRISM to determine if any officers assigned to their organization were failed of selection for promotion. They will prepare the appropriate letter (**Attachment 2.** or **Attachment 3**) for each identified officer IAW the following:

2.2.4.2.2.1. The letter will be typed on wing/wing equivalent organizational letterhead.

2.2.4.2.2.2. The wing/wing equivalent commander will sign the letter.

2.2.4.2.3. Officers having failed selection for promotion will acknowledge receipt of the notification letter in writing. This acknowledgment will be filed in the officer's Unit Personnel Records Group at the MPF.

2.2.4.3. As soon as practical after the public release date of the list, the letter will be sent or provided to the officer failed of selection for promotion by his/her immediate commander or designee.

2.2.5. The sample letters in **Attachment 4** and **Attachment 5**, may be used at the Adjutant General's option to recognize a promoted member and his/her employer. Each letter should be tailored to support recognition of the achievement and appreciation for the employer's support. Letters to employers should be forwarded only with the concurrence of the promoted officer. The Adjutant General or his designated representative must sign the letter. This authority cannot be delegated below the Wing or Group Commander. With some modification, similar letters may be used for position vacancy promotion recognition.

2.3. Actions Upon Selection for Promotion.

2.3.1. Request Federal recognition IAW **Chapter 4** of this instruction.

2.3.2. To be eligible for continued Federal recognition as a member of the ANG, an officer placed on a recommended list by the ROPB must be promoted in the ANG of his/her state to the higher grade for which recommended effective no later than the date established on the recommended list.

2.3.3. Technician officers, who are selected for a mandatory promotion to a grade that exceeds their UMDG authorized grade may be retained IAW ANGI 36-2101, *Assignments within the Air National Guard*, Table 4.2.

2.3.4. An officer selected for a Reserve of the Air Force promotion is considered to have accepted it on the effective date unless he/she expressly declines or is granted a voluntary delay of promotion IAW AFI 36-2504, Chapter 8, or is involuntarily delayed under provisions of paragraph 2.7., of this instruction.

2.3.5. Promotion Effective Dates for mandatory promotions will consummate on the anniversary of the date of rank (DOR) in the fiscal year following the fiscal year in which the board was conducted, provided the state complies with instructions provided in **Chapter 4** of this instruction. Exceptions: States may process position vacancy promotions prior to the projected effective date; or, granted voluntary promotion delay; or, individual is subjected to involuntary promotion delay.

2.4. Promotion Dates. Statutory Tour Officers and Military Duty Personnel who are promoted subsequent to periods of involuntary delay will be granted a retroactive DOR to the original projected promotion effective date, but will not be entitled to retroactive pay IAW AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

2.5. Failure of Selection for Promotion.

2.5.1. Once Failed. An officer on the Reserve Active Status List (RASL), in a grade below lieutenant colonel, in or above the promotion zone established for that officer's grade and competitive category, is considered once failed of selection for promotion if this is the first mandatory consideration and the officer:

2.5.1.1. Is not recommended for promotion by the ROPB

2.5.1.2. Declines a promotion for which selected

2.5.2. Twice Failed. An officer on the RASL, in a grade below lieutenant colonel, in or above the promotion zone established for that officer's grade and competitive category, is considered twice failed of selection for promotion if any of the following applies:

2.5.2.1. The officer is considered but not recommended for promotion a second time by a mandatory promotion board or a Special Selection Board (SSB) in place of a second mandatory board.

2.5.2.2. The officer declines a promotion when recommended by a mandatory promotion board or SSB, after previously failing selection or previously declining a promotion.

2.5.2.3. The President removed the officer's name from the report, or the Secretary of Defense removed the name from a promotion list after recommendation by a mandatory promotion board or by a SSB and:

2.5.2.3.1. The officer is not recommended for promotion by the next mandatory promotion board or SSB or

2.5.2.3.2. The President again removes the officer's name from the report or the Secretary of Defense removes the name from the list.

2.5.3. Effect of Twice Failing Promotion to Captain, Major, or Lieutenant Colonel. ANG State Headquarters separates and reassigns twice-deferred officers according to AFI 36-3209.

2.5.3.1. A first lieutenant, twice deferred for promotion to captain, will be separated from the ANG not later than the first day of the seventh month after the month the President approved the board report of the board that considered the officer for the second time.

2.5.3.2. A captain, twice deferred for promotion to major and not in a continued status, will be separated from the ANG not later than the first day of the seventh month after the month the President approved the board report of the board that considered the officer for the second time.

2.5.3.3. A major, twice deferred for promotion to lieutenant colonel and not in a continued status, will be removed from the RASL on the first day of the month after the month the officer completes 20 years of commissioned service or if the officer already has 20 years of commissioned service, the officer will be separated from the ANG not later than the first day of the seventh month after the month in which the President approved the board report of the board that considered the officer for the second time.

2.5.3.4. Officers, who on the date prescribed for reassignment, separation, or transfer from an active status, as required above, are entitled to be credited with at least 18 but less than 20 years of satisfactory service for Reserve retirement, will not be involuntarily reassigned, separated, or transferred from an active status before meeting the requirements specified in Title 10 USC, Section 12646. Officers who, on the date prescribed for release from active duty (other than for training) as required above, are entitled to be credited with at least 18 but less than 20 years of active duty for retirement, will not be involuntarily released from active duty (other than for training) before becoming eligible for an active duty retirement, or as otherwise specified in Title 10 USC, Section 12686.

2.6. Voluntary Delay of Promotion. Due to circumstances beyond an officer's control, the officer may be unable to accept a promotion IAW AFI 36-2504, Chapter 8. An officer may apply for a voluntary delay of promotion in one-year increments for a total of three years from the officer's original DOR. Each one year delay requires separate action and approval. An officer must apply for the voluntary delay of promotion before a delay may be approved. The application must be approved through the appropriate channels before the Date of Rank. The officer must complete an AF IMT 3988, Application for Voluntary Delay, Acceptance, or Declination of Promotion, and submit to unit commander. The unit commander will forward the form through command channels to the State Adjutant General for approval. SAF delegates the authority to CNGB, who, in turn, delegates it to the Adjutant Generals (TAGs). State headquarters must forward the approved application to ANG/DP for update of the MILPDS. ANG/DP will send a copy of the promotion delay request and approval to HQ ARPC/DPJ. Maintain one copy for the UPRG and provide the officer one copy. Refer to AFI 36-2504, Chapter 8 for additional guidance for processing of voluntary delay of promotion applications.

2.7. Involuntary Promotion Delay.

2.7.1. An involuntary promotion delay will be processed IAW AFI 36-2504 if an officer is selected for mandatory promotion and assigned as a full-time military duty officer employed against a Unit

Manpower Document, Part A (UMD-A) position that does not support the higher grade. In these cases, the commander must submit an AF IMT 3988 through the servicing MPF and TAG to ANG/DP.

