

**BY ORDER OF THE
CHIEF NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION 36-
2505**



26 NOVEMBER 2012

Personnel

**FEDERAL RECOGNITION EXAMINING
BOARDS FOR APPOINTMENT OR
PROMOTION IN THE ANG BELOW
GENERAL OFFICER**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: NGB/A1PO

Certified by: NGB/A1 (Col Mary Burrus)

Pages: 24

Supersedes: NGR (AF) 36-3, 28 May 1983

This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*. This instruction prescribes the authority and provides guidance for appointment and composition of Federal Recognition Examining Boards of officers in the Air National Guard (ANG). It outlines the procedures for conducting such boards to determine the qualifications of individuals recommended for appointment or promotion in the ANG and as a Reserve of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at the State Headquarters level only. All direct Supplements must be routed to the Office of Primary Responsibility of this publication for coordination prior to certification and approval. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) and Executive Order (E.O.) 9397 (SSN), as amended by E.O. 13478, Amendments to Executive Order 9397 Relating to Federal Agency use of Social Security Numbers, November 18, 2008. The applicable Privacy Act System of Records Notices (SORNs) **F036 AF PCN, Unit Assigned Personnel Information, F036 AF PC C, Military Personnel**

Records Systems, and F036 AF PC Q, Personnel Data System (PDS) is available at <http://privacy.defense.gov/notices/usaf>.

SUMMARY OF CHANGES

This instruction is a complete revision of NGR (AF) 36-3, *Federal Recognition for Appointment or Promotion in the Air National Guard Below General Officer*, and incorporates significant statutory changes as a result of ROPMA, as well as policy changes placed in effect since last publication, in order to enhance officer promotion board processes for members of the ANG.

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Chapter 1

GENERAL INFORMATION/POLICY

1.1. Board Objectives. The specific objective of the Federal Recognition Examining Board process is to review the qualifications of officers for appointment, reappointment, or promotion through a fair and impartial review process. Such a process advances qualified officers to positions of greater responsibility and authority to provide the necessary career incentive to attract and maintain a higher-quality officer force. The Federal Recognition Examining Board will:

- 1.1.1. Federally recognize appointment of officer candidates projected against position vacancies, or reappointment of officers between line categories and professional specialties.
- 1.1.2. Federally recognize promotion of officers for each grade, as officer vacancies occur.

1.2. Board Policies.

- 1.2.1. Each candidate for appointment or promotion will be examined without regard to race, religion, sex, color, creed, or national origin to determine his/her general, physical, moral, and professional fitness for the grade and position for which they are being considered.
- 1.2.2. Individuals should not meet a Federal Recognition Examining Board until they have met all of the requirements for promotion or appointment IAW Air National Guard Instruction (ANGI) 36-2504, *Federal Recognition of Promotion in the Air National Guard and as a Reserve of the Air Force Below the Grade of General Officer* or ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*. Any waiver authorized by the preceding instructions must be approved prior to holding a Federal Recognition Examining Board.
- 1.2.3. Federal Recognition Examining Boards considering candidates for appointment do not consider current Air National Guard (ANG) officers, current Regular Air Force officers, or current Air Force Reserve officers, unless the officer is changing competitive categories.

Chapter 2

FEDERAL RECOGNITION EXAMINING BOARDS

2.1. Appointment of Federal Recognition Examining Boards. Boards are appointed on special orders by the following, which will state that officers are designated by the Secretary of the Air Force (SecAF) to function as board members:

2.1.1. For Federal Recognition Examining Boards:

2.1.1.1. The appropriate State Adjutant General for all grades below brigadier general with the exception of officers on active duty under the provisions of Title 10 U.S.C. 12402 (statutory tour).

2.1.1.2. National Guard Bureau, Human Resource (NGB/HR) for all grades below general for officers on active duty in statutory tour status under the provisions of Title 10 U.S.C. 12402.

2.1.2. For Federal Recognition Examining Boards conducted at the Academy of Military Science (AMS) only:

2.1.2.1. The AMS Commandant, who is delegated Federal Recognition Examining Board responsibilities for all officers commissioned at AMS.

2.1.3. For Federal Recognition Examining Boards convened to consider an ANG officer for position vacancy promotion to the grades of major and lieutenant colonel, a Memorandum of Instructions (MOI) is required. The MOI is a document approved by the SecAF annually and provides information to the board members of factors they should use to determine the officer’s qualification for promotion selection by the state. National Guard Bureau, Officer Programs (NGB/AIPO) will provide a copy of the current approved MOI to the field annually.

