

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

AIR FORCE INSTRUCTION 36-2502



16 APRIL 2021

**KEESLER AIR FORCE BASE
Supplement**

15 JUNE 2022

PERSONNEL

**ENLISTED AIRMAN PROMOTION AND
DEMOTION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: SAF/MR
(John A. Fedrigo)

Supersedes: AFI36-2502, 12 December 2014

Pages: 167

(KESSLERAFB)

OPR: 81 FSS/FSMP

Certified by: 81 TRW/CCC
(CMSgt Sarah M. Esparza)

Supersedes: AFI36-2502_KESSLERAFBSUP,
1 September 2017

Pages: 12

This instruction implements Department of Defense Instruction (DoDI) 1304.3, *Enlisted Personnel Management Plan (EPMP) Procedures*, and Department of Air Force Policy Directive (DAFPD) 36-25, *Military Promotion and Demotion*. This instruction applies to the Regular Air Force, the Air Force Reserve and the Air National Guard. This instruction applies to U.S. Space Force members until such time as separate service guidance is published. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy Program*. The applicable system of records notices are F036 AFPC C, *Military Personnel Records Systems*, F036 AFPC J, *Promotions Documents and Records Tracking (PRODART)* and F036 AFPC K, *Enlisted Promotion Testing Record* and are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Any requests for records or documents contained in these System of Records Notices will be processed under the Freedom of Information Act guidelines outlined in DOD Manual 5400.07_AF

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(KESSLERAFB) This supplement implements and extends the guidance in Air Force Instruction (AFI) 36-2502, *Enlisted Promotion/Demotion Programs*, and Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*. This supplement establishes policy and procedure governing the Senior Airmen (SrA) Below-the-Zone (BTZ) process. This supplement applies to all units and staff agencies operating on Keesler Air Base (AB), including USAFR but does not apply to the ANG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. The use of the name or

mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. Major changes include: Elimination of Weighted Airman Promotion System (WAPS) testing for Senior Non-commissioned Officers (SNCOs); elimination of Time in Grade/Time in Service and decoration points; elimination of enlisted professional military education (EPME) long distance learning course; Interservice Physician Assistant Program promotions; United States Air Force Academy Preparatory School promotions; Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) delegation of Stripes for Exceptional Performers (STEP) authority to AF/A1. This instruction now applies to RegAF, AFR, and ANG. Where it does not apply to all components, the chapter, paragraph, or attachment will reflect to which component it does apply.

(KESSLERAFB) This document is substantially revised and must be completely reviewed. This instruction has been rewritten to execute the BTZ Program which incorporates and implements further guidance on the Central Base Board (CBB), quick chart references, and roles and responsibilities for each level in the 81st Training Wing. Major changes include: revised score sheets, added face-to-face scoring criteria and tips on meeting the board.

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Chapter 1

AIRMAN PROMOTION PROGRAM ELEMENTS

1.1. Roles and Responsibilities.

1.1.1. United States Air Force Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1):

1.1.1.1. Develops personnel policy and guidelines for implementation and administration of enlisted promotions and demotions in collaboration with AF/RE and NGB/CF.

1.1.1.2. Gives direction to the AFPC Commander (AFPC/CC) for implementation of enlisted promotion policy.

1.1.2. Chief of Air Force Reserve (AF/RE).

1.1.2.1. Develops and executes enlisted promotion and demotion personnel policy and essential procedural guidance in collaboration with NGB/CF and AF/A1.

1.1.2.2. Gives direction to Air Force Reserve Command Manpower, Personnel, and Services Directorate (AFRC/A1) for implementation of enlisted promotion and demotion policy.

1.1.3. Director of the Air National Guard (NGB/CF).

1.1.3.1. Develops and executes enlisted promotion and demotion personnel policy and essential procedural guidance in collaboration with AF/RE and AF/A1.

1.1.3.2. Gives direction to the National Guard Bureau (NGB), Directorate, Manpower, Personnel, Recruiting and Services (NGB/A1) for implementation of enlisted promotion and demotion policy.

1.1.4. Air Force Personnel Center, Enlisted Promotions (AFPC/DP3SP) and Promotion Operations Section (DP2SPP). AFPC/DP3SP and DP2SPP provide guidance to major commands (MAJCOMs), field operating agencies (FOA), direct reporting units (DRU), and Military Personnel Flights (MPF). WAPS promotion file accomplishes promotion selections for grades Staff Sergeant (SSgt) and Technical Sergeant (TSgt), and the SNCO promotion board for Master Sergeant (MSgt), Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt). **(T-1)**.

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

1.1.6. Military Personnel Flight (MPF).

1.1.6.1. Ensures all Airmen meet eligibility requirements and commander recommends promotion in writing. **(T-3)**.

1.1.6.2. Updates and monitors promotion data in the Military Personnel Data System (MilPDS). **(T-3)**.

1.1.6.3. Ensures individuals receive promotion products and assists with eligibility requirements and commander recommendations. **(T-3)**.

1.2. Promotion Authority.

1.2.1. The unit commander or civilian equivalent, in accordance with AFI 51-509, *Appointment to and Assumption of Command*, promotes to grades Airman (Amn) through Master Sergeant (MSgt). Civilians in the grades of General Schedule (GS)-09 or above, CMSgt, and SMSgt have promotion authority when serving as detachment chiefs or as academy commandants. For the ANG, the authority to promote ANG Airmen as Reserves of the Air Force is delegated to The Adjutant General (TAG) or Commanding General (CG) of the state, district, or territory in accordance with guidance and procedures established by this instruction. Deployed commanders do not exercise promotion authority.

1.2.2. The MAJCOM, FOA, or DRU commander promotes to grades SMSgt and CMSgt. This authority may be delegated to the vice commander, staff director, MAJCOM/A1, Numbered Air Force, or equivalent level commander, but may not be further delegated. For unified commands, authority may be delegated to the Air Force Element commander. For the ANG, TAG or CG promotes Airmen to the grades of MSgt, SMSgt, and CMSgt. **Note:** This paragraph does not apply to the ANG.

1.2.3. The Chief of Staff of the Air Force (CSAF) can promote any enlisted member to the next higher grade.

1.3. Announcement of Promotion Dates and Quotas. AFPC/DP3SP announces promotion dates for SSgt through CMSgt. The Directorate of Force Management Policy (AF/A1P), in coordination with the Directorate of Manpower, Organizations and Resources (AF/A1M), distributes promotion quotas based on fiscal and statutory constraints and projected funded requirement vacancies in those grades. **(T-1). Note:** This paragraph does not apply to the ANG.

1.4. Establishing Dates of Rank and Promotion Sequence Numbers.

1.4.1. AF Manual (AFMAN) 36-2604, *Service Dates and Dates of Rank*, establishes dates of rank for Airmen entering the RegAF. Subsequent promotions determine future dates of rank unless other actions take precedence.

1.4.2. AFPC/DP2SPP assigns a promotion sequence number to Airmen selected for promotion to SSgt through CMSgt based on date of rank, total active federal military service date and date of birth. Supplemental selects are assigned promotion sequence numbers of .9 (on increments previously announced) or .5 (unannounced future increment). **Note:** This paragraph does not apply to the ANG.

1.5. Determining Promotion Ineligibility. When individuals are rendered ineligible for promotion, they cannot test or cannot be considered if already tested, and projected promotion will be canceled. **(T-1).** This includes selections under the SNCO Promotion Board process for promotion to MSgt, SMSgt and CMSgt or the WAPS for promotion to SSgt and TSgt and fully qualified for promotion to Airman (Amn)–Senior Airman (SrA). See **Table 1.2** for ineligibility reasons. An Airman or the Airman’s unit commander may request a waiver for reasons outlined in **Table 1.2**. Requests should be limited to those extreme cases that warrant promotion eligibility. The MPF will forward fully documented waiver requests through the Airman’s wing commander, or the promotion authority for SMSgt and CMSgt, to AFPC/DP2SPP for final decision. **(T-1).** Requests should not be used as reward for rehabilitated behavior. All levels of command may disapprove these requests and discontinue further processing. **Note:** This paragraph does not apply to the ANG.

1.6. Accepting Promotion. Airmen who accept a promotion are eligible for reassignment and selective retraining in the projected grade. **Note:** This paragraph does not apply to the ANG.

1.6.1. Selects to the grade of MSgt, SMSgt and CMSgt will sign an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*, or Statement of Understanding within ten duty days after selections are announced or confirmed. **(T-1).** **Note:** Failure to accept or acknowledge receipt of the AF Form 63 will result in promotion withhold and prevent the promotion from taking effect in the personnel and finance systems. **(T-1).** **Note:** This paragraph does not apply to the ANG.

1.6.1.1. The form will acknowledge that MSgt and SMSgt-selects must obtain two years of service retainability and incur a two-year active duty service commitment from the effective date of promotion to qualify for non-disability retirement. **(T-1).** CMSgt-selects must acknowledge and obtain three years of service retainability and incur a three-year active duty service commitment from the effective date of promotion to qualify for non-disability retirement. **(T-1).** Airmen who are demoted retain the active duty service commitment associated with the promotion. **Note:** Member must have or obtain the required retainability before the effective date of promotion. **(T-1).** Insufficient retainability will result in promotion withhold and prevent the promotion from taking effect in the personnel and finance systems. **(T-1).**

1.6.1.2. Failure to withdraw an existing retirement application (approved or pending) within ten duty days from presentation of the AF Form 63 or Statement of Understanding will result in removal from the selection list. **(T-1).** **Note:** This paragraph does not apply to the ANG.

1.6.1.3. Airmen return the AF Form 63 or Statement of Understanding to the AFPC Active Duty Service Commitment Management Section (AFPC/DP1TAM). **Note:** This paragraph does not apply to the ANG.

1.6.2. AFPC/DP1TAM:

1.6.2.1. Provides case to AFPC/DP2SPP to withhold the promotion of a selectee who refuses to sign or does not acknowledge receipt of the AF Form 63 or Statement of Understanding. **(T-1).** **Note:** This paragraph does not apply to the ANG.

1.6.2.2. Forwards AF Form 63 or Statement of Understanding to AFPC for filing in the member's Automated Records Management System for inclusion in Airman's electronic record. **(T-1).** **Note:** This paragraph does not apply to the ANG.

1.7. Promotion Ceremonies. Commanders may conduct promotion ceremonies on the last duty day before the promotion effective date. Ceremonies do not affect pay, seniority, or entitlements.

1.8. Declining Promotion. Airmen may decline a promotion in writing any time prior to the effective date (for example, applying for a voluntary retirement). The declination letter must include name, Social Security number (SSN), promotion cycle, promotion sequence number if already selected, and a statement of understanding that reinstatement will not be authorized. **(T-1).** The MPF updates MilPDS (Grade Status Reason 3D) and forwards a copy of the declination letter to AFPC to be filed in the member's Automated Records Management System. See [Table 1.2](#), Rule 14. **Note:** This paragraph does not apply to the ANG.

1.9. Enlisted Professional Military Education (EPME) Requirements. Airmen selected for promotion to the grades of SSgt, MSgt and SMSgt must complete in-residence EPME. **(T-1).** EPME waivers may be processed as indicated in **Table 1.1** below:

Table 1.1. EPME for Promotion RegAF Airmen.

Rule	If the promotion is to Grade of	EPME Requirement	Completion Date	EPME Waiver Authorized
1	SSgt	Airman Leadership School (see Note 1)	Prior to promotion increment month (see Note 3)	Authorized (see Note 2)
2	TSgt	N/A	N/A	N/A
3	MSgt	Non-commissioned Officer (NCO) Academy (see Note 1)	Prior to promotion increment month (see Note 3)	Authorized (see Note 2)
4	SMSgt	SNCO Academy (see Note 1)	Prior to promotion increment month (see Note 3)	Authorized (see Note 2)
5	CMSgt	N/A	N/A	N/A

Notes:

1. Airmen who are brought onto active duty from the AFR and have completed EPME Distance Learning Course meet RegAF resident requirement. RegAF Airmen must complete resident EPME. **(T-1)**.
2. EPME waivers are only authorized for promotion to SSgt, MSgt and SMSgt. Airman must complete EPME within 179 days. **(T-1)**. The only exceptions for waivers beyond 179 days is for Airmen on Temporary Duty (TDYs) or deployments that exceed 179 days, short-tour locations with no EPME available, and those who cannot complete required EPME before promotion due to circumstances beyond their control (e.g., retraining, medical issues, personal hardship, Exceptional Family Member Program). **(T-1)**. The squadron commander is the approval or disapproval authority for EPME waivers (cannot be further delegated). Commanders use **Attachment 3** to request a promotion waiver for deserving Airmen who meet these scenarios. Route these requests through AFPC/DP2SPP. If approved, AFPC/DP2SPP will update MilPDS and, if required, will grant a retroactive effective date in accordance with **paragraph 1.17**. **(T-1)**. Commanders may only approve one EPME waiver per Airman; approval authority for subsequent EPME waiver requests are at the discretion of the Directorate of Force Development (AF/A1D).
3. If EPME is not completed by the promotion increment month, the projected promotion will be placed into “withhold” status as referenced in **Table 1.3.**, item 10. **(T-1)**. If EPME is not completed by the end of the promotion cycle the projected promotion will be canceled and not reinstated (except for promotion to SSgt). **(T-1)**. The end of the promotion cycle is defined as the last month promotions will increment for that particular cycle as outlined in the Enlisted Promotion Eligibility Chart available on myPers.

1.10. Degree Requirements. Airmen eligible for promotion to SMSgt and CMSgt must have a conferred (awarded) associate or higher-level degree from a nationally or regionally accredited institution on or before the promotion eligibility cutoff date. **(T-1).**

1.11. Correcting Enlistment Grades. The AFPC Military Accessions Branch (AFPC/DP2LT) approves enlistment grade corrections and the AFPC Military Promotions, Evaluations and Recognition Section (AFPC/DP1SSP) updates MilPDS accordingly. **Note:** This paragraph does not apply to the ANG.

1.12. Correcting Promotion Effective Dates and Dates of Rank. AFPC/DP2SPP and DP1SSP correct promotion effective dates because of promotion withhold actions and supplemental promotion selections through the Case Management System. Airmen may be authorized promotion effective date corrections for the following reasons: supplemental promotion selection, Professional Military Education withhold, EPME waivers, retainability withhold, investigation (military/civilian) withhold, and primary AF specialty code skill-level waivers. Retroactive effective date corrections are not authorized for: Airman Leadership School academic failure, removal from Airman Leadership School due to disciplinary reasons, commander non-recommended retroactive promotion due to fitness failure. AFPC/DP3SP and AFPC/DP2SPP will determine all other retroactive effective date correction requests. **(T-1).** **Note:** This paragraph does not apply to the ANG.

1.12.1. MPF releases (terminates) promotion withholds in accordance with the most current Enlisted Promotions Personnel Services Delivery Guide on myPers. **(T-3).**

1.12.2. MPF submits Case Management System requests on retainability withhold, investigation (military and civilian) withhold, primary AF specialty code skill-level waivers, and fitness program withholds. MPF must include name, cycle and grade promoted to, new date of rank, effective date and promotion sequence number, date commander approved promotion, and reason for promotion withholding. **(T-1).** MPF will only submit Case Management System requests on supplemental promotion selections and EPME withholds if Airmen are within 45 days of separation. **(T-1).** AFPC/DP2SPP will process all others as referenced in [paragraph 1.12.](#) **(T-3).**

1.12.3. AFPC/DP2SPP automatically processes corrections to effective date and date of rank on supplemental promotion selection and EPME withholds.

Table 1.2. Determining Ineligibility for Promotion for RegAF Airmen (see Note 1).

If on or after the promotion eligibility cutoff date, and the Airman is					
A	serving in grade of TSgt through SMSgt	Yes			
B	serving in grade SrA through SSgt		Yes		
C	to be promoted to grade Amn through SrA			Yes	
D	to be promoted to grade SSgt and TSgt under STEP				Yes
then the Airman is ineligible for promotion during a particular cycle when he or she (includes testing, consideration if already tested, cancellation of promotion sequence number if previously selected)					
1	has a mandatory date of separation, high year of tenure, or an approved retirement before the first day of the month promotions are incremented in that cycle (see Notes 2, 3, and 7).	X	X		
2	has an approved retirement delayed for medical or hardship or humanitarian reasons.	X	X	X	X
3	is a career Airman who applies for retirement in lieu of or declines to extend or reenlist to obtain service retainability for a controlled duty assignment, permanent change of station (PCS), TDY, or retraining; declines retraining as outlined in AFI 36-2626, <i>Airman Retraining Program</i> . Promotion Eligibility Status Code C (see Notes 2 and 4).	X	X	X	X
4	has been convicted by courts-martial or is undergoing punishment/suspended punishment imposed by courts-martial, or on appellate leave. Includes Return to Duty Program (12-month probationary period), completed punishment, and cases where sentence does not include punishment. Promotion Eligibility Status Code F (see Notes 2, 4, and 5).	X	X	X	X
5	is on the control roster (AFI 36-2907, <i>Adverse Administrative Actions</i>). Promotion Eligibility Status Code G (see Note 2).	X	X	X	X
6	is serving a probationary period under AFI 36-3208, <i>Administrative Separation of Airmen</i> . Promotion Eligibility Status Code K (see Note 2).	X	X	X	X
7	declines promotion consideration/testing and has an AF Form 1566, <i>WAPS Test Verification</i> , 1566A, <i>Declination of SNCO Promotion Considerations</i> (found on the myPers website), or written declination for promotion consideration, on file to that effect. Promotion Eligibility Status Code M.	X	X		X

8	is not recommended for promotion consideration, or the promotion authority removes the individual from a select list. Promotion Eligibility Status Code N. (See paragraph 4.2.) Note: Non-recommend Airmen in the grade of Airman Basic (AB) through Airman First Class (A1C) in monthly increments from the original effective. Below-the-Zone selectees removed from the selection list remain ineligible until they meet the fully qualified promotion requirements. Nonrecommend SrA through SMSgt for pin-on, testing, or promotion board consideration for one promotion cycle at a time. (See Note 2).	X	X	X	X
9	fails to appear for scheduled testing (no-show) without a valid reason as decided by the Force Support Squadron Commander (FSS/CC) (as appropriate, see AFMAN 36-2664, <i>Personnel Assessment Program</i> , for dispute resolution); MPF (Career Development) disapproves out-of-cycle testing; or Airman fails to comply with test administration procedures. Promotion Eligibility Status Code P (see paragraph 2.6.3.4.)	X	X		X
10	is absent without leave or in deserter status. Promotion Eligibility Status Code U (see Note 2).	X	X	X	X
11	(excluding minor traffic violations) has been convicted by a civilian court or undergoing punishment, suspended punishment/sentence, probation, work release program, or any combination of these or similar court-ordered conditions. Include period of time the Airman is on probation after serving part of a sentence or has had the sentence withheld for a period. The ineligibility period will equal the maximum confinement for the same or most closely related offense under the manual for courts-martial. Promotion Eligibility Status Code W (see Note 2). (Note: The promotion ineligibility or any portion of the ineligible period may be waived. The promotion ineligibility for Airmen convicted and sentenced to confinement cannot be waived. The waiver authority rests with wing or equivalent level commander.)	X	X	X	X
12	applies for voluntary retirement after promotion selection notification, and because of approved retirement, does not have sufficient retainability to meet the required active duty service commitment. Update grade status reason to 3G. No change in Promotion Eligibility Status code.	X			

13	has an approved application for separation as a conscientious objector or is being involuntarily separated under AFI 36-3208. Promotion Eligibility Status Code V (see Note 2).	X	X	X	X
14	is on the select list and declines promotion, or is a MSgt, SMSgt, or CMSgt select and fails to acquire service retainability for promotion. Update grade status reason to 3D. No change in Promotion Eligibility Status code.	X	X		
15	is denied or not selected for reenlistment by commander. Promotion Eligibility Status Code J (see Notes 2 and 5).	X	X	X	X
16	is pending administrative demotion action. Promotion Eligibility Status Code H (see Note 2).	X	X	X	X
17	is disqualified from a previously awarded Air Force Specialty Code for cause (RI9A200 or RI9A100). Promotion Eligibility Status code Q. (Note: Individuals placed in RI9A200 [unclassified Airmen pending discharge] and RI9A100 [Airmen awaiting retraining, disqualified for reasons within control] remain ineligible for promotion until awarded a Primary Air Force Specialty Code at a skill level commensurate with current grade. A1C = 3 level, SrA = 5 level, SSgt = 7 level, TSgt = 7 level, MSgt = 7 level, SMSgt = 9 level. Promotion Eligibility Status code Q does not apply to Airmen serving in grades AB and Amn) (see Note 6).	X	X	X	X
18	is disqualified from a previously awarded Air Force Specialty Code not for cause and is awaiting discharge (RI9A300) (see Note 8).	X	X	X	X
19	is undergoing a suspended reduction imposed by Uniform Code of Military Justice Article 15, Promotion Eligibility Status Code A (see Notes 2 and 5).	X	X	X	X
20	is not recommended for entry into upgrade training; or is withdrawn from upgrade training for failing to progress to the next higher level (training status code "T"). Promotion Eligibility Status code 1 (see Note 2).	X	X	X	X
21	has a referral report (as defined by AFI 36-2406, <i>Officer and Enlisted Evaluation Systems</i> , Grade Status Reason 3C and Promotion Eligibility Status Code R (see Note 2).	X	X	X	X

22	has a failed or non-current fitness assessment as of the promotion eligibility cutoff date for promotion to the grades of SSgt-CMSgt and as of the projected promotion date for those eligible for promotion to the grades of Amn-SrA. Promotion Eligibility Status code 3, Grade status reason 3C (see Note 9).	X	X	X	X
23	declines to attend EPME according to AFI 36-2670, <i>Total Force Development</i> ; Promotion Eligibility Status Code 2 (see Note 10).	X	X	X	X

Notes:

1. For ineligibility of Airmen entering commissioning programs, see **paragraph 4.1**.
2. Airmen will not receive supplemental promotion consideration for any cycle for which they were ineligible under this rule. **(T-1)**. If a referral Enlisted Performance Report is received, Airmen exceeding time-in-grade or time-in-service requirements for promotion to Amn through SrA may be promoted the day the ineligibility condition no longer exists. Reference **paragraph 4.2.2.3**. Airmen in grades SrA through SMSgt regain promotion eligibility for future promotion cycles only after receiving a report that is not a referral report and closes out on or before the next promotion eligibility cutoff date/static closeout date, if otherwise eligible. Reinstatement is not authorized. The Promotion Eligibility Status code "R" automatically expire one-day prior to promotion eligibility cutoff date/static closeout date unless removed early by the squadron commander once 120 days have elapsed and if no other promotion eligibility status code applies.
3. SrA, SSgt, TSgt, MSgt, and SMSgt with a mandatory date of separation, high year of tenure or retirement date effective the 1st day of the month promotion increments begin remain eligible for promotion consideration.
4. Promotion reinstatement is not authorized and MPF changes Promotion Eligibility Status to code "X" (if no other Promotion Eligibility Status code applies). For approved withdrawal of PCS declination statement (Promotion Eligibility Status code "C"), the effective date is updated to the promotion eligibility cutoff date for the applicable cycle and made the day AFPC approves withdrawal of PCS declination statement. For Airmen in grades SrA through SMSgt with a court-martial conviction, Promotion Eligibility Status code "F" expires 12 months from date sentence is adjudged or longest period of punishment, whichever is later. Airmen in grades A1C and below with a court-martial conviction; Promotion Eligibility Status code "F" applies only if punishment is imposed, and expires upon completion of the longest period of punishment. Airmen convicted by court-martial receiving a discharge as punishment who are approved for the Return to Duty Program will undergo suspended court-martial punishment (Promotion Eligibility Status code "F") while serving a 12-month probationary period beginning the completion date of the Return to Duty Program. While undergoing suspended court-martial punishment, Airmen are ineligible for promotion. **(T-1)**.
5. In cases where reenlistment denial appeals are successfully approved, or cases where courts-martial/Article 15 punishment is set aside, the Promotion Eligibility Status code is reverted to the original Promotion Eligibility Status code unless another applies. The MPF notifies AFPC/DP2SP or DP1SSP via the Case Management System in cases where reinstatement applies.
6. Commanders may request waiver of Promotion Eligibility Status code "Q." MPF forwards approved waiver requests to AFPC/DP2SP or DP1SSP. **(T-3)**.
7. Members who have an approved high year of tenure extension may be eligible for promotion. If members are selected for promotion, AFPC will adjust the member's high year of tenure to fulfill the promotion active duty service commitment. **(T-1)**.
8. Reinstatement of promotion eligibility is authorized if the decision to discharge is reversed and RI9A300 is removed.
9. Commanders will withhold an individual's projected promotion following a failed or non-current fitness assessment after the promotion eligibility cutoff date, or after having been selected for promotion (line number) in accordance with **Table 1.3., Item 3. (T-1)**.
10. Airmen who decline to attend EPME according to AFI 36-2670, will remain ineligible for promotion until they graduate from the required EPME. **(T-1)**. Airmen will not receive

supplemental promotion consideration for any cycle for which they were ineligible under this rule.
(T-1).

Table 1.3. Withholding Promotion for RegAF Airmen (see paragraph 4.2.4).

Item	Withhold an Airman's promotion when his or her name is not removed from a select or eligibility list and the Airman is
1	awaiting a decision on an application as a conscientious objector (AFI 36-3204, <i>Procedures for Applying as a Conscientious Objector</i>). Promotion Eligibility Status Code S.
2	placed in the Alcohol and Drug Abuse Prevention and Treatment Program. Promotion eligibility status code E. (See Notes 1 & 2).
3	selected for promotion (line number) to the grade of SSgt-CMSgt and has a failed fitness assessment after the promotion eligibility cutoff date. Or is projected for promotion to the grade of Amn-SrA and most recent fitness assessment was a failure or member is noncurrent. (See Note 5).
4	under military/civilian court charges. Promotion Eligibility Status Code D. (See Note 3).
5	under investigation (military/civilian) Promotion Eligibility Status Code B. (See Note 3)
6	pending data verification and the record is not available. Grade status reason 2D, 2M or 2P.
7	missing source document and AFPC cannot verify one or more promotion factors. Grade status reason 2P.
8	under other reasons the commander requests with prior approval from the individual's wing commander and AFPC/DP3SP. (Do not use reasons of substandard behavior or performance, problems with on-the-job training, misbehavior). Grade status reason 2N.
9	selected for promotion to MSgt/SMSgt (regardless of total active military service date) and does not have 2 years retainability the day before the promotion effective date; selected for promotion to CMSgt (regardless of total active military service) and does not have 3 years retainability before the promotion effective date. Grade status reason 2K (see Note 6).
10	serving in the grade of SrA, selected for promotion to SSgt, and has not completed resident Airman Leadership School; serving in the grade of TSgt, selected for promotion to MSgt and has not completed NCO Academy; serving in the grade of MSgt, selected for promotion to SMSgt and has not completed SNCO Academy (see Note 4). Grade status reason 2T.
11	serving in the grade of SrA through SMSgt and does not meet skill level requirements as listed in Table 2.1 by the effective date of promotion. Grade status reason 2N.

Notes:

1. Commanders will withhold a projected promotion of an individual in the Alcohol and Drug Abuse Prevention and Treatment Program (Promotion Eligibility Status Code E). **(T-1)**. The Commander has the discretion to release the withhold action at any time and either recommend or non-recommend the Airman for promotion. Commanders should consider recommendations from the treatment team. The promotion authority retains final decision.
2. A commander will withhold an Airman's promotion if he or she is under investigation, or the subject of a military or civilian criminal law inquiry (formal or informal) which may result in action under the Uniform Code of Military Justice or prosecution by civilian authorities. **(T-1)**. The commander may continue to withhold the promotion when the investigation or inquiry is complete but no determination has been made to the action the military or civilian authorities will take.
3. For Airman Leadership School, NCO Academy and SNCO Academy, the squadron commander is the approval or disapproval authority for EPME waivers (cannot be further delegated). **(T-1)**. They may defer EPME requirements for a maximum of 179-days for Airmen who lack EPME completion. This waiver process does not waive any other withhold conditions. The only exception for waivers beyond 179 days is for Airmen on TDYs/deployments that exceed 179 days, on short tour locations with no EPME available, and Airmen who cannot complete required EPME before promotion due to circumstances beyond their control (e.g., retraining, medical issues, personal hardship, Exceptional Family Member Program, etc.). Commanders use **Attachment 3** to request a promotion waiver for deserving Airmen who meet these scenarios. Route these requests through AFPC/DP2SPP. If approved, AFPC/DP2SPP updates MilPDS and, if required, grants a retroactive effective date in accordance with **paragraph 1.12**. Commanders may only approve one EPME waiver per Airman; approval authority for subsequent EPME waiver requests are at the discretion of AF/A1D.
4. Commanders will withhold an individual's projected promotion following a failed fitness assessment after the promotion eligibility cutoff date or after having been selected for promotion (line number) to the grades of SSgt-CMSgt and if they are projected for promotion to the grades of Amn-SrA. **(T-1)**. Commanders consult AFMAN 36-2905, *Fitness Assessment Program*, for administrative options for Airmen who fail to maintain fitness standards throughout the year. Update promotion eligibility status code "N" when the commander non-recommends promotion; update promotion eligibility status code "Y" when the commander withholds promotion. Reference **paragraph 4.2** of this instruction when deferring promotions to the grades of SSgt through CMSgt.
5. The servicing MPF will contact AFPC/DP2STM to have the high year of tenure adjusted, when necessary, to allow the Airmen to complete the required active duty service commitment. **(T-1)**.