2.7.2. Promotion of an officer on the RASL, serving on active duty, to a grade with strength limitations set by Title 10 USC, Section 10211 and 12310, can be delayed to ensure compliance with those strength limitations. The delay expires when the strength-in-grade limitations no longer apply. If an authorized controlled grade commensurate with the higher graded position is not available for immediate promotion of a full-time military duty officer or statutory tour officer, the officer must complete an AF IMT 3988. The AF IMT 3988 will be processed through the servicing MPF and state HQ to ANG/DP. The DOR is delayed until the officer obtains a controlled grade or the officer completes the tour.

2.7.3. The completed AF IMT 3988 must arrive 30 days prior to the normal promotion effective date in order to prevent inadvertent consummation of the promotion. Upon receipt of the AF IMT 3988, the individual's promotion projection will be adjusted accordingly.

2.7.4. Date of rank for individuals involuntarily delayed under these circumstances will be the date the officer would have originally been promoted, however, the effective date of promotion for pay will be the date of Federal recognition or date controlled grade is received, whichever is latest.

2.8. Overgrade Promotion Processing. When promotion results in an overgrade situation, the appropriate overgrade code and expiration date in accordance with ANGI 36-2101 will be entered into the MILPDS by the supporting MPF.

Chapter 3

POSITION VACANCY PROMOTION

3.1. General. The ANG position vacancy promotion program is designed to provide officers who have demonstrated high potential and exceptional abilities with the opportunity for accelerated promotion. These promotions must be reserved for a very limited number of truly outstanding officers who have demonstrated potential for positions of increased responsibility. Position vacancy promotions are not to be routinely offered to all officers.

3.1.1. An officer being considered for promotion by a ROPB will not be considered for a position vacancy promotion (refer to paragraph 2.2.). Position vacancy promotion requests arriving at ANG/DP after the Mandatory Promotion Eligibility list has been certified to HQ ARPC will be returned without action, even when Federal Recognition Examination Boards were held prior to the list being certified by the MPF. If selected for promotion by the ROPB and placed on a recommended list, the officer may be recommended for promotion in advance of the effective date to fill an authorized position vacancy. The officer will not be required to meet a Federal Recognition Examination Board; however, all requirements of paragraphs 3.2. and 3.3. for a position vacancy promotion must be met.

3.1.2. All officers may be promoted through the grade of major, regardless of the strength in the promotion competitive category. This includes company grade officers assigned as excess to a position.

3.1.3. Position vacancy promotion to the grade of major through lieutenant colonel. Projected losses cannot be used to promote officers. Officers recommended for position vacancy promotions must be the sole occupants of the Unit Manpower Document (UMD) position.

3.1.4. Position vacancy promotion to the grade of Colonel. Officers considered for position vacancy promotion to the grade of colonel must be assigned to an appropriate UMD position, but they do not have to be the sole occupant of the position. In such cases, the position incumbent will be designated as excess and will be projected for loss/reassignment prior to the anticipated effective date of promotion. Approval of such assignments must be requested by states and granted by ANG/DP prior to state Federal Recognition Examination Board. The officer assigned excess must agree in writing to vacate the position at least one day prior to Senate confirmation of individual awaiting promotion.

3.1.4.1. When determining if an officer is eligible for promotion, states are allowed to promote based on overall strength of colonel authorized to a state. Promotions will only be against validated colonel authorizations. UMDs will not be changed and states will not be authorized to exceed established colonel authorization ceilings.

3.1.5. Units will not promote officers against a UMD position scheduled for deletion or grade reduction in an approved programming plan.

3.2. Position Vacancy Determination.

3.2.1. The position vacancy must be within the nominee's competitive promotion category, which is determined by Duty Air Force Specialty Code (DAFSC). Additionally, the Line category will be sub-divided into "rated" and "non-rated" groupings to determine if a vacancy exists. Grade vacancies in one category cannot be used for promotion in another category (i.e., a non-rated Air Force Specialty Code (AFSC) grade vacancy cannot be used to promote an officer assigned to a rated AFSC position). For this purpose, there are nine position vacancy promotion categories.

3.2.1.1. Rated line officers. Includes all officers authorized and assigned in flying positions, except professional officers.

3.2.1.2. Non-rated line officers. Includes all officers authorized and assigned to non-flying positions, except professional officers.

3.2.1.3. Judge Advocate General's Department.

3.2.1.4. Chaplain Corps.

3.2.1.5. Medical Corps.

3.2.1.6. Medical Service Corps.

3.2.1.7. Dental Corps.

3.2.1.8. Nurse Corps.

3.2.1.9. Biomedical Science Corps.

3.2.2. All officers assigned to a promotion category (as defined by paragraph 3.2.1.) will be accounted for in assigned strength figures per the Personnel Accounting Symbol (PAS) code as reported in the wing/group commander's endorsement to the promotion recommendation letter or the automated promotion format ([Attachment 7](#)). Officers in excess or overgrade status must be counted in determining if a vacancy exists. All officers must be assigned to positions commensurate with their grade and DAFSC prior to promoting any other officer via position vacancy. Officers assigned to or retained in excess or overgrade status in the following situations will not count in determining if a vacancy exists:

3.2.2.1. A military technician promoted via a mandatory board prior to attaining eligibility for an immediate civil service annuity. Such cases will be excluded only when the member is retained in a UMD position that is no less than one grade below his/her current grade.

3.2.2.2. Overgrade officer promoted via the mandatory promotion system with 18 but less than 20 satisfactory years of service or who have less than three years of promotion service credit in their current grade. Upon completion of the satisfactory years of service or time in grade, such officers will be retained, released or assigned IAW AFI 36-3209 or ANGI 36-2101.

3.2.2.3. Other categories as may be announced by ANG/DP to manage the officer force within the ANG. Promotion category exceptions will be published in implementing instructions.

3.3. Eligibility Requirements. Nominees' for Federal recognition of a position vacancy promotion, who do not meet the requirements, will be returned to the State without action. The requirements are:

3.3.1. Nominees' must be recommended for a position vacancy promotion by his/her immediate commander. The commander will justify the recommendation for promotion in paragraph 3 of the commander's promotion recommendation letter ([Attachment 6](#)).

3.3.2. OPRs used for promotion evaluation, as listed in [Table 3.1.](#), must be rated "meets standards" in all performance elements. Officers appointed from other services must have at least one ANG or USAF OPR prior to being recommended for position vacancy promotion. Refer to [Table 3.1.](#) for the number of OPRs or training reports required.