2.2. Composition of Federal Recognition Examining Boards. Federal Recognition Examining Boards must be comprised of three officers as voting members, and a non-voting recorder. Members may be from the Regular Air Force and the ANG. Regular Air Force members do not have to be assigned/attached to an ANG organization. At least one member must be an ANG officer and can be from another ANG unit or state. All members, except recorder, must be serving in a grade higher than the grade of the officer(s) being considered by the board and above the grade of captain.

2.2.1. The senior member will be appointed as the president of the board. While an officer may serve as both the board president and a voting member of the board, an officer may not serve as a board member and a board recorder for the same Federal Recognition Examining Board.

2.2.2. For Federal Recognition Examining Boards conducted at AMS, board members must hold a minimum grade of captain and the board president must hold a minimum grade of major.

Table 2.1. GRADE OF THE FEDERAL RECOGNITION EXAMINING BOARD.

	A	B
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RULE	If the board is convened to examine for the grade of:	Then the grade of the board president will not be lower than:
1	Colonel	Brigadier General
2	Lieutenant Colonel	Colonel
3	Major and below	Lieutenant Colonel
4	Second Lieutenant	Major

2.3. Board Member Selection Criteria.

2.3.1. Board membership must include at least one officer from the competitive category of the person(s) being considered by the board. If there is no officer in the State in the same competitive category that is senior to the candidate, the State Adjutant General may request assistance from another State, the National Guard Bureau (NGB) or the Regular Air Force.

2.3.2. No officer should be a member of two consecutive Federal Recognition Examining Boards for the consideration of officers of the same competitive category and grade. If no other officers in the State qualify or are available, the State Adjutant General may request assistance from another State, the NGB or the Regular Air Force.

2.3.3. Officers who have signed the documents recommending the officer for promotion or who have signed any of the last five Officer Performance Reports (OPRs) may not serve on the Federal Recognition Examining Board. If no other officers in the State qualify or are available, the State Adjutant General may request assistance from another State, the NGB or the Regular Air Force.

2.3.4. No waivers are authorized for the requirements in paragraph 2.3.1., 2.3.2., and 2.3.3.

2.3.5. Any officer selected to be a board member who believes they cannot in good conscience perform his/her duties and responsibilities have a duty to request relief by the State Adjutant General or designated representative from such duty. Such a request shall be honored.

2.4. Board Member Selection Criteria for Federal Recognition Examining Boards Conducted at AMS.

2.4.1. Due to the unique nature of the AMS mission, Federal Recognition Examining Boards convened at AMS for the sole purpose of commissioning ANG officers are exempt from the requirement that board members are not allowed to serve on consecutive boards. Additionally, they are exempt from the requirement to include at least one officer from the competitive category of the person(s) being considered by the board.

2.4.2. Officers who have signed the documents recommending the officer for commissioning may serve on the Federal Recognition Examining Board.

2.4.3. All other board member selection criteria outlined in section 2.3 applies.

2.5. Support Personnel for the Board.

2.5.1. Qualified officers and noncommissioned officers will be utilized to provide technical expertise and administrative support during board proceedings. For the purpose of this instruction they will be referred to as personnel representatives.

2.5.2. The Director, Air National Guard (NGB/CF), the AMS Commandant, or the State Adjutant General (as applicable) will designate such personnel by special order. The special order with name highlighted, circled or otherwise notated must be maintained with the record of the board proceedings.

Chapter 3

FEDERAL RECOGNITION EXAMINING BOARD PROCEEDINGS

3.1. General. The board will assemble at the time and place determined by the board president. For Federal Recognition Examining Boards conducted at AMS, boards may not be convened until after the officer candidate has completed all commissioning requirements. The president will ensure the following actions are completed:

3.1.1. The recorder reads the order appointing the board.

3.1.2. The president administers the following oath to the recorder:

3.1.2.1. *“Do you (name the recorder) swear (or affirm) that you will faithfully and impartially discharge your duties as a member and recorder of the board, so help you God?”*

3.1.3. The recorder administers the following oath to the other board members:

3.1.3.1. *“Do you (naming each member) swear (or affirm) that you will faithfully and impartially discharge your duties as a member of this board without prejudice or partiality having in view both the special fitness of the officer and the efficiency of the Air Force in the matter now before you, so help you God?”*

3.1.4. The president administers the following oath to the personnel representative:

3.1.4.1. *“Do you (name of the personnel representative) swear (or affirm) that you will faithfully and impartially discharge your duties as a member and recorder of the board, so help you God?”*

3.1.5. The president reads the approved SecAF MOI, verbatim, to the board members.

3.1.6. All members sign the *Statement of Understanding* (Attachment 3).

3.1.7. The recorder will ensure board actions identified in Section II of Attachment 4, *Federal Recognition Examining Board Checklist*, are accomplished.