Table 1.4. Significant Dates of Promotion for RegAF Airmen.

	A	B	C	D
R u l e	If the promotion is to the grade of	the cycle designation is	the promotion eligibility cutoff date is	the promotion date is
1	Amn		N/A	the day of the month on which time-in-grade and Promotion Eligibility Status requirements are met (see paragraph 2.1 or paragraph 2.2).
2	A1C			
3	SrA			
4	SSgt	E-5	31 Mar	1 Sep through 1 Aug (see Note).
5	TSgt	E-6	31 Jan	1 Aug through 1 Jul (see Note).
6	MSgt	E-7	30 Nov	1 Aug through 1 Jul (see Note).
7	SMSgt	E-8	30 Sep	1 Apr through 1 Mar (see Note).
8	CMSgt	E-9	31 Jul	1 Jan through 1 Dec (see Note).
<p>Note: These dates reflect the normal promotion cycle increment months; however, due to budget constraints or other unforeseen actions, these dates may be extended. Anyone promoted beyond the normal cycle will be allowed to assume the higher grade effective date their promotion sequence number is incremented. (T-1). The Airman's date of rank will equal the first day of the last month of the normal promotion cycle. (T-1). Those Airmen promoted beyond a normal cycle are not entitled to apply for correction of military records under the provisions of AFI 36-2406, to have their effective date of retroactively adjusted to their date of rank.</p>				

Chapter 2

REGULAR AIR FORCE (REGAF) AIRMAN PROMOTIONS TO GRADES AMN THROUGH CMSGT

2.1. Airman and A1C Promotions (see Table 1.4).

2.1.1. An AB is fully qualified for promotion to Amn at six months time-in-grade. An Amn is fully qualified for promotion to A1C at ten months time-in-grade.

2.1.2. Initial six-year enlistees are promoted from AB or Amn to A1C upon completion of either technical training or 20 weeks of technical training (start date of the 20-week period is the date completed Basic Military Training), whichever occurs first. The date of rank for A1C is then adjusted to the date completed Basic Military Training without back pay and allowances.

2.1.3. The promotion authority must recommend the promotion in writing before the Airman assumes the grade. **(T-1)**.

2.2. SrA Promotions (see Table 1.4).

2.2.1. Fully qualified Airmen are promoted to SrA upon meeting minimum requirements in **Table 2.1**, when recommended by the promotion authority in writing, and have completed 36 months time-in-service and 20 months time-in-grade or 28 months time-in-grade whichever occurs first.

2.2.2. In situations where a RegAF Airman is unable to obtain their 3-skill level before the projected promotion date and training delay was due to no fault of the Airman, the commander must ensure retroactive promotion is requested through the MPF upon the Airman obtaining their 3-skill level. **(T-3)**. (See **paragraph 1.12**).

2.3. SrA Below-The-Zone Promotion Program.

2.3.1. SrA below-the-zone is a one-time promotion consideration to advance to SrA six months prior to the fully qualified phase point listed in **paragraph 2.2.1** above. The host wing/installation commander, or Senior Air Force component lead, establishes written administrative procedures for small units serviced by their installation and may do so for large units if desired. Procedures must include method of nominating, number of nominations, time table to complete required actions, board composition, areas to be considered, scoring scale, announcing selections and any other required actions necessary to ensure all eligible Airmen receive fair, equitable, and timely below-the-zone consideration. **(T-1)**. Airmen must meet skill level requirements in **Table 2.1**. **(T-1)**.

2.3.1.1. Commanders must discuss nominations with the member's rating chain prior to making a nomination decision, regardless if the Airman is meeting a large unit (seven or more eligible), a small unit, or central base board. **(T-2)**.

2.3.1.1. **(KESSLERAFB)** The 81st Training Wing Commander (81 TRW/CC) is the convening authority for the SrA BTZ promotion process. The 81 TRW/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

2.3.1.2. AF Form 1206, *Nomination for Award*, is required for all A1Cs being nominated to the central base board.

2.3.1.3. **(Added-KESSLERAFB)** The 81st Training Wing Command Chief Master Sergeant (81 TRW/CCC) provides program direction and guidance, to include coordination on all correspondence/information on the program.

2.3.2. Airmen are identified during the processing month. If an Airman is identified as eligible during the first processing month and later becomes ineligible, the member will remain for the below-the-zone quota purpose. **(T-1)**. SrA below-the-zone promotion selections are made during the months indicated in **Table 2.7**.

2.3.3. Airmen must be considered by the losing unit if their report not later than date is the 1st day of the first processing month or later. **(T-1)**.

2.3.4. Personnel Systems Management Section provides an automatic quarterly end-of-month roster to the MPF within the first 10 days of the first processing month (Jan, Apr, Jul, and Oct). The roster identifies all A1Cs who meet or exceed the time-in-service and time-in-grade requirements, regardless of promotion ineligibility conditions (e.g., on the control roster, primary AF specialty code skill level too low, undergoing Article 15 suspended reduction, etc.), and whose grade status reason is not 5Q, previously considered for SrA below-the-zone. This output product automatically updates the grade status reason to 5Q to prevent them from appearing on future SrA below-the-zone listings. Remove names of those exceeding time-in-grade/time-in-service requirements. **(Note:** A1Cs with grade status reason “YY” or “ZZ” may not show on roster.) The roster is alphabetical and has a three-part unit listing:

2.3.4.1. Part I Lists A1Cs with no quality indicators in their record.

2.3.4.1. **(KESSLERAFB)** Approves the Military Personnel Section’s (MPS) proposed BTZ board date.

2.3.4.2. Part II - Lists individuals with quality indicators who may not be qualified for below-the-zone promotion.

2.3.4.2. **(KESSLERAFB)** Selects individuals to serve on the CBB no later than (NLT) two (2) weeks prior to the board date.

2.3.4.3. Part III - Lists A1Cs who meet the time-in-grade and time-in-service requirements but cannot be selected due to promotion ineligibility conditions listed in **Table 1.2**.

2.3.4.4. Commanders use the MPF roster to verify only the time-in-grade and time-in-service eligibility of each individual for the current quarter. Do not consider normal promotion ineligibility conditions. This will ensure only those meeting the time-in-grade and time-in-service requirements are considered and possibly prevent someone from being considered more than once. Remove any names of those who do not meet or exceed the current quarter time-in-grade and time-in-service requirements. Ensure the grade status reason 5Q is corrected to allow members to show up on a future roster and determine if members were considered during a previous quarter’s board. **(T-1)**. If the member was serviced by the current MPF, review the previous quarterly rosters. If not, contact the previous MPF to verify if they were considered at that location. For individuals not considered during the quarter in which they met time-in-grade and time-in-service

eligibility and are recommended by the commander, request supplemental below-the-zone consideration.

- 2.3.4.4.1. Host wing/installation commanders, or Senior Air Force component leads, with seven or more eligible students earn a quota (central base board or large unit) and may request a waiver to hold a “student only” below-the-zone board. Requests are forwarded through the MPF to the MPF commander for approval. Technical training locations apply. If the request is not approved or there are less than seven eligible students, they will be considered at the central base board since they contribute to the quota authorization. **(T-3)**.
- 2.3.4.4.2. RegAF and AFR members eliminated from Reserve Officer Training Corps or United States Air Force (USAF) Academy who were given credit towards their date of rank (date of rank is prior to the effective date), are ineligible for below-the-zone consideration. If the members were not given credit towards their date of rank (date of rank and effective dates are the same), they are eligible for below-the-zone consideration.
- 2.3.4.5. Verify below-the-zone eligibility of all A1Cs departing PCS and prepare a below-the-zone selection folder. Selection folders should be prepared for Airmen departing prior to the first processing month for the below-the-zone quarter they are time-in-grade/time-in-service eligible and whose report not later than date is the first day of the first processing month or later.
- 2.3.4.6. **(Added-KESSLERAFB) MPS Career Development (81 FSS/FSMPD) Responsibilities:**
 - 2.3.4.6.1. **(Added-KESSLERAFB)** Act as the overall OPR for the Keesler AFB BTZ Program and serve as the CBB Recorder.
 - 2.3.4.6.2. **(Added-KESSLERAFB)** Coordinate with the 81 TRW/CCC’s office about the number of promotion quotas available NLT the second week of each quarter. Identify which units will receive their own promotion quotas and proposed CBB members along with date, time, and location the board is to convene.
 - 2.3.4.6.3. **(Added-KESSLERAFB)** Distribute BTZ eligibility roster to 81 TRW/CCC and provide unit eligibility rosters when notifying squadrons of the number of promotion quotas to be considered by the CBB two (2) months prior to the board convening.
 - 2.3.4.6.4. **(Added-KESSLERAFB)** Suspend small units to forward completed nomination packages on each nominee to the MPS NLT 14 calendar days prior to the CBB convening date. Submissions beyond the MPS suspense date will not be provided to the CBB.
 - 2.3.4.6.5. **(Added-KESSLERAFB)** Prepare a nomination selection folder on each nominee to include: Single Unit Retrieval Formats (SURFs), copies of all decoration citations (if applicable), current Air Force Fitness Management System (AFFMS) print-outs and AF Form 1206.
 - 2.3.4.6.6. **(Added-KESSLERAFB)** Provide the list of nominees to 81st Training Wing Judge Advocate (81 TRW/JA) for a records check in the Automated Military

Justice Analysis and Management System (AMJAMS). 81 TRW/JA will provide the results to unit First Sergeant within three (3) duty days of receipt. **Note:** The fact that an Airman has a record in AMJAMS does not automatically disqualify them for BTZ promotion consideration.

2.3.4.6.7. **(Added-KESSLERAFB)** Coordinate changes as necessary with the 81 TRW/CCC and nominating units.

2.3.4.6.8. **(Added-KESSLERAFB)** Prepare board minutes based on the findings of the CBB. The minutes should contain a list of board members, board recorder, and status of nominees [selects (in order of merit), non-selects, and alternates]. This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. Additionally, minutes will include selectee(s) from large unit BTZ boards. The minutes must be signed by the board president.

2.3.4.6.9. **(Added-KESSLERAFB)** Coordinate the board minutes to 81 TRW/CCC and 81 TRW/CC for approval.

2.3.4.6.10. **(Added-KESSLERAFB)** Project BTZ promotions as soon as possible in the Military Personnel Data System.

2.3.4.6.11. **(Added-KESSLERAFB)** Destroy nomination folders when no longer needed.

2.3.4.6.12. **(Added-KESSLERAFB)** Brief unit commanders on removal policies and procedures. If a BTZ selectee is removed and the first alternate selectee's Date of Rank (DOR) is past due, they will receive the original BTZ DOR and an effective date of unit commander's approval. The MPS will assist the Airman in applying for a retroactive promotion effective date to Air Force Personnel Center, Enlisted Promotions (HQ AFPC/DPSOE), according to AFI 36-2502.

2.3.4.6.13. **(Added-KESSLERAFB)** Distribute commander approved nomination roster to 81 TRW/CCC.

2.3.5. SrA below-the-zone quotas are based on the total time-in-grade and time-in-service eligible population listed on Parts I, II, and III of the quarterly below-the-zone roster. Large units (seven or more eligible) are excluded from the eligible population when calculating the central base board quotas. Distribute central base board quotas based on 15 percent of eligibles (eligibility for distribution of quotas is based on time-in-grade and time-in-service only, regardless of normal ineligibility conditions). Obtain host wing commander, installation commander, or Senior Air Force component lead approval for central base board quota. The commander may delegate approval of quota distribution no lower than the MPF commander. Large unit (seven or more eligible) quotas are based on 15 percent of their unit's eligible population.

2.3.5.1. Units cannot aggregate above the unit level. If a unit commander (not group) has promotion authority for more than one organization, the eligibles are combined at the unit level and the unit remains a small unit or becomes a large unit (seven or more eligible).

2.3.5.1.1. **(Added-KESSLERAFB) Quotas:**

2.3.5.1.2. **(Added-KESSLERAFB)** SrA BTZ quotas are based on the total TIG and TIS eligible population. The MPS determines the base-wide quota distribution

by means of a 15 percent selection rate in each cycle. Distribute CBB quotas based on 15 percent of eligible Airmen (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions).

2.3.5.1.3. **(Added-KESSLERAFB)** The Military Personnel Section Chief (81 FSS/FSMP) approves distribution. For supplemental BTZ promotion to SrA, the (81 FSS/FSMP, 81 TRW/CC or 81 TRW/CCC) has quota approval authority for those not previously considered.

(Added) Table 2.1. DISTRIBUTION.

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

2.3.5.1.4. **(Added-KESSLERAFB)** A1C candidates must meet minimum requirements in accordance with (IAW) AFI 36-2502, *Airman Promotion/Demotion Programs*.

2.3.5.1.5. **(Added-KESSLERAFB)** The immediate commander must recommend A1Cs for promotion who are fully qualified for promotion BTZ.

2.3.5.2. In cases where there is a large unit and there are not enough eligibles from all the small units to meet the one-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base board. Do not deviate from established written procedures for these boards. **(T-1)**.

2.3.5.3. In cases where there are no large units and there are only two to six eligibles from all the small units, the base is authorized to hold a central base board and allowed one quota.

2.3.5.4. In cases where there are no large units and there is only one eligible out of the entire base population, the MPF commander will determine if a board will be held and may authorize one quota. **(T-1)**.

2.3.6. Large units receive their own quotas and promote at unit level. Unless the host wing commander, installation commander, or Senior Air Force component lead establishes written procedures, commanders of large units will establish written selection procedures that ensure the SrA below-the-zone program is fair, equitable, and provides timely promotion consideration. **(T-1)**. Once selections are made, large unit commanders underline the selectee(s) name, sign, date, and return the below-the-zone eligibility listing to the MPF no later than the last day of the selection month. **(T-1)**.

2.3.6. (KESSLERAFB) Unit Responsibilities:

2.3.6.1. **(Added-KESSLERAFB)** Units will consider all individuals meeting Time in Grade (TIG) and Time in Service (TIS) requirements, even if they are TDY or on leave.

Airmen who are projected or may have already departed your unit, are still required to be considered for BTZ promotion. If the RNLTD is the first day of the first processing month (i.e. January, April, July or October) or later, then the Airman will be considered for BTZ by the losing unit.

2.3.6.2. **(Added-KESSLERAFB)** All individuals appearing on the eligibility listing must be considered. Squadron commander or designee will use the unit eligibility list to identify nominees for BTZ promotion consideration. An appropriate evaluation process should be established to determine unit nominees by reviewing the Airmen's Enlisted Performance Reports (EPRs) (if applicable), Personnel Information File (PIF), supervisor or first sergeant recommendation, etc.

2.3.6.3. **(Added-KESSLERAFB)** Units will prepare an AF Form 1206 for each nominee (**Attachment 15**). The nomination will be no more than 13 lines in length, including sub-bullets and headings. The AF Form 1206 will contain the following headings: Job Performance in Primary Duty (six lines), Leadership and Followership (two lines), and Whole Airmen Concept (two lines). The AF Form 1206 will cover accomplishments that occurred between the entry on active duty and the board cutoff date. The board will also consider any decoration citations, current AFFMS print-out and the SURF. No other written information can be used for consideration. Submit all documents to the MPS.

2.3.6.4. **(Added-KESSLERAFB)** The unit commander will notify 81 FSS/FSMPD NLT the day prior to the promotion effective date of BTZ selects who possess negative quality indicators (e.g., non-current fitness assessment and Unfavorable Information File (UIF), etc.).

2.3.7. Small units are combined into one pool of eligibles to form the central base board population. The MPF will ensure receipt of all nomination packages from units with eligibles and ensure receipt of negative replies when a unit does not nominate. **(T-1)**.

2.3.8. **(Added-KESSLERAFB) Large Unit Selection Procedures:**

2.3.8.1. **(Added-KESSLERAFB)** Large units (defined as having seven or more eligible A1Cs) will receive quotas and make selections at unit level. Large units will establish procedures that ensure the SrA BTZ board is fair, equitable and provides timely promotion consideration. The MPS recorder will prepare BTZ Board Minutes on the findings once selections are made. The minutes should contain a list of board members, board recorder, and order of merit (identifying total score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The minutes must also be signed by the board president and submitted to the MPS NLT the day of the CBB for update.

2.3.8.2. **(Added-KESSLERAFB)** Consider all individuals meeting TIG and TIS requirements, including Airmen Temporary Duty (TDY), on leave, or those having a projected reassignment with a Report Not Later Than Date (RNLTD) subsequent to the first processing month. Commanders review qualifications and decide whether to forward the member's name to the SrA BTZ board for consideration.

2.3.8.3. (Added-KESSLERAFB) Notification of selectee(s) will be postponed until completion of the wing CBB and distribution of memorandum from the 81 TRW/CC identifying the consolidated list of BTZ selections.

2.4. Central Base Board Process.

2.4.1. Units will consider all individuals meeting time-in-service and time-in-grade requirements, even if they are TDY, on leave, have had a permanent change of assignment, or have a report not later than date on or after the first day of the first processing month for that quarter selections. (T-1). All individuals appearing on the eligibility listing must be considered by the supervisor and rating chain before making a recommendation. (T-1).

2.4.1.1. The MPF will verify eligibility of A1Cs departing PCS (determine the quarter the individual is eligible) and ensure a below-the-zone selection folder is prepared prior to PCS departure by coordinating on the AF Form 907, *Relocation Preparation Checklist*. (T-1). When a selection folder is not prepared prior to an individual's PCS departure, the gaining MPF and unit must make every effort to obtain a copy of the individual's AF Form 1206 and decoration citations. (T-1).

2.4.1.2. Adjustments will not be made to the gaining unit or base quota if the error is discovered and an individual should have been considered by their losing base. (T-3). Every effort will be made to ensure the individual is considered by their losing unit or base. (T-3). If the losing unit or base has already announced selections, supplemental consideration (with current commander's recommendation) must be requested by the gaining base. (T-3)

2.4.2. The host wing commander, installation commander, or Senior Air Force component lead will establish board procedures for the central base board (see paragraph 2.3.1 and 2.3.7). (T-3).

2.4.2.1. Host wing commander, installation commander, or Senior Air Force component lead will require all units under the installation MPF identification code (regardless of command) to nominate to the central base board if the unit has fewer than seven eligible candidates for consideration. (T-3). Tenant units remain large units if the unit has seven or more eligibles and will be considered independent of the central base board; unless they request to meet the central base board and the host wing commander allows them to compete at the central base board. (T-3).

2.4.2.2. After the central base board convenes, a board report will be accomplished. (T-1). The board report will contain a list of board members, board recorder, order of merit (identifying total score and select/nonselect status), and cutoff score. (T-1). The board president and board recorder must sign the report, and the host wing commander, installation commander, or Senior Air Force Component Lead must approve. (T-1). If the host wing commander, installation commander, or Senior Air Force component lead is the board president; then only one signature is necessary. (T-1).

2.4.3. If an Airman was not considered during their eligibility time frame and the error is discovered before below-the-zone selections are announced, the large unit commander will consider the Airman and adjust selections accordingly. (T-3). The central base board will reconvene to consider small unit eligibles and selections are adjusted accordingly. (T-3). If

the error is discovered after selections are announced, request supplemental below-the-zone consideration in accordance with [paragraph 2.5](#).

2.4.4. Alternates may be selected in the event a selectee is removed before the effective date. SrA below-the-zone promotions cannot be placed in withhold. Projected promotions must be removed for any quality indicators listed in [Table 1.2](#). (T-1). If extenuating circumstances exist, request reinstatement in accordance with the SrA below-the-zone Promotion Program. If the first alternate's SrA below-the-zone date of rank has already passed, they will receive the original below-the-zone date of rank and an effective date of unit commander approval. (T-1). MPF assists the Airman in applying for a retroactive promotion effective date according to [paragraph 1.12](#).

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

2.4.6. The MPF updates SrA below-the-zone promotions upon receipt of selections in MilPDS. For detailed technical guidance, see the Enlisted Promotions Personnel Services Delivery Guide on myPers.

2.4.7. (Added-KESSLERAFB) CBB Procedures:

2.4.7.1. (Added-KESSLERAFB) Small units (defined as having six or fewer eligible Airmen) may nominate any eligible A1C in their unit to meet the CBB. However, it is imperative that commanders nominate only those members that are exceptionally qualified and deserving of early promotion. Members who are not able to appear before the CBB because of mission/duty related causes and have been excused by the 81 TRW/CCC will receive the overall average score for board. Nominees who do not have an excused absence are considered no shows and will receive zero points.

2.4.7.2. (Added-KESSLERAFB) Individuals nominated will only be our very best performers and Airmen. They must be positive role models for others and clearly deserve the recognition. The unit commander will ensure that the nominee meets fitness standards and exemplifies the standards for appearance and conduct. Commanders and First Sergeants will screen out those with negative quality force indicators. If the pool of eligibles doesn't include Airmen of this caliber, the full BTZ quota will not be used by the convening authority.

2.4.7.3. (Added-KESSLERAFB) The CBB will be held during the last month of each quarter (i.e. March, June, September and December) with coordination through the 81st Training Wing Command Chief's Executive Assistant (81 TRW/CCCE). Face-to-face evaluations will be included during the CBB at the discretion of the 81 TRW/CCC. The 81 TRW/CCCE will notify Group/WSA Superintendents and First Sergeants of the date, time and location of the CBB.

2.4.7.4. (Added-KESSLERAFB) The CBB will use a standard score sheet ([Attachment 16](#)) to evaluate and grade the following categories: Job Performance in Primary Duty, Leadership and Followership, Whole Airman Concept, Military Bearing, Dress and Appearance, and Communication Skills. If face-to-face evaluations are not conducted, the latter three categories will not be evaluated. During the face-to-face evaluations, each board member prepare one opinionated question for the nominee and will only score the member based on the nominee's answer to their question. The

questions will be from the following categories (1) Current Events, (2) Standards of Conduct, (3) Dress and Appearance, and (4) Fit Force. All opinionated questions will be based on the Department of the Air Force, Air Force Handbook 1, *The Airman Handbook*, and current media such as local newspaper, Air Force Times, Airman Magazine, etc. Question categories will be assigned by the 81 TRW/CCCE prior to the board.

2.4.7.5. **(Added-KESSLERAFB)** The CBB will be comprised of a Board President (81 TRW/CCC or designee) and the Group/WSA Superintendents. If there is not a CMSgt or CMSgt select available, then a Senior Noncommissioned Officer (SNCO) will be designated by the 81 TRW/CCC.

2.4.7.6. **(Added-KESSLERAFB)** Each member of the board will score and rank order each record/face-to-face evaluation. The member with the highest score is ranked #1. The board recorder will rank each nominee's record based on the combined total score of all board members (highest score is ranked #1, etc.). Selectees (according to how many promotions are available) will be determined by using rank-order scoring. If a tie exists, add the rank order-score of the board president to determine final selectees.

2.4.7.7. **(Added-KESSLERAFB)** The board recorder will complete the Board Recorder Score Sheet ([Attachment 17](#)) and provide it to the board president along with the completed and signed Board Member Score Sheets to prepare the board minutes.

2.4.7.8. **(Added-KESSLERAFB)** The CBB President will ensure fair and equal consideration of each nominee. The board president will ensure the promotion recommendation letter is accurate before getting the 81 TRW/CC's approval. The letter will rank order the nominees based upon the allotted quota and will include two alternates.

2.4.7.9. **(Added-KESSLERAFB)** All members of the CBB and BTZ nominees will be in Service Dress Uniform.

2.4.8. **(Added-KESSLERAFB) Release of BTZ:**

2.4.8.1. **(Added-KESSLERAFB)** Unit commanders may not release their unit BTZ winners before the CBB has convened nor will they release before the minutes have been approved by the 81 TRW/CC.

2.4.8.2. **(Added-KESSLERAFB)** Upon completion of the BTZ CBB, the 81 FSS/FSMPD will:

2.4.8.2.1. **(Added-KESSLERAFB)** Collect all board members' scores and annotate them on the recorder's ballot.

2.4.8.2.2. **(Added-KESSLERAFB)** Compare to second recorder's ballot and make any corrections necessary.

2.4.8.2.3. **(Added-KESSLERAFB)** Ensure all board members sign their ballots to finalize them and the Board President signs the final recorder's ballot to verify the BTZ winners.

2.4.8.2.4. **(Added-KESSLERAFB)** Route the minutes, after approval, through to

the 81 TRW/CCCE. Once the minutes have been signed and approved, release will be via email by 81 TRW/CCC.

2.4.8.3. **(Added-KESSLERAFB)** 81 TRW/CC or 81 TRW/CCC will release names to the Group/CC and 81 FSS/FSMPD.

2.4.8.4. **(Added-KESSLERAFB)** After all commanders have been notified of the BTZ selection(s), DOR of SrA BTZ winners will be projected in MilPDS.

2.4.9. (Added-KESSLERAFB) Tips for Meeting the Board:

2.4.9.1. **(Added-KESSLERAFB)** Be on-time! Arrive at least 15 minutes early.

2.4.9.2. **(Added-KESSLERAFB)** When you arrive, there will be an official greeter, probably standing outside the meeting room. He/she should inform you who is on the board, what the reporting instructions are, and any other special instructions. If not, ASK!

2.4.9.3. **(Added-KESSLERAFB)** Do not take your hat or purse into the room.

2.4.9.4. **(Added-KESSLERAFB)** If you are instructed to knock before entering, knock only once, but firmly.

2.4.9.5. **(Added-KESSLERAFB)** When you open the door, take a good look at the room. Look for the chair you will be sitting in. Walk using the most direct route to position yourself in front of the chair, face the board president by conducting a face-in marching movement and in-place halt; do not stop and perform a facing movement. Look directly at the president and say, "Sir/Ma'am, Airman _____ reports to the Senior Airman Below-the-Zone board." You will be instructed to be seated.

2.4.9.6. **(Added-KESSLERAFB)** Back up until you feel the calves of your legs touch the chair. Do not look back or down. Don't turn your back to the board members until you are departing. Sit in the middle of the chair, not on the edge or all the way back.

2.4.9.7. **(Added-KESSLERAFB)** Sit at attention and place your hands on your thighs. The idea is to be erect and alert, but not rigid. NEVER slouch or recline, even though the Board President may tell you to relax. Do not tap fingers, crack knuckles, play with rings, wipe sweaty palms, etc.

2.4.9.8. **(Added-KESSLERAFB)** Do not cross your legs. Place one foot slightly in front of the other.

2.4.9.9. **(Added-KESSLERAFB)** Smile and establish rapport with the board.

2.4.9.10. **(Added-KESSLERAFB)** When answering questions, do not turn your body. Turn your head toward the person asking the question and then pan the board members when giving your answer. Good eye contact with all the board members is very important.

2.4.9.11. **(Added-KESSLERAFB)** The first questions are usually relaxing icebreakers, such as, "Tell me a little about yourself?" or "Where do you work?"

2.4.9.12. **(Added-KESSLERAFB)** After being asked a question, repeat the question if appropriate and preface your answer with 'Sir/Ma'am/Chief.' Try to give more than

the basic answer, the board members are looking for evidence that you can articulate and think on your feet.

2.4.9.13. **(Added-KESSLERAFB)** If you do not understand a question, ask the board member to repeat it. If you do not know the answer at that point, ask to return to the question later. If you know part of the answer, getting partial credit is better than none at all. Finally, if you simply don't know, just tell the board you are unable to answer the question at this time.

2.4.9.14. **(Added-KESSLERAFB)** When answering opinion type questions, give a thoughtfully considered one. Tell the board members whether or not your opinion is in line with current policy. Most importantly, defend your position with logic, fact and personal experience, not emotion. Be tactful, don't crusade, and don't apologize.

2.4.9.15. **(Added-KESSLERAFB)** If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.