Table 3.1. Required Officer Performance Reports

R U L E	A	B	C	D
	Grade	Category	Minimum Num Req. (NOTE 3.)	Substantive Comments (NOTE 1.)
1.	06	All	Five	Required on Last Five
2.	04-05	Line	Two	Required on Last Two
3.	03-05	Professional	One	Required (NOTE 2.)
4.	03	Line	Two	Required on Most Recent

NOTES:

1. Substantive comments are defined as documentation of the ratee's primary duty performance written by the assigned raters in the unit's command rating chain. The rater or additional rater must address the officer's ability and potential to perform at the next higher grade.
2. Professional officers (except medical services corps) may be promoted with only one OPR on file.
3. The requirement for the two most recent ANG or USAF OPRs may be waived by ANG/DP for officers who transferred to the ANG from other service components. For a waiver to be considered:
 - 3.1. The officer must have been appointed in the ANG within the preceding two years;
 - 3.2. The officer must have received one ANG or USAF OPR and it must contain substantive comments; and
 - 3.3. The last two performance reports written on the officer by the previous service components must be attached.
 - 3.3.3. Nominee must be the only officer assigned to a UMD position authorizing the promotion grade (or higher) for which Federal recognition is sought (paragraph **3.1.3.**).
 - 3.3.4. Nominees' must not be promoted to a grade above that authorized for their UMD-A position, nor may the promotion result in the statewide military duty grade ceiling being exceeded unless specifically authorized by ANG/DP. (See **Attachment 6.**)
 - 3.3.5. Nominees' must have completed at least the following level of Professional Military Education (PME) for promotion to the grade indicated in **Table 3.2.**

Table 3.2. Professional Military Education for Promotion

I T E M	A	B
	Grade	PME Required:
1.	Major	Basic Development Education (Squadron Officers School or equivalent - See Attachment 8)
2.	Lieutenant Colonel	Intermediate Development Education (Air Command and Staff College (ACSC), Armed Forces Staff College, etc.)
3.	Colonel	Senior Development Education (Air War College (AWC), National War College (NWC), Industrial College of the Armed Forces (ICAF), etc.)

3.3.5.1. Nonresident PME courses of another service in which a member enrolled after 1 April 1985 are not acceptable for position vacancy promotion if an equivalent Air Force nonresident course exists. Waivers will not be granted. PME courses (resident or nonresident) from another service, completed by an officer while a member of another service, are acceptable for satisfying position vacancy promotion requirements.

3.3.5.2. Chaplains, lawyers and health professionals are exempt from completing the PME requirement for position vacancy promotion to lieutenant colonel and below provided they have satisfied their commanders that they have taken equivalent training in the form of professional courses related to their specialty. Completion of Senior Education Development PME (resident, seminar or correspondence) is required for chaplains, lawyers, and health professionals for promotion to Colonel. Commanders must review evidence of the continuing education/professional requirements to maintain proficiency and/or credentialing/licensing. In every case, professional officers should be encouraged to pursue PME to enhance their promotion potential.

3.3.5.3. The PME completion requirement for promotion may be waived by NGB/CF for those individuals attending the appropriate level course in residence, provided the member is assigned to a UMD position authorizing the grade (or higher) for which promotion is recommended. Approval of waiver requests will not be automatic and commanders must provide adequate justification that the individual attending PME deserves special consideration. Waivers will only be considered for officers graduating from PME prior to White House/Senate confirmation.

3.3.6. Nominees' must have been awarded the fully qualified DAFSC of the UMD position, unless the officer has been reassigned within the last six months and holds a fully qualified primary AFSC (PAFSC) in another career field.

3.3.7. Line officers commissioned after 1 Oct 95 must possess a baccalaureate degree in order to be eligible for a position vacancy promotion in the grade above first lieutenant.

3.3.8. Nominees' must have completed the amount of promotion service in the current grade as defined in **Table 3.3.**

Table 3.3. Promotion Service

I T E M	A	B
	For Promotion to:	Years Promotion Service (Computed From DOR)
1.	Captain	Two years
2.	Major	Four years
3.	Lieutenant Colonel	Four years
4.	Colonel	Three years

3.3.9. Nominees' must have been in an active commissioned status for a minimum of one year immediately preceding the promotion recommendation. The service must be continuous (without a break) and must not include any period assigned to the Inactive Status List Reserve Section (ISLRS) or retired status.

3.3.10. Line and Medical Service Corps officers must have trained satisfactorily for the two years immediately preceding the Federal Recognition Examination Board. Chaplains, lawyers, and health professionals recommended for promotion to lieutenant colonel and below must have trained satisfactorily for at least one year immediately preceding the Federal Recognition Examination Board. A satisfactory year is one in which the officer has satisfied the requirements for a satisfactory year for retirement. Waivers of this provision will not be considered.

3.3.11. Nominees' must have been examined and found qualified by a Federal Recognition Examination Board IAW NGR (AF) 36-3.

3.3.12. Nominees' must be recommended for Federal recognition by the Adjutant General. This authority may be delegated by the Adjutant General to an officer on the ANG State Headquarters staff for recommendations to grades below colonel.

3.3.13. Nominees' must be promoted in the ANG of the state.

3.3.14. Nominees' must not have failed selection for promotion to the grade currently being recommended by a ROPB, or by an Active Air Force Selection Board. Waivers of the above provision will not be considered except when the officer on an active duty list was non-selected by an active AF selection board. Submit waiver requests to ANG/DP and include all OPRs/OERs rendered on the subject officer. Waiver of this provision is not automatic.

3.3.15. Statutory tour officers and officers in military duty status recommended for promotion to lieutenant colonel and colonel must have at least three years retainability from the effective date of promotion to their new grade before any type of mandatory separation from the ANG. The Federal Recognition Examination Board should be held at least three and one-half years prior to any mandatory separation date to allow time for processing of the promotion recommendation.

3.3.16. Nominees' must be physically qualified for worldwide duty as determined by proper military medical authority and have a "Good Fit" score IAW ANGI 10-248, *Air National Guard (ANG) Fitness Program*. The State Air Surgeon may waive any 4T profile where competent military medical authority has determined the condition is self-limited, non-systemic, and should be resolved with the member being returned to worldwide duty status within one year (e.g., pregnancy).

3.3.17. Nominees' must be approved for Federal recognition by the CNGB after review of the Federal Recognition Examination Board proceedings and other records pertaining to the officer.

3.4. Promotion Effective Dates. Promotion effective dates will be determined by ANG/DP, announced in Federal Recognition Orders, and entered into the MILPDS. Promotion dates are not effective until announced by such orders or by MILPDS entry.

3.5. Position Vacancy Promotion to Colonel. All nominations (paragraph 3.1.4.) for position vacancy promotion to colonel will be forwarded to the CNGB, through ANG/DP for review and action as indicated below:

3.5.1. The complete recommendation will be forwarded to ANG/DP for personnel found qualified by a Federal Recognition Examination Board and paragraph 3.1.4. of this instruction. The National Guard Bureau will review prior to the convening of the ANG Colonels' Federal Recognition Review Board at the Air Force Personnel Center (AFPC).

3.5.1.1. Individuals who meet a Federal Recognition Examination Board between 1 January and 30 June of each year are eligible to be reviewed by the Fall ANG Colonels Federal Recognition Review Board. Board proceedings and endorsements must arrive at ANG/DP not later than 15 July of each year to be considered by the Fall Board.