3.2. Information/Documentation Provided to the Federal Recognition Examining Board.

3.2.1. For examination for appointment or reappointment, including applicants for Commissioning. The applicant’s Air Force (AF) Form 24, *Application for Appointment as Reserves of the Air Force or USAF without Component*, accompanied by all supporting endorsements, documents, and forms required by ANGI 36-2005. The personnel representative will ensure pre-board actions identified in Section I of Attachment 4 are accomplished and brief the board on such criteria as:

3.2.1.1. Constructive service credit granted (if any).

3.2.1.2. Educational status.

3.2.1.3. Special training requirements.

3.2.1.4. Civilian work experience.

3.2.1.5. Military experience.

3.2.1.6. Any waivers granted.

3.2.2. For Federal Recognition Examining Boards conducted at AMS, all documentation created for AMS students may be considered in addition to all criteria listed under 3.2.1.

3.2.3. For Examination for Promotion.

3.2.3.1. The number of officers and positions in each competitive category to be considered.

3.2.3.2. The Officer Selection Record (OSR) (see Attachment 5 for specific documents included in the OSR).

3.2.3.3. All documents, forms, letters and endorsements required by ANGI 36-2504.

3.2.3.4. The personnel representative will ensure pre-board actions identified in Section I of Attachment 4 and brief the board on such criteria as:

3.2.3.4.1. Time in grade (TIG).

3.2.3.4.2. OPR requirements.

3.2.3.4.3. Air Force Specialty (AFS) qualifications/requirements.

3.2.3.4.4. Developmental Education (formerly Professional Military Education) requirements.

3.2.3.4.5. Special training requirements.

3.2.3.4.6. Any waivers granted.

3.2.3.4.7. Timing of Federal Recognition process (see ANGI 36-2504).

3.3. Responsibilities of the Federal Recognition Examining Board in Examining Candidates for Appointment, Reappointment or Promotion.

3.3.1. Board members are to base their recommendations on the material in each officer's official military record, any information the State Adjutant General concerned may provide to the board IAW the provisions of this instruction, and any information about the record communicated to the board by individual eligible officers under this instruction. For appointment and reappointment, a personal appearance is mandatory, unless waived by the Adjutant General. For vacancy promotion to grades below general, a personal appearance is at the discretion of the Adjutant General, or NGB/CF for officers serving on a statutory tour. Board members in their deliberations may discuss their own personal knowledge and evaluation of the professional qualities of eligible officers to the extent that such matters are not precluded by law, Department of Defense Instruction (DoDI) 1320.14, Title 10 U.S.C. 14108, or this instruction. Board members may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered, unless that opinion is contained in material provided to the board under the provisions of this instruction. The board recorder must be present during all board deliberations.

3.3.2. Board members apply the whole-person concept to assess all factors in the candidate's record that support each candidate's potential to serve in the appointed grade. Consider the following when determining potential for success in the Air National Guard of the United States (ANGUS) and/or for position of greater responsibility: job performance, professional

qualities, leadership, depth, and breadth of experience, job responsibility, developmental education, and specific achievements. Of these factors, job performance is the most important.

3.3.3. The board must also thoroughly review the following:

3.3.3.1. Physical qualifications. Ensure that the applicant meets fitness standards per Air Force Instruction (AFI) 36-2905, *Fitness Program*, and is physically qualified by medical authority for world-wide service without limitation IAW AFI 48-123, *Medical Examinations and Standards*.

3.3.3.2. Moral qualifications. Ensure the candidate meets the high moral and personal standards expected of an Air Force officer.

3.4. Communications about Particular Officers. Information about a particular officer may be communicated to a Federal Recognition Examining Board as follows:

3.4.1. Personal appearance of candidates before the board:

3.4.1.1. For appointments or reappointments below the grade of general, a personal appearance is mandatory unless waived by the State Adjutant General.

3.4.1.2. For Federal Recognition Examining Boards held at AMS, a personal appearance is at the discretion of the AMS Commandant.

3.4.1.3. For vacancy promotion to grades below general, a personal appearance is at the discretion of the State Adjutant General, or NGB/CF for officers serving on statutory tour.

3.4.1.4. If at any time during the personal appearance (examination) it is determined by the board that the candidate does not meet the minimum eligibility requirements (fully qualified) the examination will cease, the candidate will be excused if present, and the appointment, reappointment or promotion request will be returned to the Force Support Squadron (FSS) with written reasons why the officer is not eligible using the criteria in [paragraph 3.3](#) and [3.5.3.2](#).