2.4.9.16. **(Added-KESSLERAFB)** When you are finished, the president will say "Airman ____, you are dismissed."

2.4.9.16.1. **(Added-KESSLERAFB)** Answer, 'Thank you Sir/Ma'am'.

2.4.9.16.2. **(Added-KESSLERAFB)** Push down on your thighs with your hands, stand up, and look directly at the president.

2.4.9.16.3. **(Added-KESSLERAFB)** Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swing.

2.4.10. **(Added-KESSLERAFB) Central Student Board (CSB):**

2.4.10.1. **(Added-KESSLERAFB)** Students are not allowed to compete for BTZ with permanent party personnel.

2.4.10.2. **(Added-KESSLERAFB)** If there are enough eligibles to hold a CSB, an exception to policy must be requested from HQ AFPC. If approved, AFPC will authorize supplemental consideration and issue the appropriate number of promotion quotas. The supplemental request must be made prior to the student board taking place.

2.4.10.3. **(Added-KESSLERAFB)** If each unit does not have at least seven eligible, they will be combined. For example, 334 TRS only has three eligible Airmen, and 338 TRS has five eligible Airmen, they will be combined to hold one student board at the wing level.

2.4.10.4. **(Added-KESSLERAFB)** If there are seven or more student eligibles in a unit, the unit superintendent will have the authority to hold the CSB.

2.4.10.5. **(Added-KESSLERAFB)** All members of the CSB and BTZ nominees will be in Service Dress Uniform.

2.5. Supplemental Below-The-Zone Consideration.

2.5.1. Unit commanders may request supplemental below-the-zone consideration for individuals who should have been considered by a previous board and the error was not discovered until after selections are announced or promotions are updated. Unit commanders

provide justification for members not receiving a fair consideration and forward fully documented supplemental request to the MPF for consideration. **(T-3)**.

2.5.2. Supplemental consideration is generally not granted for the following reasons:

2.5.2.1. Incorrect data reflected on the below-the-zone report on individual personnel.

2.5.2.2. Denied below-the-zone nomination due to incorrect data reflected on the below-the-zone output products or in the Personnel Records Display Application record.

2.5.2.3. Below-the-zone eligibility listing not returned to the MPF or individuals were overlooked on the listing.

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

2.5.3. Supplemental below-the-zone nominees receive an extra quota for consideration of that nominee only. If the supplemental nominee is not selected, the extra quota will not be awarded to other nominees or carried forward for future nominees. **(T-1)**.

2.5.4. Supplemental below-the-zone must be requested and approved prior to the next convening below-the-zone board. **(T-3)**. The supplemental nominee will be considered along with the other eligibles in the next quarter. **(T-3)**.

2.6. SSgt and TSgt Promotions (see Table 2.4). Airmen compete and test under the WAPS in the control AF specialty code held on the promotion eligibility cutoff date. **Table 2.4** outlines WAPS factors and formulas.

2.6.1. AFPC/DP2SPP:

2.6.1.1. Makes promotion selections using WAPS (promotion file) and data in MilPDS. Only enlisted performance reports received during each grade's period of promotion eligibility (maximum of three force distributed evaluations) are used to compute the enlisted performance report weighted factor score. All eligibles are required to have an enlisted performance report that closes out within one year of the promotion eligibility cutoff date on file to compete for promotion. If a member does not have an enlisted performance report on file, they cannot be considered for promotion until their enlisted performance report closes out. At that time, the member will be considered supplementally. **(T-1)**.

2.6.1.2. Considers Airmen automatically eligible (see **Table 2.2**, Rule 3, **Note 4**) if they are in a retraining status without a primary AF specialty code skill level (**Table 2.2**) in their current grade.

2.6.1.3. Applies the quota to each promotion AF specialty code, with the highest scores in each AF specialty code selected. **(T-1)**.

2.6.1.4. Promotes Airmen based on approved AF/A1 promotion allocation rates for each specialty code. **(T-1)**.

2.6.1.5. Considers Airmen with specialty knowledge test exemptions in one of two promotion AF specialty codes (00XXXX Chronic Critical Skill or 00XXX for non-Chronic Critical Skill). (See **Table 2.3**, **Note 1**.) **Exception:** Retraitees in AF specialty codes

without specialty knowledge tests compete along with all other Airmen in that AF specialty code.

- 2.6.1.5.1. After serving in an awarded AF specialty code for at least one year, Airmen are specialty knowledge test-exempt for 24 months if they are determined as not fully qualified (SrA = 5 level/SSgt = 7 level/TSgt = 7 level) upon return to their previously awarded AF specialty code. Update the date initially entered retraining to the date the Airman returned to the previous AF specialty code.
 - 2.6.1.5.2. If there is no PCS involved, the date initially entered retraining is equal to the date the member is assigned to the new position. If PCS is involved, the date initially entered retraining is equal to the date departed last duty station. For periods of less than one year, ensure the Airman takes the specialty knowledge test (if AF specialty code has specialty knowledge test for particular cycle). **(T-1)**.
 - 2.6.1.6. Accomplishes an order of merit list in each promotion AF specialty code from the highest score to lowest score and applies the promotion quota. Selects all Airmen with tied scores at the cutoff for their AF specialty code. **(T-1)**.
 - 2.6.1.7. Conducts data verification on selects prior to the virtual promotion release. When a data error is found that could result in non-selection, the Force Support Squadron (FSS) notifies the Airman of the error in writing and directs not to assume the new grade until AFPC/DP1SSP confirms the selection status, in accordance with [paragraph 2.6.2.3](#). **(T-1)**.
- 2.6.2. Force Support Squadron (FSS).
- 2.6.2.1. Instructs eligible Airmen to review their records in Personnel Records Display Application, and obtain or review their data verification record and score notices on virtual Military Personnel Flight (vMPF) to verify the data used in the promotion selection process. **(T-3)**.
 - 2.6.2.2. Schedules and tests Airmen using the control AF specialty code held on the promotion eligibility cutoff date. Airmen who fail to show for scheduled promotion testing without a valid reason are ineligible for promotion consideration during that particular promotion. Airmen who decline testing must sign the AF Form 1566. **(T-3)**.
 - 2.6.2.3. Notifies Airmen in writing when errors are found during data verification that could result in non-selection, and directs individuals to not assume the new grade until AFPC/DP1SSP confirms the selection status. **(T-3)**.
 - 2.6.2.4. Monitors and resolves non-weighable or “data errors” before the testing window begins as outlined in this instruction and supplementary technical program guidance published on myPers and in the latest Personnel Services Delivery Guide.
- 2.6.3. Unit Commanders.
- 2.6.3.1. Advise selects that promotions are *tentative* pending verification by AFPC/DP1SSP as outlined in [paragraph 2.6.1.7](#). **(T-3)**.
 - 2.6.3.2. Advise Airmen not to assume the next higher grade if data verification discovers missing or erroneous data. **(T-3)**.

2.6.3.3. Recommend promotion in writing prior to assuming the higher grade, and initiate non-recommendation and removal action when necessary. **(T-3)**.

2.6.3.4. Airmen who did not report for testing as specified on the AF Form 1566 or Report of Individual Personnel (RIP) 1566 may request rescheduling from the FSS/CC as outlined in AFMAN 36-2664. The Airman may request rescheduling if the Airman did everything within his or her control to make the appointment. If rescheduling is disapproved for first time no-shows, MPF updates the Promotion Eligibility Status code to "P." **(T-3)**.

2.6.3.5. Commanders may only request an Airman's scores from the Airman. **(T-1)**. Commanders will restrict their use of the scores to notification and advisory counseling on the Airman's behalf and will not allow further dissemination of scores or their use for purposes other than advisory counseling. **(T-1)**.

2.6.4. Airmen.

2.6.4.1. Meet all requirements in **Table 2.1**.

2.6.4.2. Review records in Personnel Records Display Application, obtain, or review data verification RIP on the vMPF and report any errors to the appropriate MPF work center or agency for correction of errors.

2.6.4.3. Failure to report for scheduled testing (which includes both tests, if applicable) renders an Airman ineligible for promotion consideration unless rescheduling is approved. A second no-show automatically renders an Airman ineligible for promotion.

2.6.4.4. Prepare for promotion testing by obtaining testing material in accordance with Enlisted Promotions References and Requirements Catalog, and by knowing testing window, date, and promotion AF specialty code. It is the individual's responsibility and should not be considered an item for enlisted professional development. Group study in any forum or format is prohibited.

2.6.4.5. Retrieves their WAPS score notice after promotions are announced. WAPS score notices are a means to give Airmen a report of their relative standing in the promotion consideration process and must never be provided to, or used by, anyone other than the individual and their commander (see **paragraph 2.6.4.5**). **(T-1)**.

2.6.4.6. Have an enlisted performance report closing out on the most recent static closeout date. **(T-1)**.

2.7. MSgt, SMSgt and CMSgt Promotions (see Tables 2.5 and 2.6). Airmen compete, and are selected for promotion, to MSgt in their control AF specialty code, to SMSgt in the superintendent level of their control AF specialty code, and to CMSgt in the chief enlisted manager code of their control AF specialty code as of promotion eligibility cutoff date. Individuals with a reporting indicator or special duty indicator designated as their control AF specialty code on the promotion eligibility cutoff date will compete within that reporting indicator or special duty indicator. SNCO promotions are accomplished via a central board. **(T-1)**.

2.7.1. AF/A1.

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

2.7.1.2. Approves the formal board charge annually prior to the convening of first enlisted promotion board during the calendar year and any essential policy guidance for managing promotion boards. Reviews feedback from the previous board president.

2.7.1.3. Approves and provides promotion allocation rates to AFPC/DP3SP and DP2SPP for application to each AF specialty code. AF/A1P, in coordination with AF/A1M, distributes promotion quotas based on fiscal and statutory constraints and projected funded requirement vacancies.

2.7.2. AFPC/CC.

2.7.2.1. Appoints board members for the senior NCO promotion board. **(T-1)**.

2.7.2.2. Convenes senior NCO promotion board. **(T-1)**.

2.7.2.3. Approves promotion board results. **(T-1)**.

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

2.7.3. AFPC/DP3SP/DP2SPP/DP1SSP.

2.7.3.1. Uses the promotion master file to rank Airmen in order of merit within AF specialty code or chief enlisted manager code using the promotion board score (270 to 450 points) (**Table 2.5**). **(T-1)**.

2.7.3.2. Applies the quota to each promotion AF specialty code or chief enlisted manager code, with the highest scores in each AF specialty code or chief enlisted manager code selected. **(T-1)**.

2.7.3.3. Makes promotion selections using the promotion board results. **(T-1)**.

2.7.3.4. Prepares select lists for virtual release. **(T-1)**.

2.7.3.5. When possible AFPC/DP1SSP conducts data verification on selects prior to virtual promotion release; however, has up to ten duty days after the virtual release for completion. When a data error is found that could result in non-selection, the Airman is notified of the error in writing and directed not to assume the new grade until AFPC/DP1SSP or DP2SPP confirms the selection status. **(T-1)**.

2.7.4. AFPC Selection Board Secretariat (AFPC/PB).

2.7.4.1. Conducts the central promotion board in accordance with **Chapter 3**. **(T-1)**.

2.7.4.2. Supplemental board consideration is not provided when corrected data increases an Airman's weighted factor score so that the total revised promotion score is at or above the cutoff needed for selection. In such cases, Airmen become selects without supplemental board evaluation.

2.7.4.3. Will not consider Airmen for supplemental consideration who would need a board score greater than the maximum allowable board score (450 points) for selection. **(T-1)**.

2.7.5. Force Support Squadron (FSS).

2.7.5.1. Updates the MilPDS for an Airman who declines promotion consideration. Ensures the Airman signs a statement in accordance with **paragraph 1.12** or the AF Form 1566A used to document their declination. **(T-3)**.

2.7.5.2. Instructs Airmen to review their record in Personnel Records Display Action (PRDA), obtain and review their data verification record along with their score notice on the vMPF to verify the data used in the promotion process. **(T-3)**.

2.7.5.3. Notifies unit commanders of each eligible individual's promotion status. **(T-3)**.

2.7.5.4. Notifies Airmen in writing when a data error is found during data verification that could result in non-selection and directs individuals to not assume the new grade until AFPC/DP2SPP confirms the selection status. **(T-3)**.

2.7.5.5. Monitors and resolves non-weighable conditions or “data errors” before the testing window begins as outlined in this AFI. **(T-3)**. Non-directive supplementary program guidance may be found on myPers and in the latest Personnel Services Delivery Guide.

2.7.6. Unit Commanders.

2.7.6.1. Advise selects that promotions are tentative pending verification until AFPC/DP1SSP completes data verification as outlined above. **(T-3)**.

2.7.6.2. Advise Airmen not to assume the next higher grade if data verification discovers missing or erroneous data. **(T-3)**.

2.7.6.3. Recommend promotion prior to assuming the higher grade and initiate withhold or non-recommendation and removal action, when necessary. **(T-3)**.

2.7.6.4. When commanders receive promotion board score notices, commanders will restrict their use of the scores to notification and advisory counseling on the Airman’s behalf. **(T-1)**. Commanders will not allow further dissemination of scores or their use for purposes other than advisory counseling. **(T-1)**.

2.7.7. Airmen.

2.7.7.1. Must meet the eligibility criteria outlined in [Table 2.1](#), Rules 5 & 6. **(T-1)**.

2.7.7.2. Review records (selection folder) in PRDA, obtain, or review data verification record on the vMPF and report any errors to the appropriate MPF work center or agency for correction of errors prior to the testing window.

2.7.7.3. Have an enlisted performance report closing out on the most recent static closeout date. **(T-1)**.

2.7.7.4. Retrieve their promotion board score notice after promotions are announced. Score notices are a means to give Airmen a report of their relative standing for SSgt and TSgt, and relative grouping for MSgt, SMSgt and CMSgt, in the promotion consideration process. Scores must never be provided to, or used by, anyone other than the individual and their commander (see [paragraph 2.7.6.4](#)). **(T-1)**.

2.8. Supplemental Promotions for SSgt through CMSgt. AFPC/DP2SPP conducts in-system supplemental promotion consideration monthly after initial promotion selection and announces supplemental selection board dates for eligible Airmen. See [paragraph 1.12](#) for date of rank and effective date corrections. Supplemental promotion consideration will not be granted if the error or omission appeared in the Airman’s data verification record, PRDA, or senior NCO selection folder and no corrective or follow-up action was taken by the Airman prior to the promotion

selection date for SSgt through TSgt or prior to the original promotion board for MSgt through CMSgt. **(T-2)**. Fully documented supplemental consideration requests will be submitted in writing, to include the Airman's unit commander recommendation to the MPF. **(T-2)**. MPFs will review and forward requests to AFPC/DP2SPP via the CMS. **(T-2)**. Airmen may not request to be retained beyond an approved separation or retirement or high year of tenure to await the outcome of a supplemental promotion board. **(T-2)**.

2.8.1. Apply-back consideration. Apply-back consideration is when an Airmen is authorized supplemental promotion consideration but does not have test scores on file for the applicable cycle(s) they have been approved, but instead use the most current test scores from the first available testing cycle. When an Airman is competing for promotion for more than one cycle and there are no tests on file for the duration of that period, he or she takes only the current version(s) of the test and the test results are applied retroactively to the applicable cycle(s). TSgts, MSgts and SMSgts authorized supplemental consideration that do not have test scores for the cycle(s) they have been approved, will have a new test created by Air Education and Training Command Airman Advancement Division. **(T-1)**. If member is no longer on active duty, use most current test on file. If selected for previous cycles, the Airman will receive a retroactive date of rank and back pay. **(T-1)**.

2.8.2. A separate written request is not required when an individual has indicated his or her desire to apply for supplemental consideration in conjunction with the enlisted performance report appeal process or when the static closeout date enlisted performance report is missing from the Airman's Personnel Records Display Application record at the time the central promotion board convenes. **Note:** Ensure Blocks 9 and 10, on the AF Form 948, *Application for Correction/Removal of Evaluation Reports*, are completed. **(T-1)**.

2.8.3. Supplemental promotion will be granted for those individuals who are recommended by their unit commander and are non-weighable, had a change to the weighted data elements (see [Table 2.4](#)) (must be effective prior to promotion eligibility cutoff date) or had wrong or missing data for a specific cycle. **(T-1)**.

2.8.3.1. A supplemental request based on a missing decoration must have a closeout date on or before promotion eligibility cutoff date, and the recommendation date on the virtual personnel center (vPC) Summary Report or Décor 6 must be before the date AFPC makes the selections for promotion. **(T-1)**.

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

2.8.3.2.1. If the date of the special order is prior to the month promotion selections are made, the decoration will automatically update the promotion master file. **(T-1)**.

2.8.3.2.2. If the date of the special order is the month selections are made or later, send the following documents to AFPC/DP2SPP: written request with unit commander's recommendation, citation, vPC coordination or Décor 6 (both pages), amendments (if any), and documentation of corrective/follow-up action taken by the Airman. Commander's recommendation on the vPC Summary Report or Décor 6 must be before the date AFPC announces selections for promotions. **(T-1)**.

2.8.4. MSgt through CMSgt Supplemental Procedures. Except for supplemental consideration in the case of a static closeout date enlisted performance report not received in

time for the initial promotion board, there are no automatic approvals for supplemental promotion consideration. **Table 2.6** is used to determine whether a request for supplemental promotion consideration is authorized, and if so, whether mandatory scoring is required. Final decisions for approval of supplemental consideration requests rest with the AF Board for Correction of Military Records or AFPC/DP2SPP.

2.8.4.1. TSgt, MSgts, and SMSgt meeting one of the reasons in **Table 2.6** may be considered supplementally. These individuals will receive supplemental selection board consideration, if approved in accordance with **Chapter 3. (T-1)**.

2.8.4.2. Supplemental board consideration is not provided when corrected data increases an Airman's weighted factor score so that the total revised promotion score is at or above the cutoff needed for selection. In such cases, Airmen become selects without supplemental board evaluation.

2.8.4.3. Supplemental promotion consideration will not be granted for those personnel requiring a board score greater than the maximum allowable board score (450 points). **(T-1)**.

2.8.4.4. Supplemental promotion consideration will not be granted for those personnel that do not meet minimum test requirements and who already met the initial promotion board. **(T-1)**.

2.8.5. Score notices are not provided for Airmen who receive supplemental board consideration to MSgt, SMSgt, and CMSgt, unless they were not considered by the original board.

2.8.6. Supplemental Processing Instructions:

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

2.8.6.2. Individuals selected and assigned a .9 promotion sequence number are automatically projected for promotion the first day of the month following the month they were considered or selected in. This is to ensure data verification is completed and the commander recommends promotion prior to the promotion automatically consummating. **(T-1)**.

2.8.6.3. Force Support Squadron (FSS).

2.8.6.3.1. Ensures selects assigned a .9 promotion sequence number obtain the required two years retainability for promotion to MSgt or SMSgt, and three years retainability for promotion to CMSgt from effective date of promotion. **(T-3)**. Selects may apply for a change to their expiration term of service once the retroactive effective date is processed.

2.8.6.3.2. Instructs commanders to make a written promotion recommendation. **(T-3)**.

2.8.6.4. The Unit Commander.

2.8.6.4.1. Instructs selects with a .9 promotion sequence number that they are not to assume the higher grade until they obtain retainability (if required). **(T-3)**.

2.8.6.4.2. Notifies selects with a .9 promotion sequence number they may assume the next higher grade on the date of written approval, if data verification is complete and they have required retainability. **(T-3)**.

2.8.6.4.3. AFPC/DP2SPP will grant a retroactive effective date correction to match an Airman's date of rank in accordance with [paragraph 1.12](#). **(T-1)**.

2.9. Promoting Under Stripes for Exceptional Performers (STEP). This program supplements existing Airman promotion programs and is designed to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion. It is intended to provide a means to promote Airmen for compelling, although perhaps not quantifiable, reasons. Isolated heroic acts or specific achievements should not be the sole basis for promotion under this program. STEP promotions are authorized to grades SSgt and TSgt. Airmen are not supplementally considered for STEP promotions. Date of rank and effective date are the date the selection authority announces the promotion.

2.9.1. Airmen who have not completed Airman Leadership School remain eligible for STEP promotion. If selected, a EPME waiver must be submitted to AFPC/DP2SPP and approved prior to the member pinning on SSgt. **(T-1)**.

2.9.1.1. A minimum of 23 months' time-in-grade is required for STEP promotion to TSgt as of the promotion effective date.

2.9.1.2. A minimum of six months' time-in-grade is required for promotion to SSgt as of the promotion effective date.

2.9.2. Selections will be based on recommendations from subordinate commanders or personal knowledge of the individual. **(T-2)**.

2.9.3. AFPC/DP3SP/DP2SPP.

2.9.3.1. Distributes STEP quotas to MAJCOMS, FOAs, DRUs and Air Force Elements who have enough eligible SrA and SSgts to qualify for their own STEP allocations. **(T-1)**. This number is approved annually by AF/A1.

2.9.3.2. AFPC considers MAJCOMS, FOAs, and DRUs without a quota (less than approved number of SrA-SSgts) and announces procedures via annual STEP message. **(T-1)**.

2.9.3.3. Updates all STEP promotions into MilPDS with the effective date and date of rank set as the date the selection authority announces the selections. **(T-1)**.

2.9.4. The FSS. Completes P-series orders and notifies AFPC/DP2SPP by message of STEP selections within 72 hours. Include name, SSN, grade promoted to, effective date, control AF specialty code, assignment unit, special order number, and date. **(T-3)**.

Table 2.1. Minimum Eligibility Requirements for Promotion. (see Notes 1 and 6)

Rule	If promotion is to the grade of (see Note 2)	and the Primary AF specialty code as of promotion eligibility cutoff date is at the	and time in current grade is computed on the first day of the month before the month promotions are made	and the Total Active Federal Military Service Date is on the first day of the last month of the promotion cycle	and the Airman has	and following mandatory education is complete (see Note 9)	then
1	SrA (see para. 2.2.)	3 level (see Note 4)	not applicable (see paragraph 2.2.1. for requirements)	1 year (see paragraph 2.2.1. for time-in-grade/time-in-service requirements)			the Airman is eligible for promotion if recommended in writing, by the promotion authority. He or she must serve in the
2	SSgt (see Table 2.4, paragraph 2.6 and Notes 5, 6)	5 level (see Note 5)	6 months	3 years		See Note 9	RegAF in enlisted status as of the promotion eligibility cutoff date, serving
3	TSgt (see para. 2.6.)	7 level (see Note 5)	23 months	5 years			continuous until the effective date of promotion, and is not in a condition listed under Table 1.2. on or after the promotion eligibility cutoff date. (T-1). The individual must be in promotion eligibility status code X on the effective date of promotion (see Note 8). (T-1).

4	MSgt (see paragraph 2.7.)	7 level (see Note 5)	24 months	8 years		See Note 9	
5	SMSgt (see paragraph 2.7.)	7 level (see Note 5)	20 months	11 years	8 years cumulative enlisted service (total enlisted military service date) creditable for basic pay (see Note 7)	Any Associates or higher Degree from any regionally or nationally accredited academic institution (see Notes 10 and 11)	
6	CMSgt (see paragraph 2.7.)	9 level (see Note 5)	21 months	14 years	10 years cumulative enlisted Service Total Enlisted Military Service Date creditable for basic pay (see Note 7)	Any Associates or higher Degree from any regionally or nationally accredited academic institution (see Notes 9, 10 and 11)	

Notes:

1. Use this table to determine standard minimum eligibility requirements for promotion consideration. Headquarters (HQ) USAF may announce additional eligibility requirements. The individual must serve on RegAF and must have been on a continuous active duty as of promotion eligibility cutoff date. **(T-1)**.
2. The high year of tenure policy applicable as of promotion eligibility cutoff date may affect promotion eligibility in grades SrA and above.
3. Reserve or Guard Airmen are only eligible for RegAF promotion consideration if under a full Presidential mobilization or are United States Air Force Academy dis-enrolled cadets who enlisted in the RegAF component and date entered active duty is on or before promotion eligibility cutoff date.
4. A1Cs must meet skill-level requirements by the effective date of promotion for SrA. **(T-1)**. However, an A1C in lengthy tech school training, or in a hardship situation, who does not possess the minimum required primary AF specialty code can be granted a skill level waiver to pin on SrA. The squadron commander will submit a request for skill level waiver stating the extenuating circumstances (e.g., awaiting training, medical delays, etc.) to AFPC/DP2SPP. **(T-1)**.
5. SrA must meet skill-level requirements by the promotion eligibility cutoff date for SSgt, except for those individuals in promotion eligibility status code "Q." **(T-1)**. SSgts test and compete for promotion to TSgt if they have a 5-skill level as of promotion eligibility cutoff date; however, they must have a 7-skill level before promotion. **(T-1)**. Commanders may waive the 7-skill level school. TSgts without the appropriate skill level are ineligible to test unless they have a valid date initially entered retraining date. MSgts and SMSgt must meet minimum skill-level requirements listed above. **(T-1)**. Skill levels may be waived according to **Table 2.2**. to allow testing for promotion. Demote Airmen promoted with a primary AF specialty code waiver who fail to obtain or maintain grade skill relationship as outlined in **Chapter 6**. **(T-1)**.
6. Airmen demoted to SrA, SSgt, or TSgt will not have their high year of tenure adjusted to make them eligible to compete for promotion. **(T-1)**. Airmen who are demoted past their high year of tenure for that grade will not be afforded an opportunity to promotion test. **(T-1)**. If demoted, an Airman's high year of tenure will be adjusted in accordance with AFI 36-3203 and AFI 36-3208 as applicable. **(T-1)**.
7. Service in a commissioned or warrant, or officer status is creditable for pay but it cannot be utilized to satisfy the Total Enlisted Military Service Date requirement (38 Comptroller General 598). **(T-0)**. Airmen may be considered for promotions who meet this requirement on the 1st day of the last month promotions are normally made in the cycle. Actual promotion does not occur earlier than the 1st day of the month following the month the Airman completes the required enlisted service. This applies if the select had a sequence number in an earlier promotion increment; however, if the Airman meets the required enlisted service on the first day of the month, the date of rank and effective date is that date. **(T-1)**.
8. If a TDY student meets the requirements of this table, but does not maintain satisfactory proficiency, the MPF that services the Airman's TDY unit informs the MPF servicing the Airman's unit of assignment. **(T-3)**.
9. To sew on the projected grade, EPME will be completed in-residence for promotion to the grades of SSgt, MSgt and SMSgt. **(T-1)**. If selected, the projected promotion will be placed into withhold, if the in-residence course is not completed before the promotion sequence number consummates. **(T-1)**. The promotion sequence number will be removed if EPME is not completed by the end of the promotion cycle and will not be reinstated (except for promotion to SSgt). **(T-1)**.

10. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, United States Marine Corps Staff NCO Academy, or approved comparable international courses are equivalent to SNCO Academy.

11. The Community College of the Air Force or Associates degree or higher can be in any discipline. Degree must be conferred (awarded) from a nationally or regionally accredited academic institution on or before the promotion eligibility cutoff date. **(T-1)**.

Table 2.2. Primary AF Specialty Code Skill Level Waivers to Compete for Promotion. (See Note 1)

R u l e	A	B
	If the Airman does not possess the required Primary AF Specialty Code skill level	then a Primary AF Specialty Code skill level waiver is
1	and performs duties in reporting indicator or special duty identifier	Authorized (see Note 2).
2	and is an A1C through SMSgt in retraining or pending retraining consideration (reporting identifier 9A000) and would have upgraded by the promotion eligibility cutoff date for promotion to SSgt through SMSgt, or the last day of the month for A1C eligibles for SrA were identified, had the Airman not retrained (see Note 3)	
3	and is a SrA assigned to a specialty requiring lengthy formal training and did not have sufficient time or training to upgrade to the appropriate skill level due to the length of the formal school	
4	and is a SrA through TSgt in normal upgrade training (see Note 4)	not authorized.
5	and returns to duties from a reporting identifier, special duty identifier, or another awarded AF specialty code, to another AF specialty code	Authorized (see Note 2).
<p>Notes:</p> <p>1. Do not allow prior service enlistees and former officers skill level waivers except as indicated in paragraph 7.3. (T-1).</p> <p>2. Process primary AF specialty code skill-level waivers as outlined in this publication. (T-3). Non-directive supplementary program guidance may be found on myPers and in the latest Personnel Services Delivery Guide.</p> <p>3. Since the majority of Airmen are in a retraining status (SSgt through MSgt) and promotion to SMSgt and CMSgt are routinely approved for a primary AF specialty code skill-level waiver, the promotion record is built as “eligible” during the promotion file build. The promotion authority may still deny the Airman promotion consideration by disapproving a primary AF specialty code skill-level waiver.</p> <p>4. Normally, do not permit Airmen in normal upgrade training a skill-level waiver. Grant primary AF specialty code skill level-waivers before promotion eligibility cutoff date for significant documented interruptions (beyond the Airman’s control) in current training that prevents the Airman from upgrading. (T-3).</p>		

Table 2.3. Specialty Knowledge Test Exemptions. (See Note 1 and Paragraph 2.6.1.5.)