3.5.1.2. Individuals who meet a Federal Recognition Examination Board between 1 July and 31 December of each year are eligible to be reviewed by the Spring ANG Colonels' Federal Recognition Review Board. Board proceedings and endorsements must arrive at ANG/DP not later than 15 January of each year to be considered by the Spring Board.

3.5.2. Promotion packages arriving at ANG/DP after the dates stated above will be held for the subsequent ANG Colonels' Federal Recognition Review Board.

3.5.3. Federal Recognition Review Board. ANG officers recommended for promotion to colonel must meet the ANG Colonel Federal Recognition Review Board convened at the Air Force Personnel Center, Randolph Air Force Base, Texas. This board is composed of both active duty Air Force and ANG officers and is charged with determining if officers nominated meet the standard for Federal Recognition as Colonels in the Total Force. ANG officers not recommended for promotion by this board may be resubmitted for promotion after nine months.

3.6. Certificate of Eligibility (COE) for Promotion to Colonel

3.6.1. The purpose of the certificate of eligibility is to assist the state's force management plan by pre-qualifying officers for a Colonel position and subsequent Federal recognition, thus reducing the time it takes to promote individuals to the grade of colonel upon assignment to a vacant colonel position. It must be understood that circumstances are subject to change, therefore, the fact that an individual holds a COE does not mandate promotion to the higher grade or warrant mandatory assignment to a higher graded position.

3.6.2. Eligibility. A candidate for a COE must meet all the requirements for consideration for a position vacancy promotion to the grade of colonel except for holding the state appointment to the higher grade and assignment to a colonel position.

3.6.3. Upon announcement by ANG/DP that an ANG Colonel Review Board will be convened, the state will submit all required documentation referenced in the announcement and paragraph 4.4., of

this instruction. In addition to requirements outlined in paragraph 4.4., submit a memorandum specifying the projected assignment of the candidate for the COE, identifying the current incumbent and providing the date and reason the incumbent will vacate the position.

3.6.4. Validity of COE.

3.6.4.1. A certificate of eligibility is valid only for the office that the individual was found qualified by a FRB, unless a waiver for assignment to a commensurate position is approved by ANG/DP.

3.6.4.2. A certificate of eligibility is effective for two years from the date of Senate confirmation. The officer must remain otherwise qualified. The COE becomes invalid when one of the following conditions occurs:

3.6.4.2.1. The officer is reassigned to an authorized colonel UMD position prior to release of Senate confirmation, or

3.6.4.2.2. Is no longer physically qualified, or

3.6.4.2.3. Is removed IAW this instruction, or

3.6.4.2.4. Reaches his/her MSD and has not been assigned to an authorized colonel UMD position. An extension of MSD in order to qualify for a civil service retirement annuity will not invalidate an existing COE.

3.6.5. The message released by ANG/DP announcing Senate confirmation will serve as the COE.

3.6.6. Executing an approved COE.

3.6.6.1. Forty-five days prior to assignment to a colonel position of an officer holding a COE, the state will provide ANG/DP the following documentation:

3.6.6.1.1. State assignment order or copy of an AF IMT 2096, Classification/On-The-Job Training Action, assigning the officer to the authorized vacant colonel position indicated in the original COE promotion request

3.6.6.1.2. State promotion order

3.6.6.1.3. New Investigative File Memorandum

3.6.6.1.4. Statement the officer has a "Good Fit" score IAW ANGI 10-248.

3.6.6.1.5. Copies of new OPRs rendered since the convening of the Federal recognition board

3.6.6.1.6. Medical Squadron Commander or State Air Surgeon statement certifying that "Examinee denies, and review of medical records fail to reveal, any other significant medical or surgical history since last physical examination dated _____."

3.6.6.2. Upon receipt of the candidate's assignment order to the colonel position, ANG/DP will initiate a complete files check. Federal recognition by CNGB will be granted only after the files check is complete.

3.6.7. Effective Date of Promotion. For members holding an approved COE, the promotion service date and promotion effective date is the date Federal recognition is granted by CNGB. If the member is an AGR, CNGB will approve only within statutory limitation of controlled grades.

3.6.8. Delay of COE execution for Promotion. If an officer holding a COE is the subject of an open complaint/investigation involving adverse information, Federal recognition will be withheld and the Reserve of the Air Force promotion will be delayed until resolved. If the adverse information is substantiated at the time the officer was selected, nominated and confirmed for a COE, the NGB/CF, in coordination with the officer's TAG, will:

3.6.8.1. Initiate removal from the promotion list IAW AFI 36-2504, or

3.6.8.2. Recommend to the SAF that the officer be Federally recognized and granted Reserve of the Air Force promotion. Such recommendations will be accompanied by a full disclosure of the adverse information.

Chapter 4

FEDERAL RECOGNITION

4.1. General. Federal recognition and concurrent Reserve of the Air Force promotion is extended to qualified officers by the CNGB, acting for the Secretary of the Air Force and will be announced in appropriate orders. Federal recognition orders for promotions to colonel cannot be issued until the Senate confirms the promotions. Federal recognition orders for promotions to lieutenant colonel cannot be issued until the President approves the promotions or designated authority.

4.2. Promotion as a Result of Mandatory Consideration for Promotion to First Lieutenant. To request Federal recognition to be effective on the date established by a ROPB or for the mandatory promotion of second lieutenants (paragraph 2.1.), submit automated format IAW [Attachment 7](#).

4.3. Promotions Below Colonel. For position vacancy promotion to the grade of captain through lieutenant colonel and mandatory promotions to first lieutenant, requests (paragraph 4.4.) will be forwarded to ANG/DP for those individuals found qualified by a Federal Recognition Examination Board IAW NGR (AF) 36-3.

4.4. Required Documents. To request Federal recognition of promotion, or Federal recognition of a selectee in advance of the effective date established by a ROPB, use the format shown in [Attachment 6](#). Required documents for these requests are listed below. Automated formats (see [Attachment 7](#)) provided by ANG/DP will be used in lieu of the following documents for promotion to lieutenant colonel and below:

- 4.4.1. Two most recent reports. (AF IMT 707A, Field Grade Officer Performance Evaluation Report, AF IMT 707B, Company Grade Officer Performance Evaluation Report, or AF IMT 475, Education/Training Record) (for promotion to lieutenant colonel and below only).
- 4.4.2. PME certification (only when not indicated in MILPDS) if required for promotion eligibility. (See paragraph 3.3.5.)
- 4.4.3. Federal Recognition Examination Board appointment order (NOTE 1.).
- 4.4.4. State promotion order (except COE candidates – see paragraph 3.6.)
- 4.4.5. NGB 89-1, Proceedings of a Federal Recognition Examining Board, (NOTE 1.).
- 4.4.6. Commander's recommendation letter (with command channel endorsements).
- 4.4.7. Retirement Point Summary indicating previous two years points summary. One year for promotion to lieutenant colonel or below if a professional officer.
- 4.4.8. AF IMT 709, Promotion Recommendation, (for position vacancy promotion to colonel).
- 4.4.9. TAG Letter - Investigative Files (see [Attachment 11](#)) (for position vacancy promotion to colonel)

NOTE:

1. Not required if promotion is to be in advance of an effective date established by a ROPB.

4.5. Promotion Propriety Actions.

4.5.1. Delay or Removal Actions. An officer who has been found fully qualified for promotion by a Federal Recognition Examination Board or a ROPB is considered to be on a recommended list for promotion to the next higher grade. If subsequent information is made available to TAG or CNGB, that causes either to believe an officer is mentally, physically, morally, or professionally unqualified to perform the duties of the next higher grade, action must be initiated to delay or remove the officer's name from the recommended list IAW AFI 36-2504, Chapter 7.