3.4.1.5. Upon completion of the examination, the president of the board will excuse the candidate (if present), and the board will then deliberate the candidate's fitness for appointment, reappointment or promotion using the criteria in [paragraph 3.3](#).

3.4.2. Information in an eligible officer's official military personnel record provided to the board IAW this instruction as listed in [paragraphs 3.2.1, 3.2.2, and 3.2.3](#).

3.4.3. An eligible officer may send a written communication, to include facsimile, to the board to arrive no later than the day before the board convenes, calling attention to any matter concerning him/herself which the officer considers important for the board to know.

3.4.4. Written information that is not part of the official military record of an officer, but which the State Adjutant General determines to be substantiated and relevant information that might reasonably and materially affect deliberations of the board may be considered. In making such a determination, the State Adjutant General's procedures for identifying concerns must ensure that the proposing of such information for consideration applies to all eligible officers for the board concerned. Additionally, the State Adjutant General concerned must ensure:

3.4.4.1. The officer is notified in writing that such information will be presented to the board.

3.4.4.2. The officer is provided a copy of the information that will be provided to the board.

3.4.4.3. The officer is afforded a reasonable opportunity to submit written comments on that information to the board. If an eligible officer may not have access to the information for reasons of national security, the officer shall (to the maximum extent possible) be provided with an appropriate summary of the information, prepared by the State Adjutant General concerned for that purpose.

3.4.4.4. Information provided to a board under this paragraph may not be provided to subsequent boards unless either:

3.4.4.4.1. The information is in the official military personnel record, as defined in regulation by the SecAF or State statute/regulation concerned, of the officer concerned.

3.4.4.4.2. The State Adjutant General makes a new determination, IAW procedures in this paragraph and the officer is again provided the notification and opportunity to comment. A board is authorized to request administrative information to amplify or clarify the official military records, instructions and information provided to the board. If such requests pertain to the non-administrative information regarding an individual officer, the rules of [paragraph 3.4.3](#) apply. All requests for additional information from the board will be made to or through the personnel representative assigned to the board.

3.5. Voting, Findings and Recommendations.

3.5.1. A board president has no authority to constrain the board from recommending the federal recognition of the promotion of officers that the majority of the board finds qualified to meet the needs of the ANG.

3.5.2. Voting will be accomplished confidentially and in writing. After each member has voted, ballots are passed to the recorder to tally. Upon completion of the tally, the recorder provides the president the results along with whether or not the vote was unanimous. The president will notify any voting member who is eligible to submit a minority report IAW [paragraph 3.5.5](#).

3.5.3. The findings and recommendations of the board will be recorded on the NGB Form 89-1 (See Attachment 2, *Instructions for Completing the NGB Form 89-1*). Specific remarks may be required as noted below and in other sections of this instruction:

3.5.3.1. If the board determines that the candidate is not qualified for promotion, enter the reason for that determination by selecting the appropriate comment in the “Qualifications” section of the NGB Form 89-1.

3.5.3.2. If found “not qualified for Federal Recognition,” a brief statement why the board does not find the candidate qualified must be provided.

3.5.3.3. For Federal Recognition Examining Boards, a board majority is required to disapprove and not extend Federal Recognition.

3.5.4. For promotion actions, the board president can announce the recommendation of the board. No promotion action can take place without NGB/AIPO approval.

3.5.5. Minority Report. A voting member of the board who disagrees with the findings and/or recommendation of the majority vote of the board may submit a minority report. This report must be in sufficient detail to support reasons for disagreement. NGB/AIPO, acting for the Chief, National Guard Bureau (CNGB), will review the board proceedings along with the recommendations of the State Adjutant General to determine if Federal Recognition is to be granted.

3.5.6. Board recorders have a duty to request relief from the appointing authority of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings have been affected by improper actions. They have a duty to report the basis for their belief to that authority. Improper actions include but are not limited to:

3.5.6.1. Improper influence of senior military or civilian authority.

3.5.6.2. Misconduct of the board president or a member.

3.6. Federal Recognition Examining Board Reports.

3.6.1. On completion of board deliberations, the board president, board members, and the board recorder shall, as a minimum, certify in a cover letter accompanying the NGB Form 89-1 to NGB/CF, or the AMS Commandant, or the State Adjutant General (as applicable) concerned that:

3.6.1.1. To the best of their knowledge, the board complied with this directive;

3.6.1.2. They were not subject to or aware of any censure, reprimand, or admonishment resulting from recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

3.6.1.3. They were not subject to or aware of any attempt to coerce improperly influence any action in the formulation of the board's recommendations;

3.6.1.4. They were not a party to or aware of any attempt at unauthorized communication;

3.6.1.5. To the best of their knowledge, the board carefully considered the records of each individual whose name was furnished to the board;

3.6.1.6. In the opinion of the majority of the members of the board, the individuals meeting the board are fully qualified and best qualified for appointment, reappointment or promotion to meet the needs of the ANG.