Rule	A	B
	If on or before the promotion eligibility cutoff date the Airman is	then a Specialty Knowledge Test exemption is
1	performing duties in reporting identifier 9S200 (see Note 2)	not authorized.
2	disqualified (reporting identifier 9A000) and awaiting retraining	authorized.
3	in normal upgrade training (see Note 3)	not authorized.
4	awaiting retraining and their Control AF specialty code has changed to the new AF specialty code as outlined in AFI 36-2101, <i>Classifying Military Personnel (Officers and Enlisted)</i> (T-1). (Training Status Code “M” applies)	authorized.
5	SrA and SSgt in retraining status (see Note 4)	
6	returned to duty in a fully qualified AF specialty code from another awarded AF specialty code (dual qualified) (see Note 5)	
7	returned to duty in another awarded AF specialty code not fully qualified (see paragraph 2.6.1.5.)	
8	Performing Special Duty Identifier duties direct from Basic Military Training and no other primary AF specialty code is awarded (see Note 6)	

Notes:

1. Consider Airmen who are specialty knowledge test exempt for promotion in one of two promotion AF specialty codes, one for non-chronic critical shortage skills and another for chronic critical shortage skills. When there is not a specialty knowledge test for the specialty, then all Airmen in that AF specialty code compete for promotion together, regardless of their training status (e.g., retrainees, etc.). All Airmen who are specialty knowledge test exempt and are in an AF specialty code where a specialty knowledge test exists can take the specialty knowledge test by signing a statement. Once signed, do not reverse the decision without unit commander and MPF commander concurrence. Once the promotion test is administered, do not reverse the decision.
2. Airmen must fulfill primary AF specialty code skill-level requirements according to **Table 2.2. (T-1)**.
3. Allow Airmen who return to a previously awarded AF specialty code for which they are not assigned within the last 12 months and do not have the required skill level (SrA = 5 level, SSgt = 7 level, & TSgt = 7 level) a 24-month specialty knowledge test exemption. Update a date initially entered retraining date equal to the date the Airman returned to the previous AF specialty code. If there is no PCS involved, the date initially entered retraining is equal to the date the member is assigned to the new position. If PCS is involved, the date initially entered retraining is equal to the date departed last duty station. Approve a primary AF specialty code skill-level waiver according to **Table 2.2**.
4. Allow specialty knowledge test exemptions for 24 months regardless of training status. Airmen can select to take the specialty knowledge test by signing the AF Form 1566. Do not reverse the Airman's decision to take, or not to take, the specialty knowledge test without unit command and MPF commander concurrence. Do not reverse the decision once the promotion test is administered.
5. Unit Training Manager updates MilPDS training status code "I" with a date initially entered retraining date equal to the date of return into the previous awarded AF specialty code (reference AFI 36-2101), if within 6 months of promotion eligibility cutoff date. Airmen may elect to take the specialty knowledge test. Do not place prior service Airmen or former officers in training status code "I." **(T-1)**.
6. Airmen must have been assigned to special duty identifier directly upon completion of basic military training and no other primary AF specialty code has been awarded (e.g., 8G000, 8D100). **(T-1)**.

Table 2.4. Calculating Points and Factors for Promotion to SSgt and TSgt.

Rule	A	B
	If the factor is	then the maximum score is
1	Specialty Knowledge Test	100 points. Base individual score on percentage correct (two decimal places). (see Note 1). A minimum specialty knowledge test score of 40 points is required (a combined score of 90 specialty knowledge test and Promotion Fitness Examination points is required) (Note 2). If specialty knowledge test exempt, individual will compete for promotion in the control AF specialty code they possess on promotion eligibility cutoff date. (T-1) .
2	Promotion Fitness Examination	100 points. Base individual score on percentage correct (two decimal places). (see Note 1). A minimum professional fitness exam score of 40 points is required (a combined score of 90 points specialty knowledge test and Promotion Fitness Exam is required). Airmen testing Promotion Fitness Examination only are required to score a minimum of 45 points (Note 2).
3	Decorations	25 points. Assign each decoration a point value based on its order of precedence. (see Note 3) Medal of Honor: 15 Air Force, Navy, or Distinguished Service Cross: 11 Defense Distinguished Service Medal, Distinguished Service Medal, Silver Star: 9 Legion of Merit, Defense Superior Service Medal, Distinguished Flying Cross: 7 Airman, Soldier, Navy-Marine Corps, Coast Guard Bronze Star, Defense/Meritorious Service Medals, Purple Heart: 5 Air, Aerial Achievement, Air Force Commendation, Army Commendation, Navy-Marine Corps Commendation, Joint Services, or Coast Guard Commendation Medal: 3 Navy – Marine Corps, Coast guard, Air Force, Army, or Joint Service Achievement Medal: 1

4	Enlisted Performance Reports	<p>250 points. Multiply each enlisted performance reports point value (Note 4), preceding the promotion eligibility cutoff date, not to exceed the last three Force Distributed enlisted performance reports in the Airman's current grade, by the time-weighted factor for that specific report. When the maximum three Force Distributed enlisted performance reports are calculated the time weighted factors begins with 50 percent (.50) for the most recent report, 30 percent (.30) for the middle or second most recent report, and 20 percent (.20) for the bottom report (50% - 30% -20%). After calculating each report, add the total weighted point value of each report for a sum. When an Airman is in his/her second year of eligibility, and/or when only two reports are calculated, the time weighted factor begins with 60 percent (.60) for the top or most recent report and 40 percent (.40) for the bottom report (60% - 40%). When an Airman is in his/her first year of promotion eligibility and/or when only one enlisted performance report is calculated, the time weighted factor is 100 percent. (See Notes 1, 4, and 5)</p> <p>Example: Enlisted performance report string (most recent to oldest): Promote Now + Must Promote + Promote Promote Now [250] x .50 = 125 weighted points Must Promote [220] x .30 = 66 weighted points Promote [200] x .20 = <u>40 weighted points</u> 231 points</p>
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Notes:

1. Cutoff scores after the second decimal place. Do not use the third decimal place to round up or down. **(T-1)**.
2. Airmen who score the minimum 40 points on either the skill knowledge test or professional fitness examination (when taking both examinations) need to score a minimum of 50 on the other one, to meet the minimum combined score of 90. For those testing Promotion Fitness Examination only a minimum score of 45 is required (combined score of 90 when doubled). Airmen that fail to obtain the minimum score will be rendered a promotion non-select. **(T-1)**.
3. The decoration closeout date must be on or before the promotion eligibility cutoff date. **(T-1)**. The recommendation date on the vPC coordination or Décor 6 must be before the date AFPC announces the selections for promotion. **(T-1)**. Fully document resubmitted decorations (downgraded, lost, etc.) and verify they were placed into official channels before the selection date. **(T-1)**.
1. 4. Promote Now = 250, Must Promote = 220, Promote = 200, Not Ready Now = 150, Do Not Promote = 50.
2. 5. Only count evaluations received during each grade's period of promotion eligibility. Do not count non-evaluated periods of performance, such as break in service, report removed through appeal process, etc., in the computation. If the only Force Distributed enlisted performance report rating is removed or reflects a nonrated period, the next Force Distributed report promotion recommendation will be used supplementally in the weighted calculation score. **(T-1)**. If only one of the last three Force Distributed enlisted performance report ratings have been removed or reflects a nonrated period, the promotion recommendation for that period is bypassed and the remaining Force Distributed promotion recommendations will be used in the weighed calculation score. **(T-1)**.

Table 2.5. Board Score Calculation for Promotion to MSgt, SMSgt, and CMSgt.

Each of the three panel members uses a	Resulting in a composite score:	Multiplied by a factor of:	Resulting in a total board score:
6 to 10 point scale and .5 increments	Min. of 18 (6-6-6)	15	Min. of 270
	Max. of 30 (10-10-10)		Max. of 450
<p>Note: Airmen selected for promotion through gray area resolution will receive a score notice reflecting a .5 increase to the original board score. (T-1).</p> <p>Example: Composite score $8 + 8.5 + 8 = 24.5$ $24.5 \times 15 =$ 367.5 Board Score Selected for promotion through gray area resolution $367.5 + .5 = 368.0$ Board Score on score notice.</p>			

Table 2.6. Authorized Reasons to Request Senior NCO Supplemental Promotion Board Consideration. (See Note 1)

R u l e	If the item concerns	and the correction is to	then consideration by supplemental promotion board is	and rescoring is	
1	EPME (see Note 2)	add the SNCO Academy course	authorized.	Mandatory (see Note 3)	
2	Enlisted Performance Report	add, remove, or make significant change			
3	academic education	show academic degree completion		not authorized.	Optional (see Note 4)
		correct academic specialty			
		change year of completion		N/A	
4	decoration	add a decoration (not authorized if the citation or order was filed or if the decoration was listed on the brief used by the board)	authorized.	Optional (see Note 4)	
5	projected retirement data (individuals who are not eligible and not considered by original board)	delete a projected retirement that is not valid at the time board met		not authorized.	Mandatory (see Note 3)
	projected retirement data (individuals who are eligible and considered by original board)	delete a projected retirement that was later withdrawn			
		change the projected retirement date		N/A	
6	any eligibility factor or erroneously considered in the wrong AF specialty code	render an Airman eligible (as of the promotion eligibility cutoff date) who was erroneously ineligible when the board convened or correct AF specialty code effective prior to promotion eligibility cutoff date	authorized.	Mandatory (see Note 3)	

7	projected high year of tenure date (individuals who were ineligible because of a high year of tenure date and not considered by the original board)	show approved extension of high year of tenure date (and reason is best interest of the Air Force)	authorized	Mandatory (see Note 3)
8	Duty history	Add or correct duty history data	authorized	optional

Notes:

1. Do not allow supplemental consideration for Airmen needing more than the maximum board score (450 points) for selection. **(T-1)**.
2. Credit is given if the Airman takes the end of course examination on or before the promotion eligibility cutoff date and successfully completes the course, even if it is not scored until after the promotion eligibility cutoff date (HAF files will not change.) **(T-1)**. Only the promotion and WAPS information retrieval files will change). **(T-1)**. EPME was last used for CMSgt testing eligibility during cycle 94E9 and for SMSgt testing eligibility during cycle 96E8 and 17E8. Supplemental promotion consideration will not be granted outside of these eligibility dates. **(T-1)**.
3. Mandatory scoring eliminates the need for optional review; the record will go directly to a supplemental panel to score the record. **(T-1)**.
4. Prior to rescoring the record, the panel considers the type of error, the degree of impact on the promotion score, and the number of points needed for selection. Those records the panel considers but chooses not to rescore will be rendered nonselects. **(T-1)**.

Table 2.7. SrA Below the Zone Processing Months and Board Dates.

Item	A	B	C
	Processing Months	Board or Selection Month	For promotions in
1	January/February	March	April - June
2	April/May	June	July - September
3	July/August	September	October - December
4	October/November	December	January - March

Chapter 3

REGAF SENIOR NONCOMMISSIONED OFFICER (SNCO) PROMOTION/SUPPLEMENTAL BOARD PROCEDURES

3.1. General. This chapter provides guidance and outlines operating procedures to be used in the administration and conduct of RegAF central SNCO officer evaluation and supplemental boards for the United States Air Force at AFPC, USAF Selection Board Secretariat. Selection Board Secretariat personnel are responsible for conducting promotion boards and supplemental boards for promotions to MSgt, SMSgt, and CMSgts on the Active Duty List.

3.2. Responsibilities. Board members, including alternates, should familiarize themselves with applicable portions of this instruction. The Selection Board Secretariat will provide board members with instructions in their board member notification letter. **(T-1)**. Alternate board members will remain on stand-by for the duration of the board. **(T-1)**.

3.3. Rules Governing All Boards. When the board is in session, it works directly for CSAF under the supervision of the board president. No person will:

3.3.1. Direct an individual be selected or not selected by the board. **(T-1)**.

3.3.2. Censure, reprimand, or admonish the board, or any member of the board, for recommendations or for exercising any function within the discretion of the board. **(T-1)**.

3.3.3. Attempt to coerce or influence, by any unauthorized means, any action of a board or any member of a board in formulating the board's recommendations. **(T-1)**.

3.3.4. Be a party to any unauthorized communications. **(T-1)**. Any attempt at unauthorized communications must be immediately reported. **(T-1)**.

3.4. Board Membership. Board membership will reflect the eligible population in terms of race, ethnicity, and gender, MAJCOM of assignment, and career area (when practicable). **(T-1)**. Career areas, when practicable, are broken into four categories: Support, Operations, Maintenance, and Medical. The largest AF specialty codes within each career area garner a board member when practicable. Officers and CMSgts whose primary responsibilities involve the direct career management of those eligible for consideration by a promotion selection board, or the direct career management of those selected for promotion, may not serve as board members for promotion selection boards considering those for promotion, when practicable. Officers and CMSgts whose primary responsibilities in AF/A1 or AFPC involve promotion policy creation, interpretation, execution, or promotion results processing may not serve as board members for promotion selection boards, when practicable. Functional authorities are not included in this prohibition. **(T-1)**.

3.4.1. Boards will be constructed with a board president (brigadier general or higher) and enough panels to allow the board reasonable time to complete its work. **(T-1)**. Panels will consist of one colonel (current or "graduated" group commander) and two CMSgts from the same career area. **(T-1)**.

3.4.2. AF specialty codes and chief enlisted manager codes will be scored by panels with representatives from the AF specialty codes or chief enlisted manager codes under consideration or from the same career area as those being evaluated. **(T-1)**. All members of

an AF specialty code or chief enlisted manager code will be evaluated by the same three board members. (T-1).

3.5. Board Member Preparation. The Selection Board Secretariat will pre-brief the board president on the board agenda, Formal Charge, board president responsibilities, and the trial run exercise (practice scoring session). (T-1). Board recorders will conduct the first day administrative briefing to the board. (T-1). The board president will then read the Formal Charge verbatim to the board and a copy will be provided to each board member. (T-1). Each board member will initial a copy of the Formal Charge to be maintained in the permanent record. (T-1). Oaths are administered to board members and to the recorders and administrative staff. A trial run exercise will then be conducted to familiarize board members with the selection board records and situations the board may encounter during actual scoring. (T-1).

3.6. Scoring Records. Board scores are based upon the material in each eligible candidate's Noncommissioned Officer Selection Record.

3.6.1. Board members will assign each eligible member a board score reflecting their assessment of relative leadership potential (Figure 3.1). (T-1). Select or non-select decisions shall be made based upon the totality of the eligible candidate's promotion board score or decision matrix for supplemental consideration. (T-1).

3.6.2. Scoring is by secret ballot and without benefit of discussion, unless a significant disagreement (a "split") occurs in the scores on a particular record.

3.6.2.1. If a board member identifies a record-based matter causing concern, the board member will identify the matter to the board recorder, who may discuss it with the board president. (T-1). The board president may approve bringing the matter to the attention of the board members.

3.6.2.2. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible Airmen as long as they discuss only matters documented in the Noncommissioned Officer Selection Record. Board members may not discuss or disclose the opinion of any person not a member of the board concerning the member.

Figure 3.1. Scoring Scale.

Boards will use the following scale: (T-1).	
<u>Score</u>	<u>Potential</u>
10.0	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

3.7. Defining “Splits.” A “split” is a significant disagreement between board members about the score of a record. A “split” is considered a difference in a score of 1.5 or more points between any two panel members (e.g., 6 and 7.5, or 8 and 9.5).

3.8. Resolving “Splits.” All scoring stops, and all voting panel members must be present and may discuss the records involved in a “split.” **(T-1)**. Only panel members with split scores may change their scores in the process of resolving a split. A “split” is resolved when there is a difference in a score of 1.0 or less points between any two panel members (e.g., 6 and 7.0, or 8 and 8.5).

3.9. New Documents. If new information (e.g., decoration citation, enlisted performance report, updated SNCO evaluation brief) concerning individual records is acquired during scoring, the affected records will be brought back to the panel for rescoring. **(T-1)**. New documents will not be accepted after the AF specialty code or chief enlisted manager code “cut line” is established. **(T-1)**.

3.10. Promotion Quota Computation. Prior to the board, AF/A1PP and AFPC Enlisted Promotions (AFPC/DP3SP) determines the exact number of projected promotions for each AF specialty code and chief enlisted manager, as well as those AF specialty codes and chief enlisted manager codes on the chronic critical shortage skills listing for that promotion cycle.

3.11. Establishing “Cut Lines. ”

3.11.1. Establishing the Initial Cut Line. An order of merit for each panel is established after panel scoring is complete. An initial cut line is then drawn on the panel order of merit at the bottom of the score category coming closest to filling the panel quota without exceeding it. A “score category” consists of all records having the same aggregate score (the aggregate score is the total of individual scores determined by each panel member for each record). Since all scores are determined at half-point increments, a “score category” will represent a half-point spread in the order of merit. **(T-1)**. If the cut line is at a point where the number of cumulative records equal the panel quota, this is referred to as a “clean cut.”

3.11.2. Establishing the Second Cut Line. For orders of merit which do not have a “clean cut,” draw a second cut line at the bottom of the score category immediately below the initial cut line.

3.12. Establishing the “Gray Area. ” The “gray area” initially includes all records in the “score category” below panel initial cut lines.

3.13. Board President Quality Review. In order to assure consistency of scoring, the board president reviews records from each AF specialty code or chief enlisted manager code under consideration.

3.13.1. The board president receives the following: a representative sampling of records directly above, below, and in the “gray area”; the highest scoring record and lowest scoring record in the specialty. **(T-1)**.

3.13.2. The purpose of this review is to determine whether the records in this range have been scored in a manner consistent with the Formal Charge and have been afforded fair and equitable consideration in the initial scoring. If the board president determines there is a rational basis to conclude the records may not have been scored in a manner consistent with the Formal Charge, the board president may direct such record be added to the “gray area” for

re-scoring with all other records in the “gray area.” In the event of a clean cut and no rational basis to rescore records, the board president may choose to accept the order of merit as initially scored.

3.14. Gray Area Resolution.

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

3.14.2. Prior to scoring any records in the “gray area,” the board president will instruct all members to re-read CSAF’s Formal Charge. **(T-1)**. The board president will only be required to instruct the panel to re-read the Formal Charge during the first gray area resolution. **(T-1)**. For subsequent gray area resolutions, the board recorder will instruct the panel to re-read the Formal Charge. **(T-1)**.

3.14.3. Airmen not selected as a result of “gray area” resolution retain the original “gray area” board score; Airmen selected in the “gray area” will receive the original “gray area” board score increased by .5 points. **(T-1)**.

3.15. Out-brief Board Members. Board recorders out-brief board members on the rules of disclosure of board proceedings, providing some cautions about what can and cannot be discussed as well as collecting all notes. It is important that personal observations not jeopardize the credibility of the board process and that Airmen receive a consistent Air Force message.

3.16. Board Report. AFPC/PB prepares board proceeding reports and handles these reports as FOR OFFICIAL USE ONLY, under provisions of DoDM 5400.07_AFMAN 33-302, and retains them for the period specified in AFI 33-322. **(T-0)**. AFPC/PB provides a board report to AFPC/DP2SPP who will discuss the proceedings of the board. **(T-1)**. Board scores will flow electronically into WAPS from the boardroom. **(T-1)**. All board members, recorders, and administrative assistants or support personnel will sign the board report. **(T-1)**.

3.16.1. The Selection Board Secretariat staff will inform board members and administrative assistants that all involved with the board process are prohibited from ever sharing their observations of board proceedings e.g., how members voted, discussions about members’ records, lists or statistics of results, who served on which panel. **(T-1)**. **Note:** The nondisclosure provisions in this instruction are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this instruction and are controlling.

3.16.2. Board members and administrative assistants are encouraged to use the briefing slides provided by the Board Secretariat Staff to brief the board process and structure, e.g., numbers considered, board organization, steps followed.

3.17. Board Anomalies. Procedural anomalies occurring during a board that may require variation from established procedures require board president resolution. During the board, the board president may bring any matter to the attention of the CSAF or AFPC/CC, if he or she determines that such decision is required. The need for an alternate board member being called to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph. **(T-1)**. The board president will make determinations on availability of a primary board member and an alternate board member and is the authorizing official for directing that an AFPC/CC-approved alternate replace a board member. **(T-1)**.

3.18. Benchmark Records. After adjournment of promotion boards, AFPC/DP2SPP will identify a sampling benchmark records for any future supplemental boards. **(T-1)**. Provided enough records in each category exist on the selection boards, three records from among the lowest scored selects and five records (three and two spares) from among the highest scored non-selects shall be identified. **(T-1)**. When less than three (or five, respectively) records are available, use the number available. Copies of these records are made and stored for future use. **(T-0)**.

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

3.19.1. Board Organization. Boards will be constructed with a board president (at least a brigadier general) and at least one panel. **(T-1)**. Each panel will be composed of board members from one of the four career areas. **(T-1)**. For example, one panel could have a mission support group commander, an operations CMSgt, and a maintenance CMSgt. Panels will not be confined to scoring specific AF specialty codes or chief enlisted manager codes. **(T-1)**. Similarly, one panel will not necessarily see all the records from a specific AF specialty code or chief enlisted manager code. **(T-1)**.

3.19.2. Determining Select/Non-Select Status. AFPC/DP2SPP determines what board score an eligible would have needed to beat the promotion cutoff from the original board. See [paragraph 2.8](#).

3.19.2.1. An eligible Airman's record is compared to benchmark records. Benchmark records for evaluation boards are: three records with the same required score as identified in [paragraph 3.18](#) ("plus" benchmark) and three records a half point below ("minus" benchmark). All records are to appear as they would have on the original board, and all records are scored together.

3.19.2.2. The panel compares the supplemental record against the benchmarked records to determine selection status. Board members will not have access to objective WAPS data to include Promotion Fitness Examination and specialty knowledge test or USAF Supervisory Exam scores for supplemental consideration of boards conducted prior to the 19E9 CMSgt promotion cycle. **(T-1)**.

3.19.2.3. An eligible member becomes a "select" if the member outscores all "minus" benchmarks and ties or outscores at least one of the "plus" benchmarks. Unlike central promotion and evaluation boards, there is no quota on supplemental boards. The decision tree at [Figure 3.2](#) will be used to determine select or non-select status. **(T-1)**.

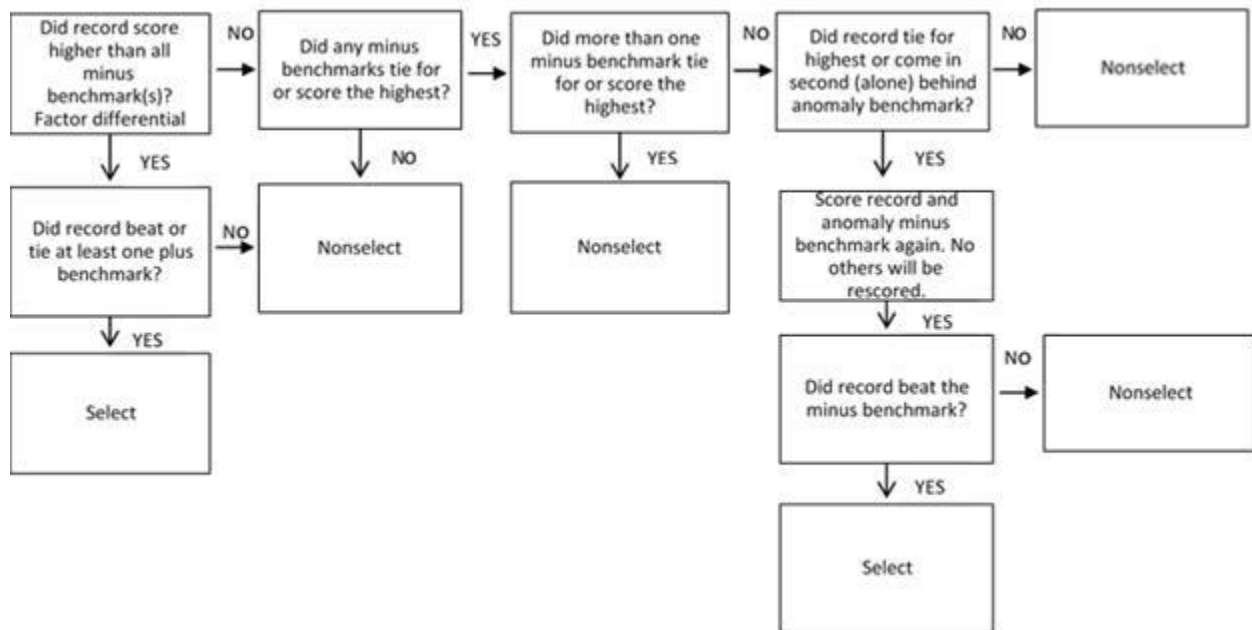
3.19.3. Differentials (Evaluation Boards). When benchmark records are not available at the required "minus" scores, AFPC/DP2SPP will go to the next available lower score categories for "minus" benchmarks. **(T-1)**. When this occurs, the point differential (difference between

the required benchmark score and the actual benchmarks used) must be accounted for when applying the decision tree. **(T-1)**. The differential will not exceed minus three points. **(T-1)**.

3.19.4. Inversion. Some degree of inversion is to be expected. Only the most extreme cases warrant a potential rescore of the records. The enlisted supplemental decision tree outlines those cases and directs when a rescore is allowed, subject to board president approval.

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

Figure 3.2. SNCO Supplemental Decision Tree.



3.20. Disclosure of Board Proceedings. Upon public release, board members may discuss the board process and procedures, board organization, and the number of eligibles considered. Board members may never disclose how board members voted, who sat on each panel, or what AF specialty codes they scored. In addition, they may not keep lists or statistics from the board. Board members are also prohibited from discussing their personal observations about the strengths and weaknesses in the records. **Note:** The nondisclosure provisions in this instruction are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this instruction and are controlling.

3.21. Summary. These board procedures were developed to give all eligible Airmen fair and equitable consideration, not for ease of administration. While it in many ways mirrors the officer selection board process, SNCO boards are not governed by law and are not the sole determinant of promotion and as such bear significant differences.

Chapter 4

REGULAR AIR FORCE (REGAF) AIRMAN PROMOTION ACTIONS

4.1. Officer Training Candidates.

4.1.1. The MPF will notify Airmen they are ineligible for promotion consideration when entering Air Force commissioning programs on or before promotion eligibility cutoff date. **(T-1)**.

4.1.1.1. If Airmen enter a Air Force commissioning program after the promotion eligibility cutoff date but before selections are made, they will not be considered for promotion. **(T-1)**. Prior service Airmen attending United States Air Force Academy (USAFA) Preparatory School will enter with the highest grade they had achieved as of their date of enrollment and retain their date of rank or effective date and promote, with pay, commensurate with their grade in accordance with either **Chapter 2, Table 1.4** or **Chapter 8, Table 8.2**, and Title 37 United States Code (USC) Section 203(e)(2), as applicable. **(T-0)**. Non-prior service Airmen attending the USAFA Preparatory course are ineligible for promotion consideration in accordance with Title 32, Code of Federal Regulations (CFR), part 903.5. **(T-0)**. Under this code of federal regulations, civilians who enlist for the purpose of attending the USAFA Preparatory School will be awarded the grade of E-1 upon entry. **(T-0)**.

4.1.1.2. The Preparatory School Commander's Support Staff (CSS) will conduct a post-enlistment records review within the first thirty (30) days after initial enlistment to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion for pre-service activities, consistent with AFMAN 36-2032, *Military Recruiting and Accessions*. **(T-2)**. Such promotions are authorized to the grades of E-2 and E-3 only. Date of rank and effective date are the date the selection authority announces the promotion. Additionally, non-prior service cadet candidates will receive automatic time-in-grade promotions in accordance with **Chapter 8, Table 8.2 (T-1)**. Pay for non-prior service members will be in accordance with 37 USC § 203(e)(1). **(T-0)**.

4.1.2. Promote Airmen entering the Airman Education and Commissioning Program, Officer Training School, Nurse Enlisted Commissioning Program, Interservice Physician Assistant Program, Academy of Military Science, Senior Leader Enlisted Commissioning Program, or Enlisted to Medical Degree Preparatory Program as follows. Do not apply to other commissioning or pre-commissioning sources not identified.