4.5.2. If the reason for the delay no longer exists, promote the officer to the next higher grade with the same DOR as if the delay did not occur. Any commander in the officer's rating chain may determine the reason for the delay no longer exists. AFI 36-2504, Table 7.1., Step 12 specifies the appropriate process for notifying the member and disposing of the case.

4.5.3. Not Qualified Actions (Mandatory Promotion). If information is made available to a Commander that causes him or her to believe an officer is mentally, physically, morally, or professionally unqualified to perform the duties of the next higher grade, action should be initiated to find the officer not qualified for promotion IAW AFI 36-2504, Chapter 7.

4.6. Automated Promotion Request System. ANG/DP has developed an automated promotion request process (see [Attachment 9](#)). State Headquarters' participation in the ANG/DP Automated Promotion Request is mandatory. See [Attachment 7](#) for samples of the automated promotion request template, including position vacancy, ROPB mandatory and accelerated promotions. Contact ANG/DP for email address of personnel specialist handling promotions for your particular State, Territory or Statutory Tour Program.

Chapter 5

PROMOTION AND FEDERAL RECOGNITION OF STATUTORY TOUR OFFICERS

5.1. General. ANG officers on Federal active duty under the provisions of the ANG Statutory Tour Program IAW Title 10 USC must receive concurrence for promotion by both the appropriate state Adjutant General and NGB/CF, prior to review by a Federal Recognition Examination Board. NGB/CF, may delegate the promotion recommendation authority to the Functional Chief.

5.2. Position Vacancy Promotion. To request position vacancy promotion and Federal recognition for statutory tour officers, the following are required:

5.2.1. The officer must qualify for a position vacancy promotion IAW **Chapter 3**, of this instruction.

5.2.2. The officer's supervisor will forward the request for promotion recommendation template through the functional director to ANG, Organization Management (ANG/OM) (**Attachment 7**). ANG/OM will request concurrence from the appropriate state Adjutant General.

5.2.3. If the Adjutant General concurs with the promotion action, the state will forward state promotion orders to ANG/OM. If the Adjutant General does not concur with the promotion, appropriate comments will be provided to NGB/CF with a courtesy copy to ANG/OM.

5.2.4. ANG/OM will request Federal Recognition in accordance with **Chapter 4**.

5.2.4.1. For colonel promotions, ANG/OM will convene the Federal Recognition Examination Board. ANG/DP will screen all records and forward to AFPC for the ANG Colonel Federal Recognition Review Board. AFPC will staff the results of the board through HQ USAF channels for SAF approval, nomination to the President, and Senate confirmation.

5.2.5. ANG/DP will publish Federal recognition orders authorizing the assumption of the higher grade on active duty.

5.3. Promotion as a Result of Reserve Officer Promotion Board Consideration. A statutory tour officer selected for promotion by a ROPB may be promoted under the provisions of **Chapter 2**, to a higher grade in the Reserve of the Air Force and be granted Federal recognition. However, he/she may not be authorized to assume the higher grade on active duty unless assigned to an active duty position authorizing the higher grade. In this circumstance, refer to **Chapter 2**, of this instruction. ANG/OM is the authorizing authority.

5.3.1. ANG/OM will prepare correspondence for NGB/CF for any officer selected or not selected for promotion by a ROPB. NGB/CF is responsible for notifying affected officers on the public release date of the promotion list.

5.3.1.1. The following procedures will be used to request Federal recognition of a mandatory promotion:

5.3.1.1.1. The officer's supervisor will forward the appropriate automated promotion template (see **Attachment 7**) through the Functional Director to ANG/OM concurring with the officer's promotion.

5.3.1.1.2. ANG/OM will notify the appropriate state Adjutant General to request state promotion orders.

5.3.1.1.3. ANG/OM will request Federal recognition orders from ANG/DP.

5.3.1.1.4. ANG/DP will publish Federal recognition orders authorizing the assumption of the higher grade on active duty.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

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

AFI 36-2504, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Officers

ANGI 10-248, Air National Guard (ANG) Fitness Program

ANGI 36-2101, Assignments Within the Air National Guard

NGR (AF) 36-3, Federal Recognition Boards for Appointment or Promotions in the Air National Guard below General Officer

Title 10, United States Code, Armed Forces

Title 32, United States Code, National Guard

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AGR—Active Guard/Reserve

ANG—Air National Guard

ARPC—Air Reserve Personnel Center

AWC—Air War College

CNGB—Chief, National Guard Bureau

COE—Certificate of Eligibility

ROPB—Central Selection Board

DAFSC—Duty Air Force Specialty Code

DP—Directorate of Diversity, Personnel and Training

DOR—Date of Rank

FRB—Federal Recognition Board

HRO—Human Resource Office

IAW—In Accordance With

ICAF—Industrial College of the Armed Forces

ISLRS—Inactive Status List Reserve Section

MILPDS—Military Personnel Data System

MPF—Military Personnel Flight
NQP—Not Qualified for Promotion
NWC—National War College
OPB—Officer Pre-selection Brief
OPR—Officer Performance Reports
PAFSC—Primary Air Force Specialty Code
PAS—Personnel Accounting Symbol
PME—Professional Military Education
PRISM—Promotion Recommendation and In-board Support Management
PRF—Promotion Recommendation Form
RASL—Reserve Active Status List
RIP—Report on Individual Personnel
ROPMA—Reserve Officer Personnel Management Act
SAF—Secretary of the Air Force
SSB—Special Selection Board
TAG—The Adjutant General
UMD—Unit Manpower Document
UPRG—Unit Personnel Records Group
USC—United States Code

Terms

Active status—All reserve commissioned officers of the ANG and the United States Air Force Reserve (USAFR) (participating and non-participating) who are not on the ISLRS or in the Retired Reserve (see also RASL).

Active Guard/Reserve (AGR)—Full-time military duty personnel under Title 32 USC 502(I).

Air Force Specialty Code (AFSC)—A combination of numbers and letters used to identify an Air Force Specialty.