3.6.2. Boards shall prepare and submit NGB Form 89-1 to the State Adjutant General IAW Title 32 U.S.C. Sections 307 and 308 and this instruction.

3.7. Federal Recognition of Appointments and Reappointments.

3.7.1. The Federal Recognition Examining Board will make a recommendation to National Guard Bureau, Director, Manpower, Personnel and Services (NGB/A1) for approval of Federal Recognition provided the following requirements are met:

3.7.1.1. Is approved by the board for appointment or reappointment by examination conducted under the provisions of this instruction.

3.7.1.2. Is on state appointment orders to a grade and position for which found qualified.

3.7.1.3. Has subscribed to the Oath of Office (NGB Form 337).

3.7.2. The effective date of appointment will be the date on which the latest of items 3.7.1.1 through 3.7.1.3 have been met.

3.7.3. Prior to submitting the board recommendation to NGB/A1, the personnel representative will ensure the post board actions identified in Section III of Attachment 4 is accomplished.

3.8. Disposition of Board Proceedings.

3.8.1. If the board finds the candidate qualified for Federal Recognition, and NGB/CF, the Commandant of the AMS or the State Adjutant General (as applicable) approves the action, then the promotion is processed IAW with ANGI 36-2504, and the appointment or reappointment is processed IAW ANGI 36-2005.

3.8.2. If the promotion board finds the candidate not fully qualified for Federal Recognition, then the State Adjutant General is notified and board documentation is retained at the state headquarters. If the appointment board finds the candidate not fully qualified, then the State Adjutant General forwards the appointment, or reappointment, board results to NGB/AIPO for final disposition.

3.8.2.1. If the AMS Federal Recognition Examining Board finds an officer candidate not fully qualified for Federal Recognition, the student will be disenrolled from AMS prior to commissioning ceremonies.

3.9. Approval of Board Proceedings. The AMS Commandant or the State Adjutant General (as applicable) acting on behalf of the CNGB, as delegated by the SecAF, is the approval authority for Federal Recognition Examining Board proceedings. The CNGB through NGB/AIPO shall periodically review Federal Recognition Examining Board proceedings to ensure compliance with this instruction and the intent of DoDI 1320.12.

3.10. Announcement of Federal Recognition Board Examining Results. Public release of appointment, reappointment or promotion information is authorized as soon as Federal Recognition orders are published by the NGB. Orders may be verified by the personnel data system update.

3.11. Disclosure of Board Proceedings. How board members voted on any particular record may not be disclosed. However, subsequent to public release, information on the number of officers considered and selected; how the board was organized; the general procedure it followed; the number of board members and their grades, names, and promotion categories; may be disclosed. Board votes are internal working papers, exempt from disclosure, and destroyed as soon as the board proceedings are approved.

Chapter 4

COLONEL FEDERAL RECOGNITION REVIEW BOARD PROCEEDINGS

4.1. Purpose. To determine whether Federal Recognition in the grade of colonel should be extended to ANG officers in the competitive categories of the Line of the Air Force, Medical Corps, Medical Service Corps, Biomedical Sciences Corps, Nurse Corps, Dental Corps, Chaplain Corps, and Line of the Air Force - Judge Advocate. This is the only program under which ANG officers may be selected for Federal Recognition to colonel. This board is convened under the provisions of Title 32 U.S.C. and ANGI 36-2504.

4.2. General Procedures. Under the ANG Federal Recognition program, an officer selected for promotion to the grade of colonel in the National Guard of his or her state may be recommended for federal recognition in the Reserve grade of colonel. The officer must be recommended by his or her immediate commander, approved by the Adjutant General of the State, and found qualified by the Colonel Federal Recognition Review Board. If found qualified, he/she must receive approval through the President of the United States, and further, be recommended to and receive confirmation by the Senate. Upon which, NGB will certify on a federal recognition order, or Certificate of Eligibility (COE). The COE listing will expire two years from the date of Senate confirmation IAW all governing laws and instructions.

4.3. Board Composition. IAW SecAF approval, board membership will include at least one representative sitting from each competitive category of those nominated to receive federal recognition. Board membership will be composed of ANG and Regular Air Force colonels. All members must be in a Title 10 status throughout the entirety of the board proceedings, possess federal recognition in the grade of colonel and will be considered as voting members. The board president (a non-voting member) will be a general officer, possessing federal recognition in that rank, and may either be a member of the ANG or the Regular Air Force. Records and administrative assistants may either be civilian (civil service), ANG or Regular Air Force. The SecAF must approve board membership prior to the board convening.