4.1.2.1. Promote Airmen in grades SrA and below to SSgt effective one day before their scheduled PCS or TDY departure date. **(T-3)**.

4.1.2.2. Airmen entering Airman Education and Commissioning Program, Officer Training School, Interservice Physician Assistance Program or Nurse Enlisted Commissioning Program with a projected promotion to TSgt or above will retain promotion sequence number and be promoted when incremented regardless of whether it occurs before or after the Airman enters the commissioning program. **(T-1)**.

4.1.3. For all other programs not stated in **paragraph 4.1.2**, promote Airmen selected for commissioning or pre-commissioning programs with a promotion sequence number before entry. Do not promote Airmen with promotion sequence numbers after program entry; place

memorandums in their records to show selected grade, cycle, and promotion sequence number. Prior service disenrolled Airmen receive their former grade and date of rank with the effective date as the entered active duty date. Second year disenrolled Airmen receive the grade determined by AFMAN 36-2604. **(T-3)**.

4.1.4. Demote eliminated Airmen to their former grades per **Chapter 6**, and then promote them to the highest grades entitled effective the day following demotions. The date of rank of the higher grades are the original date of ranks (AFI 36-2014, *Pre-Commissioning Programs*). **(T-3)**.

4.1.5. Notify Airmen promotion eligibility may be reinstated (see **paragraph 4.3**) if they are eliminated from training through no fault of their own. The training facility commander must make a recommendation for reinstatement. **(T-3)**.

4.1.6. Discharge Airmen selected for the Airman Scholarship and Commissioning Program and enlist them into the AF Reserve. Airmen with promotion sequence numbers that increment prior to entry into Airman Scholarship and Commissioning Program will be authorized to assume the grade. **(T-1)**. Place memos with promotion sequence numbers in the records of Airmen who have promotion sequence numbers that will increment after entry listing grade and cycle. **(T-1)**. For those who do not complete the Airman Scholarship and Commissioning Program, see AFMAN 36-2604, to determine RegAF duty grade and date of rank.

4.1.7. Airmen selected for the Technical Degree Scholarship Program will enlist in the RegAF for a period of 48 months, serve in the grade of A1C while completing the degree requirement, and receive basic pay and privileges of that grade. **(T-1)**. These Airmen are not entitled to promotion to SrA or SrA below-the-zone while completing the Technical Degree Scholarship Program academic phase.

4.1.7.1. After completion of the degree requirement, Airmen will attend Officer Training School and will be promoted to SSgt effective 1 day before departure, but no earlier than the 11th day before the report no later than date. **(T-1)**. Upon graduation from Officer Training School, Airmen will be discharged from enlisted status and tendered a commission as a RegAF officer in the United States Air Force in the grade of second lieutenant. **(T-1)**.

4.1.7.2. Members eliminated from the Technical Degree Scholarship Program academic phase will choose a four-year commission or a two-year enlistment. **(T-1)**. Two-year enlistees entitled to a grade higher than A1C due to prior service will require grade and service date verification to determine the appropriate grade and date of rank the Airman is entitled to. **(T-1)**. Two-year enlistees with no prior service will be promoted to A1C with a date of rank equal to the Basic Military Training start date. **(T-1)**.

4.1.8. Members disenrolled from Reserve Officer Training Corps will serve a two-year enlistment and will be accessed to the appropriate grade prior to entering active duty. **(T-1)**. Airmen will receive a date of rank equal to date of entry into the Reserve Officer Training Corps program and an effective date equal to the entered active duty date. **(T-1)**.

4.1.8.1. After accessed, Airmen are authorized one promotion to Amn or A1C based on their assessed date of rank per time-in-grade requirements in **Table 2.1**. The date of rank and effective date for this one promotion is the date the Airman entered active duty. AFPC/DP1SSP updates the one promotion via CMS. **(T-1)**.

4.1.8.2. Consecutive promotions based on the accessed grade and date of rank prior to the date the Airman entered active duty are not authorized (Airmen cannot be promoted from AB to A1C). **(T-1)**.

4.1.8.3. The next promotion is based on the time-in-grade requirement in **Table 2.1**. Accessed A1Cs who receive an adjusted date of rank will be eligible for SrA after 28 months' time-in-grade, but must also serve a minimum of 12 months from the date the Airman entered active duty prior to pinning on SrA. **(T-1)**. These members will not be eligible for SrA below-the-zone. **(T-1)**. This also applies to cadets disenrolled from United States Air Force Academy. **(T-1)**.

4.2. Nonrecommending, Deferring, and Withholding Promotions. The action may be initiated and approved by the unit commander or director of civilian led units for Airmen in the grades AB - TSgt. The nonrecommendation, deferral, or withhold can be initiated by the unit commander, but is approved by the promotion authority for Airmen in grades MSgt and SMSgt.

4.2.1. Unit Commander Responsibilities.

4.2.1.1. Inform Airmen of adverse actions in writing or verbally before promotion effective date (confirm verbal notification in writing within five duty days). The notification memorandum must include reasons, dates, occurrences, and duration of the action. **(T-1)**. If the Airman is notified verbally prior to effective date, and written notification is followed up after effective date of promotion, include a statement confirming the Airman was verbally notified not to assume the higher grade prior to the effective date of promotion. For actions on those in grades SrA through SMSgt, include the affected promotion cycle. Obtain promotion authority approval for Airmen in grades of MSgt and SMSgt. **(T-1)**.

4.2.1.2. Obtain the Airmen's written acknowledgment. **(T-1)**.

4.2.1.3. Forward the written notification to the MPF. MPF will send to AFPC for filing in the Airman's PRDA record and update MilPDS. **(T-3)**.

4.2.2. Nonrecommending Promotion. Nonrecommendation for promotion should be used when an Airman's behavior does not adhere to established standards. Promotion reinstatement is not authorized. For promotion nonrecommendation actions or ineligibility conditions are as follows:

4.2.2.1. Separate written nonrecommendations are not required for Airmen otherwise ineligible according to **Table 1.2** except for Rule 8, where the ineligibility condition is specifically "nonrecommendation for promotion." **Note:** A promotion withhold is required for Airmen selected for promotion (line number) to the grades of SSgt-CMSgt who have a failed fitness test after the promotion eligibility cutoff date (see **Table 1.2** and **paragraph 4.2.4**).

4.2.2.2. A1Cs and below, ineligible for promotion under **Table 1.2** (except for Rule 8), will become eligible for promotion upon completion of the ineligibility condition if otherwise eligible and recommended by the commander. **(T-3)**.

4.2.2.3. Promotion date of rank will be the date the Airman became eligible and the effective date will be the date of written recommendation by the commander for those exceeding time-in-grade or time-in-service requirements. **(T-3)**. A written

recommendation must be accomplished upon completion of the ineligible condition. **(T-3)**. A retroactive promotion effective date may be requested according to [paragraph 1.12](#).

4.2.2.4. Nonrecommend A1Cs and below in monthly increments up to six months ([Table 1.2](#), Rule 8).

4.2.2.4.1. Promotion date of rank and effective date will be the date the commander recommends in writing. **(T-3)**.

4.2.2.4.2. Six-year enlistees with a contract guaranteeing A1C upon completion of Basic Military Training and Technical Training who are nonrecommended for promotion will have their contract voided. **(T-1)**.

4.2.2.4.3. Remove below-the-zone promotion projection and inform them they remain ineligible until fully qualified. **(T-3)**.

4.2.2.5. Nonrecommendation for Airmen in grades SrA and above (for pin-on or testing) only applies for one promotion cycle at a time. The MPF must send a copy of the nonrecommendation to AFPC/DP1SR when the promotion authority (see [paragraph 1.10](#)) approves the nonrecommendation for a MSgt or SMSgt to the next higher grade. **(T-1)**.

4.2.3. Deferring Promotion. Deferring a promotion delays the promotion and pay past the original effective date to allow the commander to determine if the Airman meets acceptable behavior or performance standards. Deferring a promotion for a failed fitness assessment is not an option. Deferring promotions for E-1 through E-4 are not authorized. For deferring promotion to SSgt through CMSgt:

4.2.3.1. Deferral duration is for 1 to 3 months. Deferring beyond 3 months requires a waiver and must be submitted and approved by AFPC/DP3SP. **(T-1)**.

4.2.3.2. Wing or equivalent level commanders may approve deferring promotion beyond three months to SSgt through MSgt. Equivalent level commander is the first senior rater in a commander's position in the Airman's reporting chain.

4.2.3.3. The promotion authority (see [paragraph 1.7](#)) approves deferring promotions to SMSgt and CMSgt.

4.2.3.4. The promotion authority must make a promotion decision, in writing, upon completion of the deferral period. **(T-2)**. Date of rank and effective date is the 1st day of the month after the deferral period ends and cannot be retroactive. **(T-1)**.

4.2.3.5. If a promotion is deferred and then withheld, the date of rank is the 1st day of the month after the deferral period ended and cannot be retroactive to what the original date of rank would had been if no deferral was taken.

4.2.4. Withholding Promotion. Commanders should not withhold a promotion as a form of punishment or inducement for an Airman to conform to acceptable standards of performance. **(T-3)**. Withholding action is taken after promotion selection but before the effective date of promotion. For withholding promotions:

4.2.4.1. The promotion of any Airman is withheld when possessing any of the conditions listed in [Table 1.3](#) Written commander notifications that clearly state the specific withhold reason(s) are required for all conditions listed in [Table 1.3](#) (except systematic withholds

items 6, 7, 9, 10, & 11). The MPF will return memorandums not stating the specific reason(s) to commanders and reference this paragraph. **(T-1)**.

4.2.4.2. Wing or equivalent level commanders may approve withholding promotions longer than one year. Equivalent level commander is the first senior rater in a commander's position in the Airman's reporting chain. The promotion authority (see [paragraph 1.7](#)) approves withholding promotions to SMSgt and CMSgt.

4.2.4.3. Airmen receive their original date of rank. The effective date is the date the commander terminates the withhold action and recommends promotion. See [paragraph 1.12](#) for corrections to effective dates.

4.2.4.4. Airmen whose promotions were withheld, and later changed to a deferral, will receive a date of rank no later than the 1st day of the third month after the original promotion effective date. **(T-1)**. Deferring beyond 3 months requires a waiver and must be submitted and approved by AFPC/DP3SP. **(T-1)**.

4.3. Promotion Reinstatement. This applies to Airmen removed from the control roster or who completed punishment under Article 15, Uniform Code of Military Justice. Reinstatement includes promotion testing, consideration for promotion if tests are on file, or for previous selects that become ineligible.

4.3.1. Senior Rater may approve the following for reinstatements to the grades of MSgt and below. Reinstatement to the grades of SMSgt and CMSgt must be forwarded to the promotion authority; see [paragraph 1.7](#). **(T-2)**.

4.3.1.1. Reinstatement requests for Airmen who were found ineligible because their records had incomplete or wrong data, the date of rank is the date of original increment.

4.3.1.2. The effective date is the date of reinstatement approval. Individuals may request a retroactive promotion effective date according to [paragraph 1.12](#).

4.3.2. Commanders.

4.3.2.1. Should initiate reinstatement requests to grades SSgt through CMSgt, including selects, for only the most deserving cases.

4.3.2.2. Send reinstatement requests through the MPF for processing. Requests should not be approved solely because commanders reverse decisions that originally rendered Airmen ineligible.

4.3.3. Date of rank and effective date for approved promotion sequence number reinstatements to grades SSgt through CMSgt are the 1st day of the month following the month the commander-initiated reinstatement action if promotion increment has passed. The MPF will send a copy of the reinstatement to AFPC/DP2SPP providing the Airman's name, SSN, cycle, date commander-initiated reinstatement, date reinstatement was approved, and circumstances surrounding the reinstatement. **(T-1)**. AFPC/DP2SPP will provide testing instructions if tests were not previously administered, supplemental consideration if tests are on file, or update grade data in MilPDS if the Airman was a previous select. **(T-1)**.

4.3.4. An Airman or the Airman's unit commander may request reinstatement for reasons not covered above. This exception is not intended for use as a rehabilitative tool for improved behavior. Requests should be limited to those extreme cases that warrant reinstatement. The

MPF forwards fully documented waiver requests through the Airman's wing commander, or the promotion authority for SMSgt and CMSgt, to AFPC/DP3SP for final decision. All levels of command may disapprove these requests and discontinue further processing. The date of rank and effective date for approved reinstatements to grades SSgt through CMSgt are the 1st day of the month following the month the commander-initiated reinstatement action.

4.4. Applying for Correction of Records. Airmen believing they have suffered an error or injustice in their promotion consideration must exhaust all administrative remedies. **(T-1).** Seek assistance through the FSS, Total Force Service Center, or AFPC/DP3SP prior to applying to the Air Force Board for Correction of Military Records (see AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*). Otherwise, the board will deny the claim on that basis. **(T-1).**

Chapter 5

PREMIER BAND ENLISTED PROMOTION AND PROPRIETY REVIEW PROCESS

5.1. Premier Band. The 3N2 career field is designated as Premier Band. Presently, The United States Air Force Band, Joint Base Anacostia-Bolling, DC and the United States Air Force Academy Band, Peterson AFB CO, are the Air Force's only Premier Bands. Premier Band members are granted special enlisted promotion consideration because of the technical expertise prerequisite for assignment to the 3N2 career field.

5.2. Background. To support CONUS and worldwide mission requirements, the Premier Bands access fully qualified professional musicians. Band members are by-pass specialists who do not enter formal upgrade training to attain craftsman (7-skill level) designation. The bands compete with the other services' premier bands and the civilian sector in recruiting fully qualified professional musicians. While assigned, Premier Band members are deferred from rotational PCS moves. Premier Band members are granted special enlisted promotion authority because:

5.2.1. Recruiting fully qualified professional musicians saves training costs and time.

5.2.2. Recruiting and retaining fully qualified professional musicians requires an incentive.

5.2.3. Members are deferred from rotational PCS moves and must compete for promotion to internal vacancies rather than external quotas. **(T-1).**

5.3. Promotion Authority. The Commander, Air Force District of Washington (AFDW/CC) and Commander, United States Air Force Academy are the promotion authority for their respective bands.

5.4. Promotion Objective. The objective of the Premier Band promotion process is to fill existing and forecasted vacancies based on authorized unit manning with the most qualified personnel. All assigned personnel who have shown potential for increased responsibility and meet the minimum eligibility requirements shall be considered for promotion. **(T-1).**

5.4.1. Promotion to TSgt is effective upon the day the member reports for duty with a Premier Band and requires the approval of the promotion authority or its designated representative. There are no time-in-service or time-in-grade requirements.

5.4.2. Promotion to the grades of MSgt, SMSgt, and CMSgt are made one grade at a time to an existing vacancy. The number of personnel selected for promotion is based on existing and forecasted vacancies during the promotion cycle under consideration. All selects not promoted prior to the end of the promotion cycle are promoted the first day of the following month.

5.5. The Band Promotion Cycle. Premier bands follow the standard promotion cycle increment months.

5.6. Promotion Quotas. Promotion quotas are coordinated between the Air Force Band's Career Field Manager and AF/A1PP on existing and forecasted vacancies 90 days prior to the promotion cycle. A vacancy is defined as an existing unfilled authorization. A forecasted vacancy is defined as an authorization projected to become unfilled because of promotion, retirement, separation, PCS, etc., during the promotion cycle.

5.7. Eligibility Requirements. To be eligible for promotion under this authority, members must possess control AF specialty code and Duty AF specialty code 3N2X1. **(T-1).** To be eligible for

the next higher grade, members of the premier bands must meet minimum time-in-service and time-in-grade requirements (see [Table 5.1](#)). (T-1).

5.8. Deferring, Withholding and Non-Recommending Promotions. Band members must be recommended for promotion by the band Commander. (T-1). See [paragraph 4.2](#) for nonrecommending, deferring, and withholding promotions.

5.9. Data Collection and Verification. Each eligible member should verify their Promotion data verification brief by logging into vMPF on the AFPC web page. Members must identify any discrepancies on the data verification brief to their servicing MPF. (T-1).

5.10. Determining Selects, Promotion Sequence Numbers, and Establishing Dates of Rank. Promotion selections are based on the promotion quota (see [paragraph 5.6](#)).

5.10.1. Selects are promoted in sequence by line number or to the first available vacancy, whichever comes first, at the appropriate grade until all selects are promoted. Unfilled vacancies are carried over to the next promotion cycle.

5.10.2. Promotion Dates of Rank. When vacancies occur on the first day of the month, promotions are made on that day. When vacancies occur after the first day of the month, promotions are made on the first day of the following month.

5.11. Supplemental Promotions. Refer to [paragraph 2.8](#) in this instruction when determining supplemental consideration. (T-1).

5.12. Grade Propriety Review. A grade propriety review shall be accomplished by the grade propriety board for individuals in a Premier Band who are either involuntarily retrained or requesting reclassification or retraining consideration to another career field. (T-1). A grade propriety review should be conducted upon notification of a member's intent to seek reclassification or retraining or when involuntarily recommended for retraining. The grade propriety review determines the grade and date of rank appropriate to the member upon entry into the new career field or change of assignment; the retraining opportunities available to the member are based on the adjusted grade/date of rank. Guidance on reclassifying members voluntarily or involuntarily released from a premier band is provided in AFI 36-2101. (T-1).

5.12.1. Statement of Understanding. Members will sign the Statement of Understanding (see [Attachment 2](#)) as part of their in-processing when first assigned to a premier band. (T-1). This will be filed in the member's records, viewable via the Personnel Records Display Application. (T-1).

5.12.2. Grade Propriety Review Board. The function of the grade propriety review board is to perform a grade propriety review on enlisted members of premier bands who shall be reassigned to a new career field. (T-3). Members assigned to a new career field shall be assigned in accordance with AFI 36-2101. (T-3). The assessment process seeks to determine the grade or date of rank appropriate to the member upon entry into the new career field or change of assignment.

5.12.2.1. Grade Propriety Review Board Members. The grade propriety review board for The AF Band will be comprised of the Command Vice Commander (or their appointed colonel designate), the band Commander and the Command CMSgt (or their appointed CMSgt designate). (T-1).

A representative from the AFDW Director, Manpower, Personnel and Services (AFDW/A1) and the United States Air Force Academy Personnel Support Office (USAFA/A1) will serve as the facilitator and the Chief Enlisted Manager from the premier band shall serve as the technical representative. **(T-1)**.

5.12.2.2. Review Package. AFDW/A1 will prepare a review package, to be used by the grade propriety review board, as the basis for its assessment. **(T-1)**. At a minimum, the review package will contain data comparing the member under review to the AF at large and the new career field (average Air Force time-in-grade and time-in-service phase points), Individual Data Review Record of Individual Person, Security Clearance Eligibility Record, PCS orders to the premier band, copies of all performance reports, copies of all award citations and a copy of the signed Statement of Understanding. **(T-1)**. **Note:** The member under review may submit, in writing, their own assessment to the respective command A1 staff for inclusion in the review package. This written assessment should address the factors in the board's decision.

5.12.2.3. The senior board member shall forward the board's recommendation to AFDW/A1, who will forward it to the band career field manager, Secretary of the Air Force Office of Public Affairs Bands Division (SAF/PAB) for coordination no later than 90 days prior to the member's departure for the new assignment. **(T-1)**. In turn, SAF/PAB shall forward the board's recommendation to AF Promotion, Evaluation, Fitness and Recognition Policy Branch (AF/A1PPP) for final determination and approval. **(T-1)**. AF/A1PPP shall inform the respective command A1 of its decision. **(T-1)**.

5.12.3. The AFDW/A1 shall notify the premier band commander of the final determination made by AF/A1PP. **(T-1)**. The commander shall immediately notify the member in writing of the grade propriety review determination by memorandum. **(T-1)**. The commander shall forward a copy of the notification memorandum to the command A1 staff for inclusion in the member's Personnel Records Display Application. **(T-1)**. The command A1 staff shall ensure demotion/date of rank adjustment orders are completed and distributed appropriately (e.g., gaining MPF, member, AFPC/DP2SPP). **(T-1)**. Grade and date of rank changes take effect on the day the member arrives at their new duty station (Date Arrived Station). **(T-1)**.

5.12.4. Grade Propriety Review Objective. At a minimum, the grade propriety review board should consider the following factors:

5.12.4.1. Has the member received the proper training to serve in the new career field at the grade which they presently hold?

5.12.4.2. Does the member have the kind of duty experiences at the grade level commensurate with the new career field position?

5.12.4.3. Has the member demonstrated the leadership and management skills required at the grade under review in the new career field?

5.12.4.4. Has the member achieved the average time-in-service and time-in-grade, both in the new career field and in the Air Force at large, to avoid creating an unfair promotion competition advantage over their new career field peers? **Note:** Members being assigned to a new career field shall not retain any grade for which they do not meet the minimum AF time-in-service requirements in **Table 5.1** or be given a date of rank earlier than possible under those time-in-service requirements. **(T-1)**.

5.12.5. Grade Propriety Review Board Recommendations. The grade propriety review board may make any of the following recommendations:

5.12.5.1. Allow the member to retain their current grade and time in grade.

5.12.5.2. Allow the member to retain their current grade but have their date of rank adjusted in accordance with determinations made with respect to **paragraph 5.12.4 Note**: A member's downward-adjusted date of rank may extend to any period, including present date of rank.

5.12.5.3. Demote to a grade and date of rank commensurate to members with similar time-in-service in the new career field or the Air Force at large. The date of rank for the grade to which demoted may be either the average date of rank held by other Airmen in that grade in the new career field or the date of rank held if previously promoted to the grade under other Air Force promotion systems. **Note**: A member cannot be demoted below a grade previously earned under the Air Force promotion system governing the gaining career field. **(T-1)**.

5.12.6. Grade Propriety Review Resulting Administrative Actions. AFDW/A1 staff notifies the local FSS to publish any required demotion or date of rank adjustment guidance for the gaining MPF, and AFPC/DP2SPP to project date of rank.

5.13. Reasons to Demote.

5.13.1. Failure to Perform. Demote Airmen under the policies of the AFDW Personnel Support Division (AFDW/A1K), and this instruction, if they do not perform at USAF or USAF Space Command bands standards.

5.13.2. Voluntary Reassignment or Reclassification. Demote Airmen under the policies and procedures established by AFDW/A1 if they volunteer for reassignment or reclassification out of AF specialty code 3N2X1.

Table 5.1. Minimum Eligibility Requirements for Premier Band Promotions.

R u l e	If promotion is to the grade of	and the time in current grade computed on the first day of the month before the month promotions are made	and the Total Active Federal Military Service date on the first day of the last month of the promotion cycle	then
1	TSgt	N/A	Date arrived Station	the Airman is eligible for promotion if recommended, in writing by the promotion authority
2	MSgt	24 months	6 years	
3	SMSgt (see Note)	20 months	10 years	
4	CMSgt (see Note)	21 months	14 years	
Note: All existing EPME and education requirements apply to the 3N2 career field.				

Chapter 6

ADMINISTRATIVE DEMOTION OF REGULAR AIR FORCE (REGAF) AIRMEN

6.1. Demotions. Do not use administrative demotions when it is more appropriate to take actions specified by the Uniform Code of Military Justice.

6.1.1. The home station unit commander recommends demotion action to the demotion authority (**paragraph 6.2**). Deployed commanders must send demotion actions to the home station unit commander for action. **(T-1)**. The home station unit commander will complete coordination with the appropriate demotion authority. **(T-1)**.

6.1.2. Airmen who have been separated cannot be demoted.

6.1.3. Begin the administrative demotion action during the term of enlistment when the reason for the action occurred, except when the commander is not aware of the facts and circumstances until after that term of enlistment expires.

6.1.4. If the commander has sufficient reason to initiate demotion action, use the entire military record in deciding whether demotion is appropriate.

6.1.5. When appropriate, give Airmen an opportunity to overcome their deficiencies before demotion action is initiated. Commanders should maintain supporting documentation of all rehabilitation and probationary actions.

6.1.6. Do not suspend administrative demotions. The demotion authority, with administrative jurisdiction, can restore the individual's previous grade, if no other ineligible condition exists. If the demotion authority restores the Airman's previous grade following the demotion, he or she must do so sometime between three months and six months after the effective date of the demotion. **(T-1)**.

6.1.6.1. Restoring grade should be an uncommon occurrence. The effective date and the date of rank are the date on which the demotion authority approves restoration in writing. In cases where the demotion reason has been removed (e.g., removed fitness failures from Air Force Fitness Management System) the original date of rank and effective date will be restored. **(T-1)**.

6.1.6.2. Do not revoke demotion orders. File the demotion order in the Airman's Personnel Records Display Application record along with the memorandum approving the restoration. Create a Case Management System case and include restoration package or memorandum and refer the case to AFPC/DP1SSP. **(T-1)**.

6.1.6.3. Initiating restoration beyond 6 months after the effective date of demotion will require a waiver. **(T-1)**. This exception is not intended for use as a rehabilitative tool for improved behavior. Requests should be limited to those extreme cases that warrant restoration. MPF forward fully documented waiver requests initiated by the demotion authority through the Airman's wing commander with coordination with the legal office (if they are not the demotion authority) to AFPC/DP3SP for final decision by AF/A1P. All levels of command may disapprove these requests and discontinue further processing.

6.2. Who Can Demote.

6.2.1. The group commander, or equivalent level commander, may demote MSgts and below. Equivalent level commander is defined as a senior officer in the grade of colonel. **Note:** Higher levels of command may also demote, but group commander is the lowest level of authority.

6.2.2. The MAJCOM/FOA/DRU commander may demote those in the grades of SMSgt and CMSgt. This demotion authority may be delegated no lower than the MAJCOM vice commander, Deputy Chief of Staff for Manpower, Personnel and Services, Numbered Air Force, or equivalent level commanders.

6.2.3. The appellate authority is the next higher-level commander.

6.2.3.1. In the case of delegated authority to the Numbered Air Force or equivalent commander, the appellate authority will be the MAJCOM/FOA/DRU commander. **(T-1)**.

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

6.2.3.2.1. The MAJCOM/FOA/DRU commander demotes Airman from the rank of SMSgt or CMSgt.

6.2.3.2.2. The Senior Air Force Officer or Air Force Element commander for the headquarters staff of a unified command demotes Airman from the rank of SMSgt or CMSgt.

6.2.3.2.3. The Senior Air Force Officer or Air Force Element commander of an activity outside the Air Force demotes an Airman from the rank of SMSgt or CMSgt. If the AFDW/CC is higher in grade to the Senior Air Force Officer or element commander who approved the demotion, then the AFDW/CC serves as the appellate authority.

6.2.4. The Secretary of the Air Force may demote to significantly reduce strength, grade levels, or both.

6.3. Reasons to Demote.

6.3.1. Student Status Termination. Airmen are demoted to their former grade when their student status ends if they were promoted in anticipation of completing additional training, or to obtain a commission.

6.3.1.1. Demote officer trainees or pipeline students to their former grade if they are eliminated from training.

6.3.1.2. Delay the demotion when an Airman would lose authorization to ship household goods, move dependents, or both, until he or she arrives at the new duty location (PCS). The gaining commander completes demotion action using the effective date as the date when the Airman arrives at the new duty location.

6.3.1.3. Demote Airmen attending TDY Air Force schools to their former grade when the school commandant informs the base that their student status is terminated.

6.3.2. If a member is promoted to SSgt, MSgt or SMSgt with an approved EPME waiver and later is dismissed for cause or declines in residence EPME.

6.3.3. Demotion Based on Skill Levels. Demote Airmen, when appropriate, to a grade that corresponds to their skill level.

6.3.3.1. Demote Airmen, including Airmen promoted with a primary AF specialty code waiver, if they cannot achieve a skill level appropriate to their grade.

6.3.3.2. Demote Airmen to the highest possible grade allowed for the skills they have if their AF specialty skill level is downgraded for substandard performance. Use the date their skill level was reduced as the effective date of demotion.

6.3.4. Failure to fulfill Responsibilities. Airmen may be demoted for failing to fulfill Airman, noncommissioned officer, or SNCO responsibilities under Air Force Handbook (AFH) 36-2618, *The Enlisted Force Structure*.

6.3.5. Failure to Keep Fit. Airmen may be demoted for failing to maintain or demonstrate the ability and willingness to attain physical standards in accordance with AFMAN 36-2905. **(T-3)**

6.4. How to Process a Demotion.

6.4.1. The Unit Commander:

6.4.1.1. Signs the Administrative Demotion of Airmen Memorandum informing the Airman of intent to demote. An example memorandum is available via myPers.