Air National Guard (ANG)—A Reserve component of the United States Air Force consisting of all Federally recognized units, organizations, and members of the ANG of the states, the District of Columbia, Puerto Rico, the Virgin Islands and Guam.

Appointment as a Reserve of the Air Force—Appointment to the permanent grade in which Federally recognized as a member of the ANG.

Air Reserve Personnel Center (ARPC)—Also HQ ARPC.

Best and Fully Qualified—Method of selection by which a board may only recommend for promotion a specified number or percentage of officers considered within each competitive category. The board may

not recommend an officer for promotion unless it considers the officer fully qualified for promotion.

Reserve Officer Promotion Board (ROPB)—A board of officers convened under the authority of the Secretary of the Air Force to consider RASL officers for mandatory promotion to the grade of captain through lieutenant colonel under the authority of ROPMA.

Certificate of Eligibility (COE)—A certificate issued in accordance with 32 USC Section 307, to individuals found qualified for Federal recognition in a particular office prior to it becoming vacant.

Date of Rank (DOR)—The statutory language for establishment of the date an officer begins time in grade. Formerly equivalent to the term Promotion Service Date (PSD), which is no longer used.

Failure of Selection for Promotion—An officer in the Reserve grade of first lieutenant, captain, or major who is on the reserve active-status list and who:

1. Is considered but not recommended for promotion (other than by a position vacancy board) or
2. Declines to accept a promotion for which selected (other than by a position vacancy board), shall be considered to have failed of selection for promotion and is considered a failed of selection for promotion officer or a deferred officer or
3. Recommended for promotion, but who is not promoted because CNGB declines to Federally recognize the person or because the President declines to appoint the person or because the Senate does not consent to the person's promotion. For promotion delays, removals, declinations, see AFI 36-2504.

Effective date of promotion—The date announced in Federal recognition orders and entered into the MILPDS on which an officer can begin to wear a higher-grade insignia. Same as Promotion Effective Date (PED).

Federal recognition—Acknowledgment by the Federal government that an officer assigned within the ANG meets the prescribed Federal standards for the grade and position to which assigned. The authority to grant Federal recognition has been delegated to the CNGB.

Federal Recognition Examination Board—A board appointed, composed, and convened IAW NGR (AF) 36-3, to determine qualifications for Federal recognition or a ROPB.

Human Resource Office (HRO)—The office of primary responsibility in the state for personnel actions involving full-time employees of the National Guard.

Involuntary Promotion Deferral—Promotions involuntarily delayed because: (1) Promotion of a statutory tour officer or AGR officer when the promotion will result in exceeding lawful grade ceilings; or (2) when promotion of AGR officer will result in the officer's grade exceeding that authorized under grade comparability authorized by ANG/DP.

Military Duty Personnel—Those members of the ANG in AGR status under Title 32 USC 502(I); same as full-time military duty personnel.

Military Technician—Federal employees of the military department who occupy technician positions under Title 32 U.S.C 709.

Officer Pre-selection Brief (OPB)—A computer product produced at base level that contains selection data from the Headquarters USAF Master Personnel File.

Promotion Plan—Annual planning document that includes recommendations for ROPB promotion

boards for each promotion competitive category in the grades of captain, major and lieutenant colonel. The plan includes proposed promotion zones; recommended promotion quotas for each promotion competitive category and grade; specific needs for selective continuation boards; and specific needs for selective early retirement boards. The plan will also forecast promotion quotas for a five-year period. The document is prepared by ANG/DP, coordinated with appropriate activities and forwarded through channels to the service Secretary.

Promotion Propriety Action—A commander's actions to delay, remove, or find an officer not qualified for promotion IAW AFI 36-2504.

Promotion Recommendation and In-board Support Management (PRISM)—Computerized information system used to manage the officer promotion and selection program.

AF IMT 709, Promotion Recommendation, Form (PRF)—For the purpose of the PRF, the senior rater for lieutenant colonels and below must be at least a colonel serving as a wing commander or equivalent, as determined by the management level.

Promotion Service—Service in an active status in the current permanent grade. Promotion service upon appointment may also include constructive credit (see AFIs 36-2504 and 36-2005). Time spent in ISLRS or in the Retired Reserve is not creditable for promotion service.

Recommended List—A list of ANG officers who have been considered by a ROPB, found qualified, and recommended for promotion to a higher grade as a Reserve of the Air Force.

Report on Individual Personnel (RIP)—A computer-generated product reflecting selected data on an individual service member that is maintained in the Personnel Data System.

Reserve Active Status List (RASL)—A single list that includes all Air Reserve officers in an active status. The RASL is used to determine seniority in grade, determine eligibility for promotion and determine the sequence in timing of promotion.

Reserve of the Air Force—The common Federal status possessed by members of the ANG and the United States Air Force Reserve. This term is not used to identify an Air Force component or organization.

Reserve Officer Personnel Management Act (ROPMA)—Congressional legislation passed into law that directs the career management of Reserve of the Air Force officers, including officers of the ANG. The ROPMA was effective 1 October 1996.

Senior Rater—The evaluator who completes the AF IMT 709.

State—Includes all fifty States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of Guam and the Virgin Islands.

Statutory Tour Officer—A Reserve officer on active duty in direct support of the management of the ANG or USAFR authorized under Title 10 USC 10211, 10305 or 12402.

Unit Manpower Document (UMD)—A document containing all authorized and required (funded) Pre/Post mobilization military manpower requirements.

UMD Part A—A manpower document listing all validated full-time support requirements for a specific unit. Information provided for each position includes the comparable maximum military grade a military duty officer may hold.

UMD Position—A manpower authorization appearing on a UMD for which an effective date has

consummated. It describes a requirement for a trained individual with a prescribed set of duties or tasks to be performed.

Attachment 2**NOTIFICATION TO ONCE FAILED OF SELECTION FOR PROMOTION OFFICER**

(Wing/Group Letterhead)

GRADE/NAME

Mailing Address (if applicable)

NAME

Mailing Address (if available)

Dear (Grade) (Last Name)

A Reserve Officer Promotion Board that convened at the Air Reserve Personnel Center recently considered you for permanent promotion. The board reviewed all documents in each officer's selection folder using the best-qualified method of selection. Unfortunately, you were not among those recommended for promotion.

As long as you remain eligible, a Reserve Officer Promotion Board composed of entirely different members, which will convene next year, will again consider you for promotion. You cannot be considered for a position vacancy promotion while in a failed of selection for promotion status. If the next Reserve Officer Promotion Board does not select you for promotion, you must be separated from the ANG unless authorized retention by law. In the event SAF determines a critical need for officers in your grade and AFSC, you will be notified and may be eligible to apply for continuation. You are encouraged to review AFI 36-2504, Officer Promotion and Continuation in the Reserve of the Air Force and use every opportunity to enhance your promotion potential prior to being considered again.

Request you acknowledge receipt of one copy of this letter and provide it to the Military Personnel Flight for inclusion in your unit personnel records group.