4.4. Board Considerations. When reviewing records, voting members, unless otherwise directed by the SecAF, will apply the whole-person concept to assess all factors that support promotion potential, including job performance, professional qualities, leadership, depth and breadth of experience, job responsibility, developmental education, and specific achievements. A final vote will then be taken and the majority will be the final result.

4.5. Disclosure of Board. Board votes are internal working papers, exempt from disclosure, and destroyed as soon as the board proceedings are approved.

4.6. Public Release. Release of the proceedings will occur upon Secretary of Defense approval. Promotions become effective once Senate confirmation occurs and orders are published by NGB. Orders may be verified by the Personnel Data System update.

4.7. Board Documentation. Board documentation will be on file at the Air Reserve Personnel Center while the board files are still considered active. Once all promotions have occurred or each COE has lapsed, this documentation will no longer be considered active and may be destroyed.

4.8. Non-Selects. The sole purpose of this board is to qualify, and further, recommend those nominated to receive federal recognition for the state promotion that has already occurred. If a nominee is not recommended during a cycle, he/she, with the approval of his/her chain of command, may be submitted again after nine months, without prejudice, recourse, or board knowledge of the previous non-selection, so long as all other promotion requirements are met IAW governing instructions and laws.

Harry M Wyatt III, Lieutenant General, USAF
Director, Air National Guard

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

Title 10 USC 12402, *Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau*, 5 October 1994

Title 10 USC 14108, *Recommendations by promotion boards*, 17 October 2006

Title 10 USC 14109, *Reports of promotion boards: in general*, 5 October 1994

Title 32 USC 307, *Federal recognition of officers: examination; certificate of eligibility*, 1 December 1994

DoDI 1310.02, *Appointing Commissioned Officers*, 8 May 2007

DoDI 1320.12, *Commissioned Officer Promotion Program*, 27 September 2005

DoDI 1320.14, *Commissioned Officer Promotion Program Procedures*, 24 September 1996

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, 19 May 2003

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 09 Jan 2003

AFOCD, *Air Force Officer Classification Directory*

ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force below the Grade of General Officer*, 28 Jul 2004

ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*, 15 Mar 2005

AFI 36-2905, *Fitness Program*, 1 Jul 2010

AFI 48-123, *Medical Examinations and Standards*, 24 Sep 2009

Prescribed Forms

NGB Form 337, *Oaths of Office*

NGB Form 89-1, *Proceedings of a Federal Recognition Examining Board*

Adopted Forms

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*

AF Form 475, *Education/Training Record*

AF Form 527, *Officer Command Record Group*

AF Form 707, *Officer Performance Report (Lt thru Col)*

AF Form 709, *Promotion Recommendation Form*

Abbreviations and Acronyms

A1—Director, Manpower, Personnel and Services

A1PO—Officer Programs

AF—Air Force

AFI—Air Force Instruction

AFS—Air Force Specialty

AMS—Academy of Military Science

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGUS—Air National Guard of the United States

CF—Director, Air National Guard

CNGB—Chief, National Guard Bureau

COE—Certificate of Eligibility

DoDI—Department of Defense Instruction

FSS—Force Support Squadron

HR—Human Resources

IAW—In accordance with

MOI—Memorandum of Instructions

NGB—National Guard Bureau

OPR—Officer Performance Report

OSR—Officer Selection Record

SecAF—Secretary of the Air Force

TIG—Time in Grade

U.S.C.—United States Code

Terms

Air Force Specialty (AFS)—A group of positions requiring common qualifications. Each AFS has a title and a code.

ANG (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 (see State).

ANG of the United States (ANGUS)—The Reserve component of the Air Force whose members are assigned to the ANG.

Air Reserve Components (ARC) of the Air Force—The ANG and the United States Air Force Reserve (USAFR).

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

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 finds the officer fully qualified for promotion.

Competitive Categories—Officers grouped by categories competing within their own functional area for promotion. The established categories are: Line of the Air Force (rated and non-rated) (LAF), Line of the Air Force - Judge Advocate (LAF-J), Medical Corps (MC), Dental Corps (DC), Chaplain (CH), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Commander—As used in this instruction, refers to the immediate or higher level commander of the organization where an officer is assigned or attached.

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 Chief, National Guard Bureau by the Secretary of the Air Force.

Federal Recognition Examining Board—A board appointed, composed, and convened IAW ANGI 36-2505 to determine qualifications for Federal Recognition or a central selection board.

Memorandum of Instructions—A document approved by the Secretary of the Air Force on a yearly basis, providing instructions to the board members for consideration of position vacancy promotions of ANG officers to the grades of major and lieutenant colonel.