6.4.1.2. Cites the specific paragraph, demotion authority if other than initiating commander, the recommended grade for demotion, the specific reasons for demotion, and provides a summary of the facts.

6.4.1.3. Ensures the following information is included in the Administrative Demotion of Airmen Memorandum:

6.4.1.3.1. "I (concur)(do not concur) with the proposed demotion." **(T-1)**.

6.4.1.3.2. "I (will or have) (will not or have not) (submit or submitted) written materials on my behalf." **(T-1)**.

6.4.1.3.3. "I (request)(waive) a personal hearing before the initiating commander." **(T-1)**.

6.4.1.3.4. "I (have)(have not) consulted with counsel." **(T-1)**.

6.4.1.4. Advises the Airman that he or she may seek legal counsel. The unit commander provides the name and number of the local Area Defense Counsel who can assist with written and oral statements.

6.4.1.5. Informs the Airman (if eligible) of the right to apply for retirement in lieu of a demotion, effective no later than the 1st day of the 4th month following the initial notification of demotion, as follows:

6.4.1.5.1. Within three working days of Airman's acknowledgement of demotion memorandum, if eligible to retire, indicate the member understands the option to apply for retirement in lieu of demotion. Also indicate whether Airman is applying for retirement in lieu of demotion.

- 6.4.1.5.2. Member must have completed at least 20 years of service in the RegAF by the initial notification date of demotion. **(T-1)**. If the member reaches 20 years of service before the demotion is finalized, the member may request retirement in lieu of demotion as an exception.
- 6.4.1.5.3. Member must apply for retirement within three working days of receipt of the demotion notification memorandum, or the demotion will take effect as the date the demotion authority approved the demotion. **(T-1)**. The unit commander may approve, in writing, an extension of time to submit the retirement application. See [paragraph 6.6](#) and contact AFPC Retirements for additional instructions on applying for and processing an application for retirement in lieu of demotion.
- 6.4.1.6. Ensures the Airman endorses the demotion when received. The Airman must agree or disagree within 3 working days. **(T-2)**.
- 6.4.1.7. Informs Airman not agreeing with the demotion, statements may be presented orally or written within 3 work days after receiving notification. The unit commander may approve extensions, in writing.
- 6.4.1.8. After receiving the Airman's acknowledgment, the commander decides whether to terminate the demotion action or continue processing. A reason for demotion that is not supported by a preponderance of evidence may not be used as a basis for a demotion.
- 6.4.1.9. If the demotion process is terminated, the commander must document the decision on the Administrative Demotion of Airmen Memorandum and notify the Airman at the earliest opportunity. **(T-1)**.
- 6.4.1.10. If the demotion process is continued, the commander notifies the Airman in writing, summarizes the written or oral statements, and sends the entire case file to the servicing MPF for processing.
- 6.4.2. Demotion Authority: The demotion authority can take additional grade reductions other than the initiating commander's recommendation. Request a written legal review from the servicing legal office before deciding the demotion. Return the entire case file to the Airman's servicing MPF.
- 6.4.3. MPF: The MPF informs the Airman's unit commander of the demotion decision. **(T-3)**.
- 6.4.4. The Unit Commander:
- 6.4.4.1. Informs the Airman that the current grade is retained if the demotion is not approved. **(T-3)**.
- 6.4.4.2. Informs the Airman of the demoted grade, including the date of rank and the effective date. **(T-3)**.
- 6.4.4.3. Informs the Airman that they must acknowledge the decision within three working days on the Administrative Demotion of Airmen Memorandum. **(T-3)**.
- 6.4.4.4. Informs the Airman that he or she can appeal the demotion to the appellate authority within three working days. **(T-3)**.
- 6.4.5. The Airman:

6.4.5.1. Acknowledges receipt by endorsing and dating the document.

6.4.5.2. Indicates if they will appeal the decision. **(T-1)**.

6.5. How to Process an Appeal. The MPF forwards the case to the demotion authority for review. The demotion authority can reverse the previous decision and restore the Airman's original grade or forward the case to the appellate authority without comment. If the appellate authority approves the appeal, the appellate authority directs the MPF to restore the Airman's previous grade and revoke demotion orders.

6.6. How to Apply for Retirement. An Airman eligible for voluntary retirement as set out in [paragraph 6.4.1.5.2](#) can elect to "retire in lieu of demotion." The requested effective date of retirement will be no later than the 1st day of the 4th month following the date the Airman received the initial demotion notification. **(T-1)**. An application to retire in lieu of demotion must be processed to Secretary of the Air Force Personnel Council for final approval or disapproval. **(T-1)**.

6.6.1. An application to retire in lieu of demotion is not submitted through vMPF. Airmen apply to retire in lieu of demotion using a hardcopy AF Form 1160, *Military Retirement Actions*. When an Airman submits an AF Form 1160 to retire in lieu of demotion, all demotion action stops until Secretary of the Air Force Personnel Council acts on the retirement application. Contact AFPC/DP2STM for additional instructions on applying for and processing retirement in lieu of demotion application.

6.6.2. The demotion process is terminated if Secretary of the Air Force Personnel Council approves the retirement in lieu of application. If Secretary of the Air Force Personnel Council disapproves the retirement in lieu of application, the demotion process continues.

6.7. Grades to Demote Airmen.

6.7.1. Demote a SrA or higher no lower than A1C. **Exception:** Airmen under [paragraph 6.3.1](#) can be demoted to the grade of AB.

6.7.2. Demote an A1C no lower than Amn.

6.7.3. Demote an Amn to AB.

6.7.4. Demote by three or more grades only when no reasonable hope exists that the Airman will ever show the proficiency, leadership, or fitness that earned the initial promotion. **(T-1)**.

6.8. How to Determine the Date of Rank.

6.8.1. Date of rank for Airmen demoted under [paragraph 6.3.1](#) is the first date served in reduced grade (e.g., original date of rank).

6.8.2. Date of rank for Airmen who are demoted under [paragraph 6.3.2](#) is the original date of rank and the effective date is the date the commander approves the demotion.

6.8.3. Date of rank for Airmen demoted under paragraphs [6.3.3](#), [6.3.4](#) and [6.3.5](#) is the effective date of the demotion action (e.g., the date the demotion authority approves the demotion).

6.9. When to Announce and Revoke Demotions.

6.9.1. Publishing Orders. The MPF publishes orders after the demotion authority (not the appellate authority) approves the demotion, but not earlier than four working days after the

Airman acknowledges it. Forward one copy of each demotion order under this instruction to AFPC/DP1SSP.

6.9.2. What to do if the Airman is Eligible to Retire in Lieu of Demotion. Publish orders only if the Airman does not apply for retirement within three working days following acknowledgment (not including the date of acknowledgment).

6.9.2.1. Stop demotion proceedings for an Airman who applies for retirement pending the outcome of the application.

6.9.2.2. If the Secretary of the Air Force Personnel Council disapproves the application for retirement in lieu of demotion, publish the demotion orders after the demotion authority approves the demotion. The effective date and date of rank of the demotion are the approval date of the demotion.

6.9.3. Revoking Demotion Orders. Revoke demotion orders and restore the Airman's original grade, date of rank and effective date if the demotion authority determines there was no basis for the demotion.

6.10. How to Publish Demotion Orders. The special-order series is "AA" for administrative demotions. The MPF will:

6.10.1. Get written confirmation of verbal order as soon as possible. **(T-1)**.

6.10.2. Publish the administrative demotion special order. **(T-1)**. Include:

6.10.2.1. Grade, name, SSN, unit, MAJCOM, and address of unit.

6.10.2.2. Grade from which member was demoted, showing that the grade was permanent.

6.10.2.3. Grade to which he or she is demoted, showing that the grade is permanent.

6.10.2.4. Effective date and date of rank of the grade demoted to.

6.10.2.5. Paragraph under which the Airman was demoted. Example: Demotion of An Airman: SSGT OZZIE R. TOOLE, 123-45-6789, 56th Logistics Support Squadron Air Combat Command, Langley AFB VA, is demoted from permanent grade of SSgt to permanent grade of SrA effective and with date of rank 15 August 1992. Authority: AFI 36-2502, **paragraph 6.3**. (Reference sub-paragraph referring to specific demotion reason).

6.10.2.6. Why orders were not requested in advance. Example: The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance.

6.10.3. Distribute the demotion order to the individuals and organizations on the order. **(T-1)**.

6.10.4. Forward one copy of the demotion order to AFPC, Military Sustainment Operations Section at AFPC/DP1ORM, 550 C Street West, Joint Base San Antonio–Randolph TX 78150-4723 for Personnel Records Display Application. **(T-1)**.

6.11. The Demotion Authority.

6.11.1. Directs revoked demotion orders published under this instruction if the appellate authority determines that demotion action is inappropriate. Example: Paragraph 4.10 of Special Order AA-141, this HQ, 10 August 1992, purporting to demote SSGT EARL TRAVER, 123-45-6789, this HQ, to grade of SrA, which has been determined by Commander,

Air Education and Training Command, to be without original basis and null and void, is revoked. Authority: AFI 36-2502 **paragraph 6.3.** (reference sub-paragraph for specific demotion reason).

6.11.2. Retains demotion orders if the Airman's grade is restored according to **paragraph 6.1.6.**

6.12. Documenting Demotion Actions. The MPF:

6.12.1. Updates the demotion in the MilPDS according to the Enlisted Promotions Personnel System Delivery Guide immediately after the demotion authority (not appellate authority) approves the demotion. **(T-3).**

6.12.2. Sends a copy of the entire case file to (AFPC/DPIORM) Personnel Records Display Application. **(T-3).**

Chapter 7

TOTAL FORCE SPECIAL PROMOTION PROGRAMS

7.1. Promoting RegAF Airmen in Missing Status. For Airmen declared “missing in action” or “prisoner of war,” the MPF forwards the unit commander's promotion recommendation or non-recommendation to Automated Records Management System. Add recommendation to member’s electronic record and forward a copy to AFPC/DP2SPP. Determine promotion eligibility using **Table 2.1**, and waive all other requirements. The AFPC/CC (Executive Director in the Commander's absence) determines promotion for these Airmen. AF/A1PP determines promotion for other categories of Airmen declared in a missing status.

7.1.1. AFPC/DP2SPP/DP1SSP. Promotes recommended Airmen in the grades of A1C and below when they meet time-in-grade and time-in-service requirements in paragraphs **2.1 and 2.2 (T-1)**. Considers SrA through SMSgt for promotion during the first or next normally scheduled cycle based on the time-in-grade and time-in-service eligibility requirements. The Airman's time-in-grade and time-in-service must meet or exceed the average time-in-grade and time-in-service for those selected in their AF specialty code or chief enlisted manager code. **(T-1)**. Selects those meeting or exceeding time-in-grade and time-in-service for promotion, if recommended by the unit commander, and assigns a promotion sequence number. **(T-1)**.

7.2. Promoting Enlisted RegAF Medal of Honor Recipients. AFPC/DP2SPP automatically promotes enlisted Medal of Honor recipients one grade unless they currently serve in the grade of CMSgt. The effective date is the 1st day of the month following the date of the order. If the Airman is on a promotion selection list, the effective date of the additional promotion is the 1st day of the month following the normal selection list promotion.

7.3. Promoting RegAF Prior-Service Airmen and Former Officers. The Military Accessions Branch, AFPC/DP2LT, initially classifies Airmen and identifies their skill-level on entry to active duty. **Note:** Initial classification and later skill-level upgrade are the only basis for satisfying the skill level requirement in **Table 2.1** However, those personnel in the grades of SrA through TSgt returned to duty in an AF specialty code skill level that does not make them eligible to test for promotion (SrA = 5 level, SSgt = 5 level, and TSgt = 7 level) are authorized a date initially entered retraining date equal to their entered active duty and a skill-level waiver. The date initially entered retraining date will expire 24 months from their entered active duty date. **(T-1)**.

7.4. Promoting RegAF Airmen During Declared National Emergency or War. The Air Force Combat Operations Staff/Contingency Support Staff, Military Personnel Readiness Center, with AFPC Personnel Readiness Center, implement instructions by priority message. Use the staff guidance and preformatted messages. AF/A1PP will:

7.4.1. Suspend existing promotion programs and accelerate existing promotion increments to meet emergency wartime grade requirements. **(T-1)**.

7.4.2. Initiate a decentralized system of temporary promotions. **(T-1)**. The selection authority is the MAJCOM commander, who may further delegate this authority. See **Table 2.1** for minimum time-in-grade and time-in-service at the time of promotion to determine eligibility.

7.4.3. Select Airmen on a best-qualified basis subject to limitations or requirements specified by the MAJCOM commander. **(T-1)**. HQ USAF specifies any changes from current eligibility requirements. Promote to fill unit, wing commander, or MAJCOM commander vacancies

depending on the level promotion authority delegated in approved wartime grade requirements. Reservists mobilized from the inactive status list and recalled retirees must serve a minimum of six months continuous active duty following recall to be eligible for promotion. **(T-1)**. The date of rank for promotion will equal the effective date. **(T-1)**.

7.5. RegAF Wounded Warrior Program.

7.5.1. Once awarded reporting identifier 9W200 in accordance with AFI 36-2101, AFPC/DP3SP will consider wounded warriors for promotion if they are promotion eligible. **(T-1)**. The status of reporting identifier 9W200 must be effective prior to the promotion eligibility cutoff date and will be verified by AFPC/DP3SP through AFPC Directorate of Airman and Family Care (AFPC/DPF) prior to the testing window for each cycle. **(T-1)**. Wounded Warriors will compete for promotion with other Air Force-wide specialty knowledge test exempt Airmen testing Promotion Fitness Examination only. **(T-1)**. The wounded warrior may decline their specialty knowledge test exemption at any time. If the wounded warrior requests a specialty knowledge test exemption, they will be required to take the specialty knowledge test commensurate within their most recent control AF specialty code. **(T-1)**. Specialty knowledge test exemption elections will be annotated on the AF Form 1566. **(T-1)**. Additional considerations may be considered by AF/A1PP.

7.5.1.1. The MPF/Test Control Officer must provide a copy of the wounded warrior's AF Form 1566 to AFPC/DP3SP to make appropriate changes in WAPS/information retrieval files. **(T-1)**. Once the promotion test has been administered, the decision to elect promotion fitness exam only, or promotion fitness examination and specialty knowledge test testing cannot be reversed. **Note:** When there is no specialty knowledge test for the specialty, Airmen in the AF specialty code compete for promotion together, regardless of their status or if testing on the promotion fitness examination. **(T-1)**.

7.5.1.2. AFPC/DP3SP will assist the wounded warrior's nearest MPF/Test Control Office to schedule testing and help meet the individual's testing needs, if physically incapable of WAPS testing. **(T-1)**. MPF/Test Control Office will contact AFPC/DP3SP for additional guidance and approval. **(T-1)**. Eligible Airmen may receive no more than one promotion to SSgt or TSgt in reporting identifier 9W200 without approval from AF/A1P. **(T-1)**.

7.5.2. Special promotion considerations to SSgt and TSgt shall be given to ensure wounded warriors are considered for promotion and are promoted along with their peers. **(T-1)**. The following promotion procedures will apply if the wounded warrior is promotion eligible but cannot test via the WAPS and documented by a medical authority due to catastrophic injuries. **(T-1)**. A catastrophic injury is defined as a permanent, severely disabling injury, disorder, or disease incurred or aggravated in the line of duty that compromises the service member's ability to carry out the activities of daily living to such a degree that the service member or veteran requires personal or mechanical assistance to leave home, or bed or requires constant supervision to avoid physical harm to self or others. The medical authority's documentation identifying a service member or veteran with a catastrophic injury must be processed through AFPC/DPF to AFPC/DP3SP. **(T-1)**. Additionally, unit commander promotion recommendation with wing commander approval must accompany the medical authority's documentation. **(T-1)**.

7.5.2.1. AFPC/DP3SP considers each wounded warrior if unable to test as documented by competent medical authority for promotion and selects them upon reaching the average time-in-grade of selectees in their control AF specialty code. **(T-1)**.

7.5.2.2. If the wounded warrior's time-in-grade as of the most recent promotion eligibility cutoff date, meets or exceeds that of selectees in their most recent control AF specialty code, the wounded warrior is eligible for promotion consideration. Promotion consideration may be delegated to AF/A1P. If approved for promotion, the date of rank and effective date will be the first day of increments for the applicable cycle selected in. **(T-1)**. AFPC/DP3SP will make promotion approval notification to the member's wing and unit commander. **(T-1)**.

7.5.3. Promotion to MSgt, SMSgt and CMSgt will use the following procedures:

7.5.3.1. Degree requirements must be completed to be eligible for promotion consideration. **(T-1)**.

7.5.3.2. If the wounded warrior is promotion eligible, their selection record will meet the promotion board and compete among other wounded warriors in their respective grade. **(T-1)**. AF/A1 with the Chief Master Sergeant of the Air Force (AF/CCC) coordination, will approve promotion results for wounded warriors to grades of MSgt, SMSgt, and CMSgt prior to public release. **(T-1)**.

7.5.4. Rare and exceptional cases may be considered as an exception to this instruction by AF/A1 with AF/CCC coordination.

7.5.5. Eligible Airmen may receive no more than one promotion to MSgt, SMSgt and CMSgt in reporting identifier 9W200 without approval from AF/A1P. **(T-1)**.

7.5.6. Active Duty Service Commitments are automatically waived for promotion of a wounded warrior.

7.6. Posthumous Promotions.

7.6.1. RegAF and Air Reserve Component Airmen due for promotion to grades E-2 through E-4 who die within one year of meeting time in service and time in grade requirements are eligible for posthumous promotion consideration to the next highest grade. Unit and wing commanders will conduct a thorough review of the Airman's record to ensure the Airman meets quality standards prior to approval. **(T-1)**. Any circumstance outside of this guidance must be submitted as a waiver request to AFPC/DP3SP for RegAF, AFR Force Management (AFRC/A1KK) for AFR, or NGB Force Management Policy (NGB/A1PP) for ANG. **(T-1)**.

7.6.1.1. For RegAF and full time Air Reserve Component members, the MPF will publish special orders following the unit and wing commander's posthumous promotion approval or with the approval of a waiver. **(T-3)**. The MPF will email RegAF orders to: afpc.casualty@us.af.mil. **(T-3)**. For Air Reserve Component members in a drill status, the MPF will email orders to tfsc_2@mypersemil.af.mil. **(T-3)**. The actual date the Airman is declared deceased becomes the effective date cited in the promotion order. No financial benefits will accrue as a result of a posthumous promotion. **(T-1)**.

7.6.1.2. RegAF Airmen selected for promotion to grades E-5 through E-9 who perish before their promotion line number increments are eligible for posthumous promotion. For RegAF and full time Air Reserve Component members, the MPF will publish special

orders following the unit and wing commander's approval. (T-3). RegAF orders will be emailed to afpc.casualty@us.af.mil. (T-3). Any circumstance outside of this guidance must be submitted as a waiver request to AFPC/DP3SP RegAF, AFRC/A1KK (AFR), or NGB/A1PP (ANG). (T-1).

7.6.1.3. WAPS tests will not be scored for Airmen in the grades of E-4 through E-5 who die prior to promotion release. (T-1). WAPS scores will only be releasable once considered a matter of record, which is after the promotion release date. (T-1).

7.6.2. AFR Airmen who become deceased before being promoted to SSgt through CMSgt and have been officially recommended for promotion are eligible for posthumous promotion.

7.6.2.1. Promotion is authorized only if it is known they would have been promoted under normal circumstances. The MPF or Air Force Reserve Personnel Center (ARPC) publishes special orders and forwards orders to: tfsc_2@mypersemail.af.mil upon notification of posthumous promotion from the wing commander. (T-1).

7.6.2.2. The actual date the Airman is declared deceased becomes the effective date cited in the promotion order. No financial benefits accrue because of a posthumous promotion. (T-1).

7.6.3. ANG Eligibility. Airmen are authorized such promotion when all criteria in [Table 10.1](#) have been met prior to death. (T-1).

7.6.3.1. This promotion requires approval by TAG or CG. Further delegation to the State Assistant Adjutant General for Air is not authorized for posthumous promotions. The effective date of rank cited in the order is the date the Airman died. The Joint Force Headquarters will publish the promotion orders. (T-1). The following statement is a mandatory entry on the special orders: "No financial benefits accrue as a result of this posthumous promotion." (T-1).

7.6.3.2. The commander or Casualty Assistance Representative must counsel the next of kin in writing that no financial benefits accrue because of a posthumous promotion. (T-1).

7.6.3.3. Under no circumstances will a posthumous promotion be updated in the MilPDS. (T-1).

7.7. AFR and ANG Missing in Action Promotion during War or National Emergencies. These provisions apply to Airmen captured or kidnapped while performing duties overseas.

7.7.1. [AFR]. For Airmen declared Missing in Action or captured, the immediate commander's promotion recommendation or non-recommendation is filed in the Airman's PRDA record and a copy is forwarded to the Air Force Reserve Command (AFRC) and ARPC. AFRC/A1KK verifies promotion eligibility using [Table 2.1](#) and identifies and forwards waiver requirements as needed. The AFRC commander or designated representative is the promotion authority for these Airmen.

7.7.2. [ANG]. Immediate commanders may recommend Airman declared missing in action or captured for promotion to the next higher grade provided they meet all promotion eligibility criteria identified in [Table 2.1](#). Requests for promotion must be endorsed by NGB/A1P prior to the Airman being promoted by the appropriate approval authority. (T-1).

7.7.3. AFR and ANG Commanders will ensure that Airmen returning to their units after being in a missing in action or captured status, retain their grades as an overage, or by assignment to another position in the higher grades. (T-1).

7.8. Promoting AFR and ANG Medal of Honor Recipients. AFRC/CC and NGB/CF may automatically promote Medal of Honor recipients one grade unless they currently serve in the grade of CMSgt. The effective date is the 1st day of the month. If the Airman is on a promotion selection list, the effective date of the additional promotion is the 1st day of the month following the normal selection list promotion.

7.9. AFR and ANG Wounded Warrior Program. Members who have been awarded the appropriate reporting identifiers of 9W200, 9W300, or 9W400 as secondary or tertiary AF specialty code in accordance with AFI 36-2010, *Junior Reserve Officers' Training Corps Program*, are eligible for promotion unless they currently serve in the grade of CMSgt. AF Wounded Warriors must meet all component specific eligibility criteria and requirements. (T-1). Approval authority for an AFR member is AFRC/CC. Approval authority for ANG members is identified in [paragraph 10.1.2](#) but must be endorsed by NGB/A1P. (T-1). Reserve Service Commitment, fit for duty determination and fitness requirements for promotion of an AF Wounded Warrior are automatically waived.

7.10. Frocking to the Rank of Chief Master Sergeant (CMSgt).

7.10.1. When to frock.

7.10.1.1. Air Force guidance does not allow frocking, except only in specific circumstances where it is essential to effectively perform duties in the higher grade.

7.10.1.2. Send requests for exception to these guidelines for frocking to the Air Force Chief Master Sergeant Management Office (AF/A1LE).

7.10.2. Approval Authority. The AF/A1 approves or disapproves requests for frocking of CMSgts but may delegate to AF/A1LE.

7.10.2.1. Restrictions for early pinning. Approval of early pinning requests does not normally occur if the Chief is in the position, performing the duties effectively, or if the member is known in the lower grade. CMSgts are authorized early pinning if selected for reassignment (e.g., PCS/Permanent change of assignment) in the higher grade.

7.10.2.2. In most instances frocking requests are only approved when a CMSgt is being assigned to one of the following priority assignments: Joint-duty positions, positions with significant international involvement, commander involvement process positions or group superintendent positions.

7.10.2.3. Do not submit frocking requests for the following circumstances:

7.10.2.3.1. Where units knowingly fill grade specific requirements with a lower grade and the member is later selected for promotion.

7.10.2.3.2. Instances where the CMSgt is already filling a permanent position or moves to another position within the same organization.

7.10.2.3.3. Frocking for TDY assignment or deployment, except in those cases where according to AFI 10-403, *Deployment Planning and Execution*, paragraph 1.11.7., the

Air Component through line remarks prohibits the grade requirements from being filled by a person having a grade lower than the required grade.

7.10.2.3.4. AFR promotions are based upon position vacancy, STEP I and II programs, and therefore, frocking to CMSgt does not apply.

7.10.2.4. Approval of early pin on:

7.10.2.4.1. Allows the CMSgt to wear the higher grade and benefit from the protocol of that grade.

7.10.2.4.2. Does not authorize the CMSgt to receive higher pay or entitlements.

7.10.2.4.3. Does not authorize the CMSgt to sign performance reports, recommendations, or similar administrative actions in the higher grade, until promoted by sequence number.

7.10.2.4.4. Authorizes CMSgts to be issued an identification card in the higher grade upon the effective date of early pinning approval. If applicable, family member identification cards may only be updated to reflect the same grade as the member's card when reissued upon expiration or loss.

Chapter 8

AIR FORCE RESERVE (AFR) PROMOTION PROGRAM

8.1. Program Objectives. A promotion is advancement to a higher grade based on past performance and future potential. There are four enlisted promotion categories: Unit Vacancy, STEP I, STEP II, and Other (e.g., Medal of Honor, Missing in Action, AF Wounded Warrior, and Posthumous).

8.2. Responsibilities. Promotion responsibilities are identified throughout this chapter. **Table 8.1** identifies the appropriate promotion authority. Only the promotion authority may approve a promotion. However, any commander in the Airman's command channel may disapprove a promotion.

8.3. Eligibility Requirements. (See **Table 8.2**) SSgts and above must meet eligibility requirements as of the last day of the month prior to the promotion cycle. **(T-1)**. The Airman must also be the incumbent in a higher-graded position. **(T-1)**.

8.3.1. The Airman must be performing satisfactorily based on his or her assigned position and not have any unexcused absences within the previous 12-month period from the promotion effective date. **(T-1)**. Additionally, the most recently completed Retention and Retirement year must be satisfactory (AFMAN 36-2136, *Reserve Personnel Participation*). **(T-1)**.

8.3.2. Individuals awaiting technical school after Basic Military Training graduation will remain eligible for promotion and must meet the requirements in **Table 8.2**. **(T-1)**.

8.3.3. The promotion authority makes the final determination on promotion eligibility of any member. Only AF/RE can approve requests for waivers to establish promotion eligibility. Process all waiver requests through the appropriate command channels to AF/RE. **(T-1)**.

8.4. Ineligibility for Promotion. AFRC/A1K will suspend promotion to any grade or grades if determined that the assigned strength will exceed the number authorized per future year defense program or Congress. **(T-1)**. The following circumstances preclude promotion:

8.4.1. TSgts and above within 12 months of Base Realignment and Closure, unit deactivation or other programmatic actions. **(Note:** Enlisted promotions through the rank of SSgt will be allowed to continue until final closure of the losing organization).

8.4.2. Airmen projected for reassignment to an inactive status, separation, or retirement within six months of promotion date.

8.4.3. Airmen in Training Status Code "T," Failure to Progress.

8.4.4. Airmen who are within one year of the date of a court-martial order if the Airman was convicted at that court-martial, or the end of the longest period of punishment, whichever is later.

8.4.5. Airmen within one year of a referral Enlisted Performance Report.

8.4.6. Airmen above the rank of SSgt in an overage or overgrade code for their position.

8.4.7. Airmen (TSgt through SMSgt) in retraining status; ineligible until after attaining the 3-level in the new AF specialty code. A member must also hold the required skill level listed in **Table 8.2** in their primary AF specialty code. **(T-1)**. Promote retrainees only once while in

retraining status. Subsequent promotion eligibility is authorized once a member is no longer in a retraining status until either the member has been fully upgraded in the retraining AF specialty code, or has returned to perform duty in the awarded primary AF specialty code.

8.4.8. Airmen with Unfavorable Information File code 2 or 3.

8.4.9. Airmen whose Reserve Component Physical Health Assessment or Dental exam is not current.

8.4.10. Airmen with unexcused absences within the previous 12-month period.

8.4.11. Airmen (TSgt through SMSgt) that are within 24 months of high year of tenure. (**Note:** Members must have 24 months retainability before being considered for promotion to MSgt through CMSgt). (**T-1**).

8.4.12. A member identified as having a potentially disqualifying condition and not allowed to participate in any pay or point gaining activity until the disqualifying condition has been removed or an approved waiver is received from AFRC Surgeon General in accordance with DAFMAN 48-123, *Medical Examinations and Standards*.

8.5. Unit Vacancy Promotion. A vacancy exists within an AF specialty code for unit or Individual Reservist (excluding prefix and suffix) if the number assigned in the next two higher grades in that AF specialty code is less than the number authorized, and the member is assigned into the position and is the incumbent.