Sincerely,

Wing/Group or Installation Commander

1st Ind, Reference (Grade) (Last Name), Letter dated, _____

(Signing Unit)

DATE

MEMORANDUM FOR (Unit)/MPF

I acknowledge receipt of this letter on (date).

(Signature/Block of Officer)

Attachment 3**NOTIFICATION TO TWICE FAILED OF SELECTION FOR PROMOTION OFFICER**

(Wing/Group Letterhead)

(Grade, First Name, Middle Initial, Last Name)

(State) Air National Guard

Dear (Grade. Last Name)

You were recently reconsidered for permanent promotion by a ROPB, which convened at the Air Reserve Personnel Center. I regret to inform you that you were not recommended for promotion. The specific reasons are known only to the composite membership of the board, however, I can assure you that you were accorded fair and impartial consideration.

Since you have been considered twice and not recommended, the law requires that your active status as an officer in the Air National Guard and as a Reserve of the Air Force be terminated not later than (date). You should contact the Military Personnel Flight to determine which of the following will apply in your case:

a. If you have completed over 20 satisfactory years of service for retirement, you are eligible and may elect transfer to the Retired Reserve Section. This transfer will not entitle you to pay until you reach age 60.

b. If you have more than 18, but less than 20 satisfactory years of service for retirement, you may qualify for further retention to complete 20 years under the provisions of Section 12646 of Title 10, USC.

On behalf of the Adjutant General of the State of _____ the Chief, National Guard Bureau, and the Chief of Staff, United States Air Force, I wish to thank you for your honorable and faithful service.

Sincerely,

Wing/Group or Installation Commander

1st Ind, Reference (Grade) (Last Name), Letter dated, _____

(Signing Unit)

DATE

MEMORANDUM FOR (Unit(MPF))

I acknowledge receipt of this letter on (date).

(Signature/Block of Officer)

Attachment 4

NOTIFICATION OF SELECTION FOR PROMOTION LETTER

(Letterhead)

Date

MEMORANDUM FOR

FROM:

SUBJECT:

1. Congratulations on your selection for promotion to (grade) effective on (date). This selection attests to your ability, performance, and future potential to the Air National Guard and the Air Force.

2. A program has been established for notifying employers when personnel are selected for promotion, To do this, I need your permission. Please inform me if you would like me to do this at the earliest date and provide me with the name and address of your employer.

3. Again, congratulations on your selection.

(Signature)

(SIGNATURE BLOCK)

Attachment 5**INFORMING EMPLOYER OF MEMBER'S PROMOTION SELECTION
(SAMPLE LETTER)**

TO: (employer) (address)

Dear

(Name), an employee of your organization has been selected for promotion to the grade of (grade) in the Air National Guard (ANG). This promotion attests to his/her ability, performance, and future potential to the Air National Guard and the Air Force.

(OR)

A promotion selection board convened at the Air Reserve Personnel Center in Denver, Colorado, recommended that (name), an employee of your organization, be promoted to the grade of (grade) in the Air National Guard (ANG). This selection attests to (name's) ability, performance, and future potential to the Air Force and the Air National Guard. Many fine officers were eligible for promotion, but only the most highly qualified were selected. (Name) is an active member in the Air National Guard and an asset to this (wing, group, and squadron).

His/her participation is possible because you have permitted him/her the opportunity to train when required. The Air National Guard is an important part of the national security effort, and the support given by employers such as you, are greatly appreciated and needed. Because of your support of the ANG, I wanted you to be aware of (name's) selection for promotion. I thank you and extend the appreciation of the Air Force for your cooperation and support of the Air National Guard.

(Signature)

(SIGNATURE BLOCK)

Attachment 6**IMMEDIATE COMMANDER'S LETTER FORWARDING RECOMMENDATION FOR PROMOTION (SAMPLE LETTER)**

MEMORANDUM FOR COMMAND CHANNELS STATE ADJUTANT GENERAL, IN- TURN

FROM: (Unit)

SUBJECT: (Position Vacancy or Mandatory) Promotion of Officer (Grade, Name, SSAN)

1. Recommend that (present grade, name, SSN) be promoted to (grade) in AFSC (numerical designation).
2. Select one of the following for this paragraph: For mandatory promotion to first lieutenant under paragraph **2.1.**, (This office will complete two years of promotion service on (date). Request promotion and Federal recognition thereof be effective on the specified date." For Mandatory Promotion under paragraph **2.2.** "This officer is on a recommended list for mandatory promotion to (grade) on (date). Request the promotion and Federal recognition thereof be effective on the specified date." (If promotion will result in officer's being in overgrade status, then appropriate waivers should be requested.)

FOR POSITION VACANCY PROMOTION UNDER [Chapter 3](#)

"This officer completed the prescribed minimum creditable promotion service on (date) and meets the other requirements prescribed in [Chapter 3](#), ANGI 36-2504. Request examination by a Federal Recognition Examining Board."

FOR ACCELERATED PROMOTION UNDER [Chapter 3](#), PARAGRAPH [3.1.1](#).

"This officer is on a recommended list for mandatory promotion to (grade) on (date) and is recommended for Federal recognition in advance of this date. Request Federal recognition of the promotion is effective on (date)."

3. This officer has clearly demonstrated his/her fitness for the responsibilities and duties of the position and grade for which recommended. (Additional recommendation/information is required for position vacancy promotions). (If nominee is a chaplain, lawyer, physician, or dentist, what equivalent training was accomplished {paragraph [3.3.5.2](#)}.)

4. (Use this paragraph to request waivers, if appropriate).

5. The nominated individual is the only person assigned to the UMD position he/she is occupying and the UMD position authorized is a grade equal to or higher than that for which promotion is recommended. This officer does have a "Good Fit" score IAW ANGI 10-248.

(SIGNATURE)
(SIGNATURE BLOCK OF IMMEDIATE
COMMANDER)

Attachments: (Position Vacancy or Accelerated of Mandatory Selection)

1. Two Most Recent Reports (OPR/TNG) (LtCol and Below)
2. Report of Individual Personnel (RIP)
3. PME Certificate (only when not indicated on RIP)
4. AF IMT 526
5. Distinguished/honor graduate documents (if appropriate)

Attachment 7

**AUTOMATED PROMOTION RECOMMENDATION FORMAT FOR OFFICER
PROMOTION REQUEST (1LT – LT COL)**

(1Lt Mandatory, ROPB, Position Vacancy, and Accelerated Promotion)

(STATE) Air National Guard

(Date DD MMM YY)

TYPE OF PROMOTION: (1-1LT MANDATORY; 2-ROPB BOARD; 3-POSITION VACANCY;
4-ACCELERATED)

NAME: (LAST, FIRST MI.)