Officer Selection Record (OSR)—The term commonly used for all the documents given to selection boards.

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

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

Whole Person Concept—A subjective assessment of each officer's relative potential to serve in the next higher grade that requires careful review of the officer's entire selection Record to assess such factors as job performance, professional competence, leadership, job responsibility, depth and breadth of experience, specific achievements, and academic and professional military education.

Attachment 2

INSTRUCTIONS FOR COMPLETING THE NGB FORM 89-1

- A2.1. CONVENED PURSUANT TO PARAGRAPH** - From the State Board Order
- A2.2. SPECIAL ORDER NO** - From the State Board Order
- A2.3. HEADQUARTERS** - From the State Board Order
- A2.4. DATE (YYYYNNDD)** - From the State Board Order
- A2.5. LOCATION** - Location where the board was held
- A2.6. DATE** - Date the board was held
- A2.7. HOUR** - Time the board was held
- A2.8. PRESENT (ALL THE BOARD MEMBERS)** - Name- First Name Middle Initial Last Name; Grade- must be in numerical format (i.e. for “Col” use “06”); Comp Cat- must be the alpha character for the officer’s competitive category (use the list below*); Position on Board - Enter appointed board position in this order, President, Member, then Recorder
- A2.9. Comp Cat List:**

Table A2.1. Comp Cat List.

<p><u>51J Judge Advocate</u> COMP CAT: use the abbreviation: J</p>
<p><u>52R Chaplain</u> COMP CAT: use the abbreviation: C</p>
<p><u>41A Medical Service Corps</u> COMP CAT: use the abbreviation: S</p>
<p><u>47 Dental Corps</u> COMP CAT: use the abbreviation: D 47G 47B 47S 47D 47H 47E 47P 47K</p>
<p><u>Bio-Medical Science Corps</u> COMP CAT: use the abbreviation: W 43E 42S 43B 43D 43T 42T 43A 42B 43Y 43P 42P 42E 42N 42G 43H</p>
<p><u>Nurse Corps</u> COMP CAT: use the abbreviation: N 46A 46P 46S 46M 46N 46F</p>

Medical CorpsCOMP CAT: use the abbreviation: **M**

44A 45S 44G 45U 44F 45E 48G 45N 48P
 45B 48A 45G 48E 44D 48F 44R 44K 44H
 45P 44S 44M 45A 44E 44N 44P 44Z 44T
 44Y 48R

Line Rated/Non-Rated OfficersCOMP CAT: use the abbreviation: **A**

A2.10. THE ORDER DIRECTING THIS APPLICANT - Enter the nominee's full name as it appears on the officer selection brief, Unit of Assignment, and State of Assignment

A2.11. TO REPORT FOR EXAMINATION TO DETERMINE HIS/HER QUALIFICATION FOR FEDERAL RECOGNITION AS - Circle "His" or "Her" as appropriate and enter grade in numerical format (i.e. for "Col" use "06")

A2.11.1. Enter "X" in appropriate box for "Was" or "Was Not"

A2.12. CONDUCT OF THE BOARD - Enter "X" in appropriate box for "Who Had" or "Who Had No"

A2.13. QUALIFICATIONS (a thru g) - Enter "X" in appropriate box

A2.14. FINDINGS OF THE BOARD - Enter "X" in appropriate box; Circle "Appointment" or "Promotion" as appropriate; Enter Date Examination was Completed, and ensure signatures are obtained for ALL board members

Attachment 3

STATEMENT OF UNDERSTANDING

Figure A3.1. Statement of Understanding.

1. I understand that all communications intended to express the views of the Adjutant General, the commander of the individual meeting this board, or any other service member shall be put in writing, furnished to me and each member of this board, and made a part of the board record. Communications regarding the individual being considered by the board are expressly forbidden unless unusual circumstance exists that would preclude an officer's performance from being documented in the official record (i.e. sensitive classified material, etc.)

2. I understand that no person may direct that the individual being considered by this board be selected or direct the board to fail to select a particular individual.

3. I understand that if any adverse information is submitted to the board, the Federal Recognition Examining Board will not be held pending adjudication of the adverse information.

4. If I cannot, in good conscience, perform my duties as a member of the board without prejudice or partiality, it is my duty to request relief by the Chief, National Guard Bureau, or the Commandant of the Academy of Military Science, or the State Adjutant General (as applicable) or other authority in the state from such duty. I understand that this request will be honored. If I believe that the integrity of the board's proceedings has been adversely affected by improper influence of superior military authority, misconduct of the board president or a member, or any other reason, it is my duty to request relief from this duty from proper authority and to report the basis for my belief to that authority.