8.5.1. An Airman assigned as an overage to a position currently filled becomes eligible for promotion in the promotion cycle after the incumbent physically retires, separates or is reassigned provided all other promotion eligibility criteria are met.

8.5.2. AFR Unit Assigned. The Numbered Air Force will compute their own vacancies. (**T-1**). Consider geographically separated units separately when determining vacancies. Compute authorized and assigned for Air Reserve Technicians separately. (**T-1**).

8.5.3. ARPC Reserve Assignments Branch (ARPC/DPAA) must verify that grade ceilings are not exceeded for Active Guard Reserve (AGR) promotions to SMSgt and CMSgt prior to the promotion effective date. (**T-0**).

8.5.4. Promotion to the grades of Amn through SSgt does not depend on vacancies. The Airman is eligible for promotion if he or she meets the eligibility requirements of [Table 8.2](#).

8.5.5. Do not count overage code “R,” “7” or “8” in the assigned strength for promotion purposes, for a period of two years from date the Airman is accessed.

8.5.6. Do not count overage code “L” in the assigned strength for promotion purposes.

8.6. AFR STEP I.

8.6.1. This program authorizes promotion to the rank of TSgt for AFRC Unit, Individual and participating Individual Ready Reserve (IRR) members meeting the criteria in [Table 8.2](#) (except vacant positions) and to whom the following criteria apply: (**Note:** STEP I does not apply to AGR members.)

8.6.1.1. Completed 16 years of satisfactory service for retirement as of the last day of the month prior to the promotion cycle.

8.6.1.2. Blocked from promotion under the unit vacancy program. For participating IRR members, unit vacancy promotion is not an option; STEP I is available. **Note:** SSgts assigned to SSgt or SrA positions are eligible for consideration.

8.6.1.3. Meets all other eligibility criteria specified in this chapter and **Table 8.2** and have the approval of the promotion authority specified in **Table 8.1**.

8.6.2. For unit assigned members, the MPF updates overgrade code L and grade status reason code “7G” to all STEP I selectees. ARPC Outbound Service Branch (ARPC/DPTSC) executes this function for Individual Mobilization Augmentees (IMAs) and IRRs.

8.6.3. All personnel promoted under this program must be leveled to an equal or higher graded position when a vacancy exists in accordance with AFI 36-2110, *Total Force Assignments*. **(T-1)**. The overgrade code “L” is removed at the time the member is reassigned or leveled to a position of equal or higher grade.

8.7. Processing Vacancy and STEP I Promotions.

8.7.1. AFRC Units. Promote unit-assigned Airmen selected for Air Reserve Technician positions to SrA or the Unit Manpower Document grade, whichever is lower, concurrent with their assignment to the Air Reserve Technician positions. **(T-1)**. If they are serving in a higher grade and the Unit Manpower Document Air Reserve Technician position reflects a grade equal to or higher than the grade in which currently serving, retain the current grade. The MPF will verify the information on the promotion roster and the AF Form 224, AF Form 224, *Recommendation & Authorization for Promotion of Airman as Reserve of the AF*. **(T-1)**. **(Note:** This paragraph does not apply to non-prior service enlistees attending Basic Military Training, technical training school or AGR).

8.7.1.1. Identify promotion eligible Airmen by using a monthly promotion eligibility product or tool. Use **Table 8.2** to determine eligibility.

8.7.1.2. The unit commander lines through the name(s) of Airmen not recommended for promotion, annotates the reason for non-recommendation on the roster, and notifies the Airmen in writing. Annotate a date for reconsideration of promotion, not to exceed 180 days.

8.7.1.3. The unit commander will forward the roster and the AF Form 224 to the MPF as established by unit procedures. **(T-1)**.

8.7.1.4. The MPF:

8.7.1.4.1. Identifies Airmen eligible for promotion each month by using a promotion eligibility product to determine eligibility. **(T-3)**.

8.7.1.4.2. Certifies the information on the promotion eligibility product and the AF Form 224. **(T-3)**.

8.7.1.4.3. Forwards the promotion eligibility product and AF Form 224, as applicable, to the promotion authority for approval. **(T-3)**.

8.7.1.4.4. Authenticates Section IV following the promotion authority signature. **(T-3)**.

8.7.1.4.5. Processes Reserve Service Commitment contracts for promotions to the rank of MSgt through CMSgt. **(T-3)**.

8.7.1.4.6. Processes the monthly promotion eligibility product and AF Form 224 prior to the first day of the promotion month. **(T-3)**.

8.7.1.4.7. Updates MilPDS. **(T-3)**.

8.7.2. Individual Reservist and Participating IRR. ARPC will provide and suspense the Individual Reservist promotion eligibility end-of-month products to Detachments monthly. **(T-1)**. The detachment staff will validate the eligibility of members included on the product. **(T-1)**.

8.7.2.1. ARPC/DPTSC will suspense the product to the appropriate detachment staff. **(T-1)**.

8.7.2.2. The supervisor of assigned Individual Reservists and Participating IRR verifies eligibility criteria and recommends or non-recommends their members to the RegAF unit commander. If MilPDS does not accurately reflect any items, the supervisor will contact the appropriate detachment staff to ensure update of items in MilPDS and will provide source documents with the returned product, unless the member does not meet the basic eligibility requirements. **(T-1)**.

8.7.2.2.1. The RegAF unit commander lines through the name of the Individual Reservist or participating IRR member not approved for promotion, and briefly states the reasons for non-approval. Annotate a date for reconsideration of promotion, not to exceed 180 days. **(T-1)**.

8.7.2.2.2. If the supervisor wants to promote a member not on the eligibility product and the member meets all requirements, the RegAF unit commander will submit a write-in memorandum and identify any missing criteria and the date it was met above the certification statement and provide source documents. **(T-1)**.

8.7.2.2.3. The RegAF unit commander signs the product and forwards it and any required source documents and the Reserve Service Commitment contract, if required, to the appropriate detachment staff to ensure the document arrives by the suspense date. **Note:** If the RegAF unit commander is unavailable for signature, they may authorize the detachment commander to sign the promotion eligibility roster on their behalf.

8.7.2.2.4. The Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) detachment staff verifies eligibility of those approved for promotion by the unit commander. If the HQ RIO detachment commander finds any member ineligible, the detachment staff will return the product to the RegAF unit commander for removal from the list or resolution of criteria. **(T-1)**.

8.7.2.2.5. The HQ RIO detachment staff sends the signed roster to ARPC/DPTSC via myPers by the 25th of each month. **(T-1)**.

8.7.2.3. ARPC/DPTSC verifies the master promotion eligibility product, updates the personnel data system as indicated on the product, and publishes and distributes orders. **(T-1)**.

8.7.2.4. The HQ RIO detachment staff provides a copy to the member's Unit Reserve Coordinator who will distribute to the member and assigned RegAF unit commander. **(T-1)**.

8.7.3. Non-Prior Service enlistees. The promotion authority may promote non-prior service enlistees ordered to initial active duty training after completion of basic military training to the next higher grade, provided the members meet the requirements in **Table 8.2**. The time-in-grade calculation for promotion begins on the date the enlistee entered initial active duty training. The effective date of promotion is the date member met eligibility conditions in **Table 8.2**, unless the order specifies a different date.

8.8. Title 10 United States Code Section 12310, Active Guard Reserve (AGR).

8.8.1. AFRC Assigned AGR. AFRC Directors approves or disapproves all promotion recommendations for all TSgts and below assigned to AFRC. AFRC/A1 approves or disapproves all promotion recommendations for MSgt and above assigned to AFRC. The immediate supervisor recommends promotion on an AF Form 224 for Airmen who meet eligibility requirements in **Table 8.2** and sends to AFRC/A1KK, no later than the 10th day of the month proceeding the month the promotion is effective. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. **(T-0)**. For the Airmen not recommended for promotion: The respective Director annotates the reason for non-recommendation on the AF Form 224 and notifies the Airmen in writing. Annotate a date for reconsideration of promotion, not to exceed 180 days.

8.8.1.1. AFRC/A1KK verifies the AF Form 224, ensures AFRC assigned AGR Airmen meet all eligibility requirements, ensures packages were forwarded through command channels to the commander for quality force review and forwards it to AFRC/A1 for promotion approval or disapproval.

8.8.1.2. Promotions to the grade of MSgt through CMSgt require a Reserve Service Commitment contract and must be signed prior to promotion. **(T-1)**. Upon approval or disapproval, AFRC/A1KK will update MilPDS, then publish and distribute orders. **(T-1)**.

8.8.2. ARPC assigned AGR. ARPC/CC approves or disapproves all promotion recommendations for personnel assigned to ARPC. ARPC/DPTSC obtains the list of assigned ARPC enlisted AGR from ARPC, Directorate of Future Operations and Integration (ARPC/DPX) monthly and verifies eligibility. **(T-1)**. Directorate prepares and signs the AF Form 224 with desired promotion date in blank Section IV and coordinates the form for all required signatures. The Director submits the completed and signed AF Form 224 to ARPC/DPTSC for processing. Reserve Service Commitment contracts for MSgt through CMSgt promotions accompanies the AF Form 224. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. **(T-0)**. ARPC/DPTSC will update the MilPDS and publish and distribute orders." **(T-1)**.

8.8.3. Air Force Reserve Command Recruiting Service (AFRCRS) (Recruiters). Coordinate with AFRCRS Recruiting Service Operations (AFRCRS/RSO) on individual recruiter production.

8.8.3.1. Retrieve the promotion list and verify eligibility.

8.8.3.2. Receive recommendations from Recruiting Flight Chiefs and Recruiting Squadron Commander.

8.8.3.3. AFRCRS Commander (AFRCRS/CC) approves or disapproves all promotions for personnel assigned to the recruiting Service. AFRCRS Commander Support Staff will accomplish the following:

8.8.3.3.1. Coordinate recommendation/non-recommendation with AFRCRS First Sergeant on quality force issues. **(T-1)**.

8.8.3.3.2. Coordinate with ARPC/DPAA for grade ceiling and strength limitations for promotion to the grade of SMSgt and CMSgt. **(T-0)**.

8.8.3.3.3. Complete the AF Form 224, sign the MPF verification, and forward to immediate supervisor for signature and return. **(T-1)**. Promotions to the grade of MSgt through CMSgt require a Reserve Service Commitment contract and must be signed prior to promotion. **(T-1)**.

8.8.3.3.4. Provide all recommendations and non-recommendations to the AFRCRS/CC for approval or disapproval. **(T-1)**. For Airmen not recommended for promotion: The AFRCRS/CC annotates the reason for non-recommendation on the AF Form 224 and notifies the Airman in writing. **(T-1)**. Annotate a date for reconsideration of promotion, not to exceed 180 days. **(T-1)**.

8.8.3.3.5. Update MilPDS, publish and distribute promotion orders. **(T-1)**.

8.8.4. HQ RIO Assigned AGR. HQ RIO Commander (HQ RIO/CC) approves or disapproves all promotion recommendations for enlisted personnel assigned to HQ RIO. The immediate supervisor recommends promotion on an AF Form 224 for an Airman who meets eligibility requirements in **Table 8.2** and forwards through his or her chain of command for quality force review prior to the desired promotion month. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. **(T-0)**.

8.8.4.1. HQ RIO verifies the AF Form 224, ensures HQ RIO assigned AGR Airmen meet all eligibility requirements, and forwards the form through command channels to HQ RIO/CC for promotion approval or disapproval.

8.8.4.2. Promotions to the grade of MSgt through CMSgt require a Reserve Service Commitment contract and must be signed prior to promotion. **(T-1)**.

8.8.4.3. Upon approval or disapproval, HQ RIO will forward all required documents to ARPC/DPTSC for MilPDS updates. **(T-1)**.

8.8.5. AGR Airmen not assigned to AFRC, Recruiting, ARPC, or HQ RIO. The MAJCOM/FOA/DRU A1 sends promotion recommendations to AF/RE for approval or disapproval.

8.8.5.1. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. **(T-0)**.

8.8.5.2. ARPC/DPAA will process Reserve Service Commitment contracts for MSgt through CMSgt promotions, update MilPDS, and prepare and distribute promotion orders. **(T-1)**.

8.8.5.3. The promotion authority lines through the name(s) of Airmen not recommended for promotion and annotates the reason for non-recommendation on the form or roster and notifies the Airmen in writing. Annotate a date for reconsideration of promotion, not to exceed 180 days.

8.8.6. Unit Assigned AGR.

8.8.6.1. The unit commander will forward the roster and the AF Form 224 to the MPF as established by unit procedures. **(T-1)**.

8.8.6.2. The MPF:

8.8.6.2.1. Certifies the information on the promotion eligibility product and the AF Form 224. **(T-3)**.

8.8.6.2.2. Forwards the promotion eligibility product and AF Form 224, as applicable, to the promotion authority for approval. **(T-3)**.

8.8.6.2.3. Authenticates Section IV following the promotion authority signature. **(T3)**

8.8.6.2.4. Ensures promotion to the grade of SMSgt and CMSgt is coordinated with ARPC/DPAA for grade ceiling and strength limitations. **(T-0)**.

8.8.6.2.5. Processes Reserve Service Commitment contracts for promotions to the rank of MSgt through CMSgt. **(T-3)**.

8.8.6.2.6. Processes the monthly promotion eligibility product and AF Form 224 prior to the first day of the promotion month. **(T-3)**.

8.8.6.2.7. Updates MilPDS. Opens Case Management System case for Unit AGRs. **(T-3)**.

8.9. AFR STEP II. STEP II authorizes promotion of outstanding, well-deserving Airmen one grade over the unit manpower document position grade to which assigned; or members in a higher graded position who are being blocked for promotion who are otherwise eligible can be considered for STEP II. **Note:** Participating IRR while not assigned to a position are eligible for STEP II.

8.9.1. Members must meet the following criteria for STEP II consideration:

8.9.1.1. Meet eligibility requirements as outlined in **paragraph 8.3** and **Table 8.2**, except for being in a higher graded position. **(T-1)**. This requirement does not apply to participating IRR. However, a member in a higher graded position blocked for promotion who is otherwise eligible for promotion is also eligible to be considered for STEP II.

8.9.1.2. Be nominated by the immediate supervisor and have first endorsement by the unit commander or designated representative. **(T-1)**.

8.9.1.3. Not be an AGR. **(T-1)**.

8.9.2. A member may be promoted no more than one grade over the authorized position grade. Since participating IRR do not occupy a position with an authorized grade, only one STEP II promotion is allowed while in the participating IRR.

8.9.3. STEP II promotion boards will be held annually, with a promotion effective date of 1 October. **(T-1)**.

8.9.4. STEP II promotees will be assigned overgrade code L and must be leveled to an equal or higher graded position when a vacancy exists in accordance with AFI 36-2110. **(T-1)**. The overgrade code “L” is removed at the time the member is reassigned or leveled to a position of equal or higher grade. Participating IRR members, while not in a Unit Manpower Document position, will require the code to identify a STEP II promotee. **(T-1)**.

8.9.5. Do not use STEP II promotions when computing vacancies for unit vacancy promotions.

8.9.6. A central board process at ARPC/DPA determines promotions to the grades of TSgt through CMSgt.

8.9.7. AFRC/A1 establishes yearly promotion quotas as approved by AFRC/CC or designee.

8.10. Mobilized Airmen. Airmen mobilized under Title 10 United States Code Section 12302, and Title 10 United States Code Section 12304 compete for promotion within the normal Reserve promotion program.

8.11. Reserve Service Commitment. Promotion to the ranks of MSgt, SMSgt, and CMSgt require two-years of retainability. **(T-1)**. If the Airman is unable to obtain the full two-year retainability, he or she is not authorized the promotion to the next higher grade. **(T-1)**. The unit forwards the Reserve Service Commitment contract to the MPF, if applicable for Unit Reservists, or ARPC/DPTSC for IMA/IRRs for updating and distribution. **(T-1)**.

8.12. Publishing Promotion Orders. MPF or ARPC publishes and distributes all orders. MPF or ARPC prepares composed or computer-generated orders on an AF Form 224 or a computer-generated order.

8.12.1. Computer-generated order includes grade, name, SSN, date of rank, effective date, personnel accounting symbol, and the authority. Appropriate blocks on the AF Form 224, must be completed. **(T-1)**.

8.12.2. Use AF Form 224 for promotions made under 10 USC § 12310, and for AFRC unit assigned Reservists promoted to SMSgt and CMSgt.

8.13. Missing Data. The commander may ask ARPC/DPTSC to provide information from the master personnel record group or the Automated Records Management System for promotion eligibility information not reflected in MilPDS. MPF or ARPC enters information into MilPDS.

8.14. Revoking Promotions.

8.14.1. When the Promotion Authority requests to revoke promotion or AFRC/A1KK identifies the need for a revocation, the request must include the following:

8.14.1.1. The effective date of promotion and the reason the promotion was not halted prior to the effective date. **(T-1)**.

8.14.1.2. Identification of the training periods the Airman was paid in the higher grade, if applicable. **(T-1)**. Add the date the Airman was told of the erroneous promotion action and statement to show that the Airman discharged the higher grade’s function in good faith and served without knowledge of the error in the promotion. **(T-1)**. Refer to AFMAN 65-116 V3, *Defense Joint Military Pay System (DJMS)-Reserve Component (DJMS-RC)* and Department of Defense (DoD) Military Pay and Allowances Entitlement for further information.

8.14.1.3. Copy of the MilPDS report on individual person and a copy of the promotion order. **(T-1)**.

8.14.2. Unit Assigned Airman and AGR. Send requests for revocation to AFRC/A1KK for approval or disapproval. AFRC/A1 sends the revocation to the MPF for processing. The MPF publishes and distributes AF Form 973, *Request and Authorization for Change of Administrative Orders*. The unit advises the member of the revocation request approval or disapproval. Wing commanders make recommendations on requests for revocation and submit them to HQ AFRC/A1KK for approval or disapproval. HQ AFRC/A1KK sends the revocation to the MPF for processing. The MPF published and distributes AF Form 973. The unit will advise the member of the revocation request approval or disapproval. **(T-1)**.

8.14.3. IMA and participating IRR Airmen. The RegAF unit commander initiates the requests revocation and forwards it to the HQ RIO Det/CC. The RIO Det/CC endorses it and forwards it to HQ RIO/CC for coordination and to AFRC/A1KK for approval or disapproval. Approved revocations are forwarded to ARPC/DPTSC for processing. HQ RIO publishes and distributes the AF Form 973. The promotion authority will notify and provide a copy of the AF Form 973 to the member. **(T-1)**.

8.15. Administrative Procedures.

8.15.1. Promotions are effective the date of the promotion order and will not be retroactively granted. **(T-1)**. The MPF is expected to take every caution to prevent administrative errors. If an error or oversight occurs, the MPF will forward fully documented waiver request through the Airman's wing commander to AFRC/A1KK for final decision. **(T-1)**. Requests should be limited to those extreme cases that warrant reinstatement.

8.15.2. Airmen who believe they have suffered injustice in their promotion consideration should exhaust all administrative remedies prior to applying to the Air Force Board for Correction of Military Records under the provisions of AFI 36-2603.

Table 8.1. AFR Promotion Authorities.

Rule	Assignment	Affected Individuals	Authority
1	AFR unit members	SMSgt and CMSgt	Wing or detached group commander
	(Note 1)	Amn through MSgt	Commander of unit of assignment. May delegate promotion authority to detachment unit commander
2	10 USC § 12310 AGR (Note 2)	AFRCRS assigned personnel	AFRCRS/CC (Notes 1,3)
		Amn assigned to AFRC, except Recruiters	AFRC/A1 (Notes 1, 3)
		Amn assigned to ARPC	ARPC/CC (Note 3)
		Unit level AGR Amn through MSgt	Group or squadron commander
		Unit level AGR SMSgt and CMSgt	Wing or detached group commander (Note 3)
		Amn assigned to HQ RIO	HQ RIO/CC (Note 3)
		Others (AGR Airmen not assigned to AFRC, Recruiting, ARPC or HQ RIO)	AF/RE (Note 3)
3	IMAs and participating IRR	Amn through CMSgt	RegAF unit commander
4	STEP II	TSgt and MSgt	Wing/Numbered AF/HQ RIO commander
		SMSgt and CMSgt	AFRC/CC

Notes:

1. Numbered AF commanders may delegate promotion authority to vice commander or Director of Staff for unit personnel reporting directly to the Numbered AF. Designate all authority delegations in writing and provide them to the servicing MPF Chief. Commanders/Directors of MAJCOM, FOA, DRU may delegate the authority to approve a promotion, in writing. AFRC/A1 will retain a copy of delegations. (**T-1**).
2. Individuals assigned as 10 USC § 12310 are Reservists on active duty and remain under the AFR promotion system for AGR. (**T-0**).
3. Promotion to the grade of SMSgt and CMSgt must be coordinated with ARPC/DPAA for grade ceiling and strength limitations. (**T-0**)

Table 8.2. Promotion Eligibility (Notes 1, 2, 3, 10).

R	A	B	C	D	E	F
u	If promotion is to the grade	and the Primary AF Specialty Code is (Note 2)	and Time in Grade is (Note 3)	and enlisted service is (Note 4)	and satisfactory years for retirement are (Note 5)	and following mandatory education is completed (Note 6)
1	Amn (Notes 1, 7, 10)	N/A	6 months	N/A	N/A	N/A
2	A1C (Notes 1, 7, 10)		6 months			
3	SrA (Notes 1, 10)		3-skill level			
4	SSgt (Notes 1, 10)	5-skill level (3-skill level if AF specialty code does not have 5-skill level)	12 months	N/A	4 years	(Note 8)
5	TSgt (Notes 1, 10)	7-skill level	24 months		6 years	N/A
6	MSgt (Notes 1, 10)	7-skill level	24 months		8 years	8 years
7	SMSgt (Notes 1, 10)	7- or 9-skill level			11 years	SNCO Academy & Associate's or higher degree from a nationally or regionally accredited academic institution (Notes 6,11, 12, 13, 14)

8	CMSgt (Notes 1, 10)	9-skill level		10 years	14 years	Chief Orientation Course or AFRC Chief Orientation Course & Associates Degree or higher from a nationally or regionally accredited academic institution (Notes 11, 12, 13, 14)
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Notes:

1. All eligibility requirements stated in **paragraph 8.3** apply as well as the information listed in this table. Local promotion boards are not authorized to select enlisted members for unit vacancy promotions. The promotion authority may solicit input from supervisors or chain of command officials. The promotion authority makes final decision on the promotion approval. For Airmen not recommended for promotion, the commander annotates the reason for non-recommendation and notifies the individual in writing. Promotion effective date is the first day of the month except for promotions to E-2 through E-4. The effective date for those grades is the date in which all eligibility conditions are met. (This **Note** applies to all rules of **Table 8.2**.)
2. The promotion authority may waive the primary AF specialty code skill level requirement for Airmen performing in a special duty identifier (for example: Special Duty Identifier 8R000 Recruiter). On reassignment from duty in special duty identifier, Airmen must qualify for the skill level required in Column B, within the time limits specified in AFI 36-2670. **(T-1)**.
3. Airmen must complete basic military training. **(T-1)**. Time-in-grade for Airmen enlisted in the grades of AB, Amn, or A1C begins on the date the Airman entered initial active duty training. **(T-1)**.
4. This includes active duty and non-active duty enlisted service. Do not credit service in a commissioned or warrant officer status. This does not count for enlisted promotions.
5. Includes active duty and non-active duty service. Credit service in a commissioned, or warrant officer status. Participating IRR must accrue 50 retirement points in the preceding Retention and Recruiting year to be recommended for promotion, under STEP I or STEP II. **(T-1)**.
6. All EPME may be completed in-residence or by correspondence. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, or United States Marine Corps Staff NCO Academy is equivalent to SNCOA. All E-8's meeting eligibility requirements for placement into a valid E-9 position must complete Chief Orientation Course prior to being promoted to E-9. **(T-1)**.
7. Promotion Authority may promote an E-1 on initial active duty training to E-2 or E-2 to E-3. The Airman must maintain a satisfactory scholastic record in the course and be otherwise eligible for promotion. **(T-3)**.
8. SSgt. The NCO Preparatory Course (MilPDS Code X), the NCO Leadership School (MilPDS Code U), the Airman Leadership School (MilPDS Code O), the NCO Orientation Course (MilPDS code 8) or sister service (according to guidance in AFI 36-2670).
9. MSgt. The NCO Academy (in-residence or correspondence). **Exception:** The Airman was promoted when the Professional Military Education was not required, satisfactorily served in the higher grade, and completed the Senior NCO Academy Course.
10. Members are required to comply with AF Fitness standards in accordance with AFMAN 36-2905. **(T-1)**. Commanders should use AFMAN 36-2905 for administrative and personnel actions for failing to attain physical fitness standards. (This **Note** applies to all rules in this table).
11. Effective date of this instruction, any personnel selected to fill SMSgt or CMSgt authorizations are required to have completed the SNCO Academy (in-residence or by correspondence) prior to assignment to the higher graded position. This instruction is to be implemented without exception. **(T-1)**.
12. Any enlisted member of the AFR currently holding the grade of E-7 or E-8 will not be promoted to the next higher grade (E-8 and E-9 respectively), without successful completion of an Associates Degree or higher from a nationally or regionally accredited academic institution. **(T-**

1). Associates Degree or higher, can be in any discipline and must be updated in MilPDS for promotion eligibility **(T-1)**.

13. Any enlisted member of the AFR currently holding the grades of E-6, E-7 or E-8 or E-9 will not be moved or placed into or against positions graded of E-8 and E-9 without prior successful completion of an associate degree or higher, from a nationally or regionally accredited academic institution. **(T-1)**. Associate degree or higher can be in any discipline and must be updated in MilPDS prior to placement in the higher graded position. **(T-1)**. Waiver authority for this instruction is AF/RE or AF/RE designated authority.

14. E-8 or E-9 in a valid position commensurate with their current grade prior to the date of this publication, are not required to have a completed Associates Degree or higher from a nationally or regionally accredited academic institution and are deemed to have met requirements in their current valid position, to retain their current grade. However, current E-8s and E-9s will not be placed into or against any positions graded E-8 or E-9 other than the position they are currently assigned without prior successful completion of an Associate's Degree or higher. **(T-1)**. Any E-8 who does not complete their Associates Degree or higher will not be authorized promotion to the grade of E-9. **(T-1)**.

Chapter 9

AIR FORCE RESERVE (AFR) AIRMEN DEMOTIONS

9.1. Demotion. Demotions are administrative and apply to reserve Airmen in the ranks of Amn through CMSgt. Do not use demotions actions when action under the Uniform Code of Military Justice is jurisdictionally authorized and when punitive action is more appropriate. **(T-1).**

9.1.1. Airmen who have separated cannot be demoted.

9.1.2. Initiate administrative demotion action during the term of enlistment in which the reason(s) for the action first occurred, unless the facts and circumstances are not discovered until the next enlistment period. **(T-1).**

9.1.3. If the commander has sufficient reason to initiate demotion action, use the Airman's entire military record in deciding whether demotion action is appropriate. **(T-1).**

9.1.4. When appropriate, give an Airman an opportunity to overcome his or her deficiencies before demotion action is initiated. Commanders must maintain supporting documentation of all rehabilitation and probationary actions. **(T-1).**

9.1.5. Do not suspend administrative demotions. However, for those Airmen who have been recalled to active duty under 10 USC § 12310, if the demotion authority decides to restore the Airman's original grade following demotion, he or she must do so sometime between three and six months after the effective date of the original demotion. **(T-1).** Restoring an Airman's earlier grade should be an uncommon occurrence. The effective date and the date of rank in such cases are the date on which the demotion authority approves restoration in writing.

9.1.6. Do not reassign an Airman for whom a demotion is in process until after completing the demotion. If an Airman's participation is unsatisfactory, consider demotion before reassigning or separating the Airman. Demote Airmen to grades in accordance with [paragraph 9.10](#).

9.2. Demotion Authority. For Airmen serving in the ranks of Amn through MSgt, the commander in the chain of command succeeding the initiating commander is the demotion authority.

9.2.1. For voluntary demotion under [paragraph 9.3](#), the Wing commander is the demotion authority. For HQ RIO personnel, the demotion authority is the HQ RIO commander.

9.2.2. For Airmen in the ranks of SMSgt and CMSgt, AFRC Deputy Commander (AFRC/CD) is the demotion authority. The demotion authority may be delegated to Numbered Air Force or equivalent level commanders in writing but may not be further delegated except for demotion cases that fall under [paragraph 9.2.1](#). **(T-1).**

9.2.3. For Airmen serving on 10 USC § 12310 tours (except AGR recruiters), the AFRC/A1 is the demotion authority.

9.2.4. For AFRC Recruiters, AFRCRS Commander is the demotion authority for recruiters E-7 and below; the AFRC/CD is the demotion authority for E-8 to E-9 recruiters.