SSAN: (XXX-XX-XXXX) GRADE:

ASSIGNMENT DATA:

UNIT:

PAS:

DAFSC:

UMD GR:

PAFSC:

CATEGORY:

UMD POSITION #:

TECHNICIAN-ID/STATUS:

AUTHORIZED/ASSIGNED BY GRADE:

UNIT

PROMOTION CATEGORY

AUTH/ASSD

AUTH/ASSD

COL

LT COL

MAJ

AGR PROMOTIONS: THIS IS/IS NOT AN AGR PROMOTION.

ELIGIBILITY REVIEW (NOT REQUIRED FOR MANDATORY (1) AND ROPB (2) PROMOTIONS):

PME: (**HIGHEST LEVEL/YEAR COMPLETED**)

EQUIVALENT COURSES FOR PROFESSIONAL CATEGORY ONLY: **YES/NO**

_____ POINTS CLOSING AS OF: (DATE =YYMMDD)

_____ POINTS CLOSING AS OF: (DATE =YYMMDD)

_____ TOTAL SINCE LAST 526 CLOSED

OFFICER PERFORMANCE REPORT COMMENTS:

CLOSE DATE: **DD MM YY**

CLOSING COMMENT: (**NARRATIVE**)

CLOSE DATE: **DD MM YY**

CLOSING COMMENT: (**NARRATIVE**)

AFSC REQUIREMENTS: "OFFICER IS FULLY QUALIFIED IN DUTY AFSC" -OR- "OFFICER HAS BEEN REASSIGNED WITHIN LAST SIX MONTHS AND HAS A FULLY QUALIFIED PAFSC"

PHYSICAL QUALIFICATION: "OFFICER DOES HAVE A GOOD FIT SCORE IAW ANGI 10-248 AIR NATIONAL GUARD FITNESS PROGRAM."

SOLE OCCUPANT: "OFFICER IS THE SOLE OCCUPANT OF THE POSITION TO WHICH ASSIGNED. POSITION GRADE IS EQUAL TO OR HIGHER THAN THAT FOR WHICH PROMOTED"

FEDERAL RECOGNITION EXAMINATION BOARD (NOT REQUIRED FOR MANDATORY (1), ROPB (2) AND ACCELERATED (4) PROMOTIONS:

DATE OF FED REC BOARD: **DD MM YY**

BOARD MEMBERS: (**GRADE/FULL NAME/SSAN**)

PRESIDENT:

MEMBER:

MEMBER:

RECORDER:

“ALL BOARD MEMBERS ARE VERIFIED ON FEDERAL RECOGNITION BOARD ORDER NO _____, DATED **DD MM YY**.”

STATE PROMOTION ORDER NO _____, DATED **DD MM YY**

GRADE/LAST NAME OF COMMANDER RECOMMENDING PROMOTION:

GRADE/LAST NAME OF WING/GROUP COMMANDER APPROVING:

GRADE/LAST NAME OF TAG OFFICIAL APPROVING:

GRADE/NAME OF TAG REPRESENTATIVE FORWARDING THIS REQUEST:

Attachment 8

EQUIVALENT RESIDENT PRIMARY PME – SOS COURSES

Figure A8.1. Eligible Sister Service Courses for Resident Primary PME (SOS) credit.

SERVICE COMPONENT	QUALIFYING COURSE(S):
US ARMY	Adjutant General Officer Advanced Course; Air Defense Artillery Officer Advanced Course; Armor Officer Advanced Course; Chaplain Advanced Course; Chemical Officer Advanced Course; Engineer Officer Advanced Course; Army Medical Department Officer Advanced Course; Combined Arms and Services Staff School; Field Artillery Officer Advanced Course; Finance Officer Advanced Course; Infantry Officer Advanced Course; Judge Advocate Advanced Course; Medical officer Advanced Course; Military Intelligence Officer Advanced Course; Military Police Officer Advanced Course; Ordnance Officer Advanced Course; Quartermaster Officer Advanced Course; Signal Officer Advanced Course; Transportation Officer Advanced Course, Aviation Officer Advanced Course.
US NAVY	Surface Warfare Officer Department Head Course; Submarine Officer Advanced Course.
US MARINE CORPS	Amphibious Warfare Course.

Attachment 9**AUTOMATED PROMOTION REQUEST PROCESS**

The automated promotion requests system requires e-mail or Fax.

- Step 1 - Unit Commander recommends promotion
- Step 2 - MPF verifies eligibility IAW with this instruction.
- Step 3 - Group/Wing Commander approves promotion
- Step 4 - MPF transmits promotion to State Headquarters via e-mail (State determines)
- Step 5 - State verifies eligibility and directs Federal Recognition Examination Board (if required). Prepares State Promotion Order
- Step 6 - State sends promotion via e-mail or Fax using Promotion format in [Attachment 7](#), as required, to ANG/DP.
- Step 7- ANG/DP receives
 - Reviews for eligibility - Approves/disapproves
 - Notifies state via e-mail of date approved and Federal Recognition Order number.
- Step 8 - State sends original NGB 89 to master file at HQ ARPC
 - ANG/DP sends copy of Federal Recognition Order to state and to HQ ARPC for Master file.
- Step 9 – ANG/DP will randomly select certain promotions for audit and require state to forward specific documents for review

Attachment 10

**ADJUTANT GENERAL LETTER FORWARDING RECOMMENDATION TO
FEDERAL RECOGNITION EXAMINATION BOARD**

(Not Required for Mandatory Promotions)

DATE

MEMORANDUM FOR PRESIDENT, FEDERAL RECOGNITION EXAMINATION BOARD

FROM: TAG

SUBJECT: Position Vacancy Promotion of Officer (Grade, Name, and SSN)

1. Request subject officer be examined IAW NGR (AF) 36-3 on or about (date).
2. Promotion of the officer in the (state) Air National Guard will be accomplished upon notification of satisfactory examination for Federal recognition for promotion.

(NOTE: The State Human Resource Officer should verify this manning for military duty officers).

(Signature)
 (SIGNATURE BLOCK)
 (Adjutant General or designated representative)

Attachments: (Position vacancy only)

1. Commander's Rec. w/Atch
2. Command Selection Record Group
3. Federal Recognition Examination Board orders

1st Ind, Position Vacancy Promotion of Officer (Grade, Name), letter dated, _____

(Signing Unit)

DATE

MEMORANDUM FOR

(Statement)

(Signature)
(SIGNATURE BLOCK)
(President of the Federal Recognition
Examination Board)

Attachment 11**TAG INVESTIGATIVE FILE LETTER**

DATE

MEMORANDUM FOR ANG/DP

FROM: TAG/ _____

SUBJECT: ANG Colonel Federal Recognition Board

Investigative files and all systems of records maintained in the state of _____ referring to Lieutenant Colonel _____, have been reviewed. We find no evidence of conflict of interest or failure to adhere to required standards of conduct. Additionally, there is no evidence of misconduct nor is there, to our knowledge, a pending investigation of alleged misconduct by this officer.

SIGNED BY THE ADJUTANT GENERAL