5. If at any time relief from your appointment as a board member, recorder, or advisor is warranted, complete the statement below and provide to the personnel representative appointed to serve this board. If no relief is sought, complete the statement at the conclusion of the board proceedings.

I do/do not request relief from my appointment as a member of this Federal Recognition Examining Board. I have read and will comply with this statement of understanding. I do/do not request relief from my appointment as a member of this Federal Recognition Examining Board.

Signature of Board Member

Date

Attachment 4

FEDERAL RECOGNITION EXAMINING BOARD CHECKLIST

Table A4.1. Federal Recognition Examining Board Checklist.

I. PRE-BOARD (to be accomplished by personnel representative)		Yes	No
1.	For Promotion: Have the necessary documents been forwarded to the State Adjutant General to approve Federal Recognition Examining Board? <i>(See ANGI 36-2504, Attachment 10)</i>		
2.	For Appointment or Reappointment: Have the necessary documents been forwarded to TAG to approve Federal Recognition Examining Board? <i>(See ANGI 36-2005, Paragraph 4.4. or 4.5.)</i>		
3.	Board order(s) designating members, recorder, and personnel representative(s) prepared and/or ready for board?		
4.	Have the date, time and place for board been determined and reserved?		
5.	Have board members, recorder and interviewees been notified as to Item 4, above?		
6.	For Promotion: Is the Officer Selection Record (OSR) ready and information available? <i>(See ANGI 36-2505, Attachment 5)</i>		
7.	For Promotion: Is information available to brief board on promotion criteria? <i>(See ANGI 36-2505, Paragraph 3.2.2.)</i>		
8.	For Appointment or Reappointment: Are the required documents available to be reviewed by the board? <i>(See ANGI 36-2505, Attachment 5)</i>		
9.	For appointment or reappointment: Is information available to brief board on appointment or reappointment criteria? <i>(See ANGI 36-2505, Paragraph 3.2.1.)</i>		
10.	Are copies of the oaths available for the board president and recorder? <i>(See ANGI 36-2505, Paragraph 3.1.3, 3.1.4, and 3.1.5.)</i>		
11.	If board has additional information from the Adjutant General, have correct procedures been accomplished? <i>(See ANGI 36-2505, Paragraph 3.4.4.)</i>		
II. BOARD PROCEEDING (to be accomplished by the Recorder)			
1.	Have the Board President and Recorder been given copies of oaths and briefed on the order and when to administer?		
2.	Recorder reads order appointing board?		
3.	Board president administers oath to recorder?		
4.	Recorder administers oath to board members?		
5.	Board president administers oath to personnel representatives?		

6.	Board president reads the MOI to the board members?		
III. POST BOARD (to be accomplished by the personnel representative)			
1.	All Federal Recognition Examining Board documents, including NGB Form 337 & NGB Form 89-1, have been properly executed front and back?		
2.	Board orders have been attached to above?		
3.	If found qualified by Federal Recognition Examining Board, has the promotion been processed IAW ANGI 36-2504 or the appointment/reappointment IAW ANGI 36-2005?		
4.	Is the minority report included if any board member disagrees with board recommendations?		

Attachment 5**OFFICER SELECTION RECORD (OSR) DOCUMENTS****A5.1. Documents Considered For Promotion By Federal Recognition Examining Board:**

A5.1.1. AF Form 77, *Supplemental Evaluation Sheet*

A5.1.2. AF Form 475, *Education/Training Report*

A5.1.3. AF Form 707, *Officer Performance Report (Lt thru Col)*

A5.1.4. AF Form 707A, *Field Grade Officer Performance Report* (old form)

A5.1.5. AF Form 707B, *Company Grade Officer Performance Report* (old form)

A5.1.6. AF Form 707, *Officer Effectiveness Report* (old form). NOTE: Airman Performance reports are not included. Available officer evaluation reports from other services are included.

A5.1.7. Individual letters to the board (see [paragraph 3.4.3](#))

A5.1.8. Waivers granted

A5.1.9. Documentary evidence for competitive categories (letters or certificates)

A5.1.10. Recommendations considered for qualification (see [paragraph 3.4.4](#))

A5.2. DOCUMENTS CONSIDERED FOR APPOINTMENT BY FEDERAL RECOGNITION EXAMINING BOARD:

A5.2.1. AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*

A5.2.2. Individual letters to the board (see [paragraph 3.4.3](#))

A5.2.3. Waivers granted

A5.2.4. Documentary evidence for competitive categories (letters or certificates)

A5.2.5. Recommendations considered for qualification (see [paragraph 3.4.4](#))