9.2.5. For Airmen assigned to the following categories, the demotion authority is ARPC/CC: Personnel Accounting Symbol S7 personnel including Non-Participating IRRs, Inactive Status

List Reserve Section, Ready Reinforcement Personnel Section and Non-Affiliated Reserve Section (Key Federal Employees). This may be delegated to ARPC/DPTSC.

9.2.6. For IMAs and Participating IRRs who are in the rank of MSgt and below, the member's immediate commander initiates demotion action, and the demotion authority lies with HQ RIO/CC.

9.3. Reasons for Voluntary Demotion.

9.3.1. Demote Airmen when they volunteer for reassignment to a position with an authorized grade below what they currently hold. If the Airman accepts reassignment to a lower grade, the Airman confirms such acceptance in writing as follows: "The lower grade [state grade] with date of rank of [list date of rank in accordance with AFMAN 36-2604] is accepted." Advise the Airman that the demotion action will not preclude promotion under **Chapter 8** of this instruction. **(T-1)**.

9.3.2. For Airmen who apply for an Air Reserve Technician position that has a lower grade, the following process applies:

9.3.2.1. The initiating commander forwards a copy of the Airman's application memorandum to the servicing MPF directing the demotion. **(T-3)**.

9.3.2.2. The MPF publishes a demotion order after receiving the Airman's acceptance statement. **(T-3)**.

9.3.2.3. The losing MPF ensures the Airman receives and signs the voluntary demotion statement before issuing orders or updating MilPDS. **(T-3)**.

9.3.3. For Airmen who apply for positions other than Air Reserve Technician positions, including submitting any applications for voluntary recall to extended active duty, the losing MPF publishes demotion orders.

9.3.4. For an Airman assigned to AGR positions the MPF forwards the signed statement and the last two promotion orders to ARPC/DPAA. ARPC/DPAA forwards the package to ARPC/DPTSC for update and publication of the demotion order.

9.3.5. For an Airman reassigned from a nonparticipating Reserve section to an AFRC unit position, the gaining MPF forwards the signed statement to ARPC Accessions Division (ARPC/DPAR), 18420 E. Silver Creek Ave, Bldg 390, MS 68, Buckley AFB, CO 80011. **(T-3)**.

9.3.6. Reorganization or Mission Change. When an Airman's position is downgraded, unfunded or eliminated because of a command or Air Force organization or mission change, the overgrade Airman will receive a waiver, take a voluntary demotion, retrain, or accept reassignment to a nonparticipating reserve section. **(T-1)**. Ensure that these actions comply with this instruction and AFI 36-2110. **(T-1)**.

9.4. Reasons for Involuntary Demotion.

9.4.1. Unsatisfactory Participation in Reserve Training. Demote unsatisfactory participants holding a grade higher than Airman. **(T-3)**. **(Note:** After five unexcused absences (Category "A" unit program) or one unsatisfactory participation year (Category "B" IMA or category "E" Participating IRR), the commander sends the Airman a certified memorandum, return receipt requested, stressing the seriousness of the situation and advising the demotion action is being

initiated.) The demotions will be effective as soon as practicable after the Airman has been provided the opportunity to exercise his or her rights as defined in the memorandum advising of the intent to demote. **(T-1)**. The demotion action must be completed prior to separating the Airman. **(T-1)**. For demotion purposes only:

9.4.1.1. For Category “A” reservists, unsatisfactory participation is defined as accruing five or more unexcused periods from scheduled Unit Training Assemblies (4 hours per Unit Training Assembly period) within any continuous 12-month period. Prior to demotion, the unit must have complied with the provisions of AFMAN 36-2136, paragraph 4.14.2., by making every reasonable effort to locate the absent Airman during each scheduled Unit Training Assembly period in which the Airman has been absent. **(T-1)**.

9.4.1.2. For Category “B” IMAs, unsatisfactory participation is based on their fiscal year obligation as defined in, AFMAN 36-2136, **Table 1.1** and **paragraph 1.4** (one unsatisfactory participation year). After confirmed unsatisfactory year, initiate notification procedures as defined in **paragraph 9.4.1**. **(T-3)**.

9.4.1.3. For Participating IRRs, unsatisfactory participation is when a member does not meet minimum Retention/Retirement year requirements in accordance with AFMAN 36-2136, paragraph 1.4. After confirmed unsatisfactory year, initiate notification procedures as defined in **paragraph 9.4.1**. **(T-3)**.

9.4.2. Failure to fulfill Responsibilities. Airmen may be demoted for failing to fulfill Airman, NCO, or SNCO responsibilities under AFH 36-2618. In the demotion memorandum, cite the specific reasons regarding how the Airman did not fulfill responsibilities and the applicable paragraphs of AFH 36-2618. **(T-1)**.

9.4.3. Failing to Complete Training. Demote an Airman to the previous grade if the Airman was promoted as an officer trainee under AFI 36-2670 or AFMAN 36-2032, or because the Airman was expected, and failed, to complete other training. Demote Non-Prior Service Airman to the rank of A1C prior to reclassification or separation. **(T-1)**.

9.4.3.1. The commander of the relevant Armed Forces school demotes officer trainees or pipeline students eliminated from training to the grade previously held.

9.4.3.2. For an Airman attending Armed Forces schools in a TDY status, the school commandant informs AFRC if student status terminates. The Airman’s commander takes appropriate action to demote the Airman to the grade previously held. **(T-3)**. **Note:** Delay the demotion when an Airman would lose authorization to ship household goods, move dependents, or both, until arrival at the new duty location or TDY station. The losing MPF includes a cover memorandum or notes on PCS orders that a demotion is pending against the Airman. **(T-2)**. The gaining commander completes demotion action using the effective date as the date when the Airman arrives at the new duty location. **(T-1)**.

9.4.4. Failing to Achieve or Maintain Skill Levels. Demote Airman if:

9.4.4.1. Failure to achieve or maintain a current skill level appropriate to grade. **(T-3)**.

9.4.4.2. Promotion or enlistment with a primary AF specialty code waiver and does not qualify for the primary AF specialty code award at the indicated skill level. **(T-3)**.

9.4.4.3. Was reclassified to a skill level below the awarded AF specialty code. See AFI 36-2101. Demote the Airman to the highest possible grade for the reduced skill level. **(T-3)**.

9.4.4.4. Failed to qualify in the specialty for which he or she was trained or is being trained. Prior to demoting an Airman for failure to qualify (e.g., two-time Career Development Course failure), unit leadership must have complied with the rehabilitative provisions of AFI 36-2670. **(T-1)**.

9.4.5. Failure to Keep Fit. Airmen may be demoted for failing to maintain or demonstrate the ability and willingness to attain physical standards in accordance with AFMAN 36-2905.

9.5. Who Notifies the Airman of Demotion Action. The initiating commander consults with the servicing Staff Judge Advocate and informs the Airman in person or by certified mail, return receipt requested, of the intention to recommend demotion, or to demote. The initiating commander shall provide the Airman with the Administrative Demotion of Airmen Memorandum. **(T-1)**. An example memorandum is available via myPers.

9.6. Processing Demotions. The Airman acknowledges receipt of the demotion notification memorandum within 30 calendar days of receipt. The Airman will indicate concurrence or non-concurrence and may apply to retire in-lieu-of the demotion, if qualified. **(T-2)**.

9.6.1. At the end of the 30-calendar day period (or sooner if the Airman responds before the end of the 30 calendar days), the following actions occur.

9.6.1.1. Airman Concurs. After receiving the Airman's concurrence, the initiating commander forwards the entire case file to the servicing MPF (HQ RIO/Detachment for IMAs or Participating IRRs) for processing by the demotion authority. **(T-2)**.

9.6.1.2. Airman Non-concurs. The Airman can submit materials, request a personal hearing, or both. The initiating commander considers all materials presented by the Airman before recommending further action to the demotion authority. The initiating commander notifies the Airman, in writing, of the decision to continue or terminate the demotion. A reason for demotion that is not supported by a preponderance of the evidence may not be used as a basis for a demotion. **(T-1)**.

9.6.1.3. Airman Applies for Retirement. If the Airman elects to apply for retirement, the effective date of retirement will be the 1st day of the 4th month after the first demotion notification. **(T-1)**. The Airman must submit the retirement application no later than 30 calendar days after the demotion action was initiated to avoid publication of the demotion orders. **(T-1)**. The retirement application is processed in compliance with AFI 36-3203, *Service Retirements*. The demotion process terminates if the retirement application is approved. The demotion process continues if the retirement application is disapproved. **(T-3)**.

9.6.1.4. No Response. If the Airman does not respond, process the demotion as if concurred with and forward demotion action to the demotion authority. The demotion package will state the Airman was provided the opportunity to submit statements, but has not done so. **(T-1)**.

9.6.2. Demotion Action Continues. The initiating commander writes a summary of the personal hearing (if any), which becomes a part of the case file. **(T-1)**. He or she forwards the

entire case file to the servicing MPF (or HQ RIO for IMAs/participating IRRs) for processing by the appropriate demotion authority. **(T-2)**. The demotion authority obtains a written legal review from the servicing legal office before making a final demotion decision.

9.6.3. Demotion Authority Approves the Demotion. The demotion authority notifies the Airman's servicing MPF by letter. The MPF (HQ RIO for IMAs/participating IRRs), endorses the demotion authority's memorandum and sends it to the initiating commander. **(T-1)**.

9.6.3.1. The initiating commander informs the Airman in writing by certified mail or in person of the grade to which demoted, including the date of rank and effective date. **(T-1)**.

9.6.3.2. The initiating commander instructs the Airman to acknowledge receipt of the demotion decision within 30 calendar days and indicate to the MPF/CC (or HQ RIO/CC for IMAs/participating IRR) of intention to appeal the final decision, or, if eligible, apply to retire in lieu of the demotion to avoid publication of demotion orders. **(T-1)**.

9.6.3.3. The Airman acknowledges receipt of the memorandum within 30 calendar days by endorsing the memorandum to include the date he or she acknowledges receipt, indicating he or she will appeal the decision and, if he or she intends to apply, to retire in lieu of demotion as applicable. **(T-1)**.

9.6.4. Demotion Authority Disapproves the Demotion. The demotion authority writes to the Airman's servicing MPF or to HQ RIO, as applicable. The authority notifies the Airman through the initiating commander by endorsing the document. For IMAs/participating IRRs, the demotion authority notifies the Airman through the member's HQ RIO, Detachment Commander or Airman's active duty commander. **(T-2)**.

9.7. How to Appeal.

9.7.1. Demoted Airmen. A demoted Airman must state his or her intention to appeal in writing. **(T-1)**.

9.7.2. AFR Unit Assigned. Members will submit any written appeals to the servicing MPF commander within 30 calendar days after acknowledging the final demotion decision, unless the initiating commander authorizes an extension. **(T-1)**.

9.7.2.1. The servicing MPF commander sends the case file to the demotion appellate authority.

9.7.2.2. The servicing legal office provides the demotion appellate authority a written legal review before acting on the appeals.

9.7.2.3. For AFR enlisted members in grades Amn through CMSgt, AFRC/CC is the demotion appellate authority (unless AFRC/CC has delegated demotion authority to someone subordinate to their position of AFRC/CC). **(T-1)**.

9.7.3. IMAs and participating IRR will submit an appeal through the initiating commander to the Detachment Commander. **(T-1)**. This action must be sent by the member to the demotion authority within 30 calendar days after acknowledging the final demotion decision, unless there is an authorized delay from the initiating commander. **(T-1)**. The demotion authority sends the case file to the appellate authority. **(T-1)**.

9.7.4. Notification procedures. When the appellate authority disapproves the Airman's appeal, the servicing MPF or ARPC/DPTSC notifies the Airman in writing, via command channels, and the initiating commander endorses the notice. **(T-2)**.

9.7.5. Appeal Approval. When the appellate authority approves the appeal, he or she directs the servicing MPF or ARPC/DPTSC to restore the Airman's grade and revoke the demotion order. **(T-1)**. Through the initiating commander, the MPF or HQ RIO/Detachment sends a memorandum notifying the Airman that the appellate authority approved the appeal and the Airman's previous grade was restored. **(T-1)**.

9.8. How to Apply for Retirement. An Airman eligible to retire may elect to apply for "retirement in-lieu-of demotion." The effective date of retirement will be no later than the 1st day of the 4th month after initial notification of demotion action. **(T-1)**. The retirement application is processed in compliance with AFI 36-3203.

9.8.1. When an Airman applies to retire in-lieu-of demotion, all demotion action stops until the authorities act on the retirement application.

9.8.2. The retirement application is processed in compliance with AFI 36-3203. **(T-1)**.

9.8.2.1. The demotion process terminates if the retirement application is approved.

9.8.2.2. The demotion process continues if the retirement application is disapproved.

9.9. Determining Date of Rank. MPFs are required to ensure compliance with AFMAN 36-2604 when completing an adjusted date of rank for members who are voluntarily demoted. Use the adjusted date of rank for Airmen demoted voluntarily under [paragraph 3.7](#). Determine the date of rank of Airmen demoted involuntarily under [paragraph 3.7](#) in accordance with AFMAN 36-2604. **(T-3)**.

9.10. Grades to Demote Airmen.

9.10.1. Demote SrA or higher no lower than A1C. **Exception:** Airmen demoted under [paragraph 9.4.3](#) may be demoted to AB.

9.10.2. Demote an A1C no lower than Amn. **(T-1)**.

9.10.3. Demote an Amn to AB. **(T-1)**.

9.10.4. Demote by three or more grades only when no reasonable hope exists that the Airman will ever show the proficiency, leadership, or fitness that earned the initial promotion. **(T-1)**.

9.11. Announcing and Revoking Demotions.

9.11.1. The applicable organization announces demotions in reserve orders. Use the day prior to reassignment to a lower grade position as the effective date of voluntary demotion. **(T-2)**.

9.11.2. The applicable organization revokes demotion orders only when the demotion authority determines orders were published without a proper basis as well as when the demotion authority has granted an Airman's appeal. **(T-2)**.

9.11.2.1. The unit's MPF requests authority to revoke a demotion order through command channels to AFRC/A1KK for Airmen assigned to that unit.

9.11.2.2. For IMAs/Participating IRRs, HQ RIO/CC requests authority to revoke a demotion order to AFRC/A1KK.

9.11.2.3. The request will include:

9.11.2.3.1. Effective date of the demotion. **(T-2)**.

9.11.2.3.2. Reason for demotion. **(T-2)**.

9.11.2.3.3. Training periods during which the Airman was paid in the lower grade, if applicable, to allow Reservists to recoup pay not received, at the appropriate pay grade. **(T-2)**.

9.11.2.3.4. Date the Airman was told of the erroneous demotion action. **(T-2)**.

9.11.2.3.5. Copies of the RIP and the demotion order for Airmen assigned to AFRC units. **(T-2)**.

9.12. Documenting Demotion Actions. The MPF or ARPC:

9.12.1. Updates the grade data in MilPDS. **(T-3)**.

9.12.2. Files a copy of the demotion order in the Airman's Personnel Records Display Application in accordance with AFI 36-2608, *Military Personnel Records System*. **(T-3)**.

9.12.3. Forwards the completed demotion case file (including AF Form 2096, *Classification/On-the-Job Training Action*, with appropriate AF specialty codes and training data after demotion) to ARPC/DPTSC for filing in the PRDA. **(T-3)**.

Chapter 10

AIR NATIONAL GUARD (ANG) PROMOTION PROGRAM

10.1. General Promotion Information and Eligibility Criteria.

10.1.1. Program Objectives.

10.1.1.1. The fact a member meets each of the eligibility criteria outlined in this instruction does not automatically guarantee promotion to the next higher grade. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. Promotion is not a reward for past performance, but recognition of the member's potential to successfully serve in the higher grade.

10.1.1.2. A promotion recommendation must be based upon a period of time sufficient to permit a substantive evaluation of the Airman's total performance. **(T-1)**. An essential part of this evaluation includes the Airman's attendance at regularly scheduled drills and Annual Training. Before recommending promotion, the commander must also ensure the Airman's duty performance and training progress clearly indicate the member's potential to serve at the higher grade. **(T-1)**.

10.1.1.3. In the NCO grades, emphasis must be placed on demonstrated technical skills, present and future supervisory skills, willingness to accept more responsibility and leadership potential. **(T-1)**.

10.1.1.4. Each promotion to TSgt and above must be considered in light of its impact on the unit and state force management plans in addition to the immediate and long-range potential of the member to serve in the higher grade. **(T-1)**.

10.1.1.5. When assessing a member's potential to assume the next higher grade, commanders should refer to AFH 36-2618 for responsibilities of the specific enlisted tier and grade.

10.1.2. Authority.

10.1.2.1. The authority to promote ANG Airmen as Reserves of the Air Force is delegated to The Adjutant General (TAG) or CG of the state, district, or territory in accordance with policies and procedures established by this instruction.

10.1.2.1.1. TAG or CG retains the authority to approve promotions to the grades of MSgt, SMSgt, and CMSgt.

10.1.2.1.2. TAG or CG may delegate in writing the authority to promote Airmen in these grades to the Assistant Adjutant General for Air. The Assistant Adjutant General for Air may delegate in writing this authority to the Director of Staff. This authority cannot be delegated below the Director of Staff. **(T-1)**.

10.1.2.1.3. The authority to promote through the grade of TSgt may be delegated to wing or equivalent commanders. Wing or equivalent commanders may further delegate this authority to each individual group, unit or squadron commander.

10.1.2.2. First Sergeants or immediate supervisors will not have promotion authority. **(T-1)**.

10.1.2.3. The authority to promote Airmen serving on a Statutory Tour in accordance with Air National Guard Instruction (ANGI) 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*, rests with the Air National Guard Readiness Center Commander (ANGRC/CC) and may be further delegated, in conjunction with state approval.

10.1.3. Disapproval Authority. Any command level may deny promotion for their assigned members.

10.1.4. Responsibilities.

10.1.4.1. The National Guard Bureau (NGB), Directorate, Manpower, Personnel, Recruiting and Services (NGB/A1). NGB/A1 has overall responsibility for providing guidance on this instruction and for monitoring overall promotion statistics and data.

10.1.4.2. The Adjutant General (TAG) or Commanding General (CG).

10.1.4.2.1. TAG or CG is responsible for implementing the policies and procedures within the state, district, or territory as outlined in this instruction. **(T-2)**.

10.1.4.2.2. TAG or CG may establish additional eligibility criteria to provide an additional basis for comparison and evaluation. Criteria may not be added that would result in, or have the appearance of resulting in, a promotion based upon favoritism rather than upon performance.

10.1.4.3. Joint Force Headquarters:

10.1.4.3.1. Monitors and effectively manages promotions to the grades of TSgt through CMSgt using **Attachment 4**, ensuring each unit within their state, district, or territory does not exceed the manning percentages prescribed in the appropriate instructions for Air National Guard assignments. **(T-2)**.

10.1.4.3.2. Reviews the promotion eligibility on all promotion requests to the grades of MSgt, SMSgt and CMSgt prior to their submission to TAG, CG, Assistant Adjutant General for Air or Director of Staff for approval. Promotion requests to these grades not meeting the promotion criteria outlined in this instruction will be disapproved and returned with explanation to the appropriate Wing Commander. **(T-1)**.

10.1.4.3.3. Ensures each unit within the state, district, or territory is within strict compliance with the requirements of this instruction. **(T-1)**.

10.1.4.4. Commanders:

10.1.4.4.1. Serve as the recommendation authority for all enlisted promotions. **(T-3)**.

10.1.4.4.2. Ensure their personnel meet all promotion criteria as outlined in this instruction prior to promotion. **(T-3)**.

10.1.4.4.3. Execute a personnel force management plan to equitably distribute the progressive development and upward mobility of their assigned personnel. **(T-3)**.

10.1.4.5. FSS:

10.1.4.5.1. Ensures each unit assigned is complying with this instruction. **(T-3)**.

- 10.1.4.5.2. Ensures all Airmen recommended for promotion meet eligibility requirements. **(T-3)**.
- 10.1.4.5.3. Processes and monitors all enlisted promotion actions submitted by a commander. **(T-3)**. Will request promotion concurrence from the 201st Mission Support Squadron (201 MSS), or a Detachment Commander if one is available on base, for any eligible Airman on a Title 10 order, assigned to the 201 MSS for Administrative Control, to ensure the Airman does not meet any ineligibility criteria defined in Rules 13 through 18 of **Table 10.2**. **(T-2)**.
- 10.1.4.5.4. Ensures members are counseled regarding ANG Service Agreements and/or Commitments in accordance with appropriate Air Force assignments instruction. **(T-2)**. The personnel or administrative technician also counsels members assigned to Geographically Separated Units. **(T-2)**.
- 10.1.4.5.5. Files a copy of the promotion order or AF Form 2096, and ANG Service Agreement in the Personnel Records Display Application viewed by the Personnel Records Display Application. **(T-1)**.
- 10.1.4.6. Commander Support Staff.
- 10.1.4.6.1. Assists FSSs with eligibility requirements and commander recommendations. **(T-3)**.
- 10.1.4.6.2. Advises Airmen not to assume the grade until final approval is received or as required in **paragraph 10.1**. **(T-3)**.
- 10.1.4.7. Human Resource Office. The Human Resources Office is responsible for monitoring the promotions of AGR members in accordance with the requirements of ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*. **(T-2)**.
- 10.1.5. Eligibility Requirements.
- 10.1.5.1. An Airman must be the sole occupant to the valid unit manpower document position for promotion to TSgt and above. **(T-2)**. Any exceptions beyond will be in accordance with the current Fiscal Year Strength Management Initiatives. **(T-2)**.
- 10.1.5.2. Must be assigned to a valid unit manpower document position with an authorized grade greater than or equal to the grade for which the member is being recommended, except as indicated in **paragraph 10.5**, ANG STEP I Promotion Program and **paragraph 10.7**, ANG STEP II Promotion Program. **(T-2)**.
- 10.1.5.3. Must not be assigned excess or overgrade. **(T-2)**.
- 10.1.5.4. Airmen may not be promoted more than one grade at a time, except if promoted to SSgt to attend a commissioning program or as authorized upon graduation from high school in accordance with appropriate Air Force enlistment instruction. **(T-2)**.
- 10.1.5.5. In each state, promotions are limited to the grade ceilings specified ANGI 36-101 for ANG assignments. **(T-0)**. A promotion that will cause a state to exceed the grade ceiling is not authorized. **(T-0)**. No waivers or exceptions will be permitted. **(T-1)**.

10.1.5.6. A force management plan must be in place so that promotions under the STEP I Promotions (see [paragraph 10.5](#)) do not prevent the promotion of eligible NCOs, occupying valid vacancies, under the unit vacancy promotion program. **(T-2)**.

10.1.5.7. Airman must be eligible and willing to enter into an ANG service commitment for retainability requirement for promotions to the ranks of MSgt through CMSgt in accordance with the appropriate Air Force assignments instruction. **(T-2)**.

10.1.5.8. Promotion of the replacement SMSgt or CMSgt is authorized providing the following requirements are met.

10.1.5.8.1. All promotion criteria has been met.

10.1.5.8.2. The promotion will not cause the state to exceed their authorized grade.

10.1.5.8.3. Traditional guard members may be assigned as replacement of the incumbent (person currently in the position) until the date of separation or retirement but not to exceed 24 months. The incumbent will not be an AGR member or a Military Technician. **(T-1)**. Waiver requests to this instruction must be submitted to NGB/A1PP for approval. **(T-1)**.

10.1.5.8.4. Promotions to the grades of SMSgt and CMSgt will be accomplished under the position vacancy promotion program and percentages calculated in accordance with [Attachment 4](#). **(T-1)**.

10.1.5.8.5. AGR personnel may not be promoted above the maximum unit manpower document authorized grade or the military duty grade authorized except as indicated in [paragraph 10.5](#), ANG STEP I Promotion Program. **(T-2)**.

10.1.5.8.6. No enlisted member (regardless of their grade) will be reassigned as an excess or overgrade to create a position vacancy in order to promote another ANG member. **(T-2)**.

10.1.5.8.7. No enlisted member (regardless of their grade) will be reassigned to a higher unit manpower document position vacancy for promotion purposes and then returned to a lower unit manpower document position creating an overgrade or excess condition. **(T-2)**.

10.1.5.8.8. Airmen promoted to a grade of TSgt or below do not incur ANG service commitments.

10.1.6. Wounded Warrior Promotions. Those members classified as Wounded Warrior are eligible for promotion provided they meet all other mandatory requirements with the exception of service commitment, promotion retainability, fit for duty determination, and fitness requirements are automatically waived by TAG. Skill level requirement may be waived by TAG.

10.1.6.1. An Airman must hold a primary AF specialty code at the skill level appropriate for the grade to which being promoted (See [Table 10.1](#) Column B). **(T-1)**. The following exceptions apply:

10.1.6.1.1. TAG, CG, or Assistant Adjutant General for Air may grant a grade or skill level waiver or delegate this authority for an Amn, or A1C or SrA when all

requirements for award of a 3-skill level AF specialty code have been met, with the exception of the appropriate security clearance.

10.1.6.1.2. Skill level requirement does not apply to members whose preceding assignment was considered a special duty with an appropriate Special Duty Identifier. Members who are retraining must still meet all eligibility requirements outlined in **paragraph 10.12**, Retraining Promotion Program. **(T-2)**.

10.1.7. First Sergeants. TSgts selected as First Sergeants will be promoted to MSgt under the provisions of **paragraph 10.12**, Retraining Promotion Program, before attending the First Sergeant Academy. **(T-1)**. They must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. **(T-1)**. Failure to meet this requirement will result in demotion in accordance with **Chapter 11** of this instruction. **(T-2)**.

10.1.8. Security Clearance. The necessary request for an investigation must have been initiated at the Defense Investigative Agency, as evidenced by the Security Forces Squadron using the appropriate Automated Security Clearance Accounting System notice. **(T-1)**.

Table 10.1. Eligibility Criteria for ANG Enlisted Promotions.

	A	B	C	D	E	F
R u l e	Promotion To	Required Primary AF Specialty Code	Time-in- Service of at least (Note 5)	Time-in- Grade of at least (Note 5)	Mandatory education requirements	Promotion retainability requirement (Note 10)
1	E-2 (Amn)	3-skill level	6 months (Note 4)	6 months	initial active duty training (Note 9)	None
2	E-3 (A1C)		12 months (1 year) (Note 4)	6 months (Note 4)		
3	E-4 (SrA)		24 months (2 years) (Notes 2 and 4)	12 months (1 year) (Notes 2 and 4)		
4	E-5 (SSgt)	5-skill level (or 3-level when no 5- level exists in the AF specialty code)	48 months (4 years) (Note 3)	12 months (1 year)	Airman Leadership School (Note 6)	
5	E-6 (TSgt)	7-skill level	72 months (6 years) (Note 3)	24 months (2 years)		
6	E-7 (MSgt)		96 months (8 years) (Note 3)	24 months (2 years)	NCO Academy	AGR – 24 months (2 years) All others – 12 months

7	E-8 (SMSgt)	7-skill level (Note 1)	132 months (11 years) (Note 3) STEP II: 204 months (17 years)	24 months (2 years)	SNCO Academy and Associate's or higher level degree from a nationally or regionally accredited academic institution (Notes 7 and 8)	24 months (2 years) STEP II: 36 months (3 years)
8	E-9 (CMSgt)	9-skill level (Note 1)	168 months (14 years) (Note 3) STEP II: 204 Months (17 years)	24 months (2 years)	Associate's or higher level degree from a nationally or regionally accredited academic institution (Notes 8).	24 months (2 years) STEP II: 36 months (3 years)

Notes:

1. Promotion of the State Recruiting and Retention Superintendent requires 9-skill level certification by the commander. **(T-0)**.
2. Effective 1 April 2006, any member accessed into the ANG must have 12 months' time-in-grade as an E-3 and 24 months' time-in-service to be promoted to SrA (E-4). **(T-1)**.
3. Time-in-service computations for all promotions will be based on satisfactory years of service for retirement. **(T-0)**.
4. Time-in-service/time-in-grade is computed from the date the member enters initial active duty training status. The source document for determining initial active duty training is the initial active duty training order or a completed DD Form 214, *Certificate of Release or Discharge from Active Duty*. For members having a break- in-training, their time-in-service/time-in-grade will continue during the period of break. **(T-0)**.
5. Only satisfactory years of service for retirement will be used to meet time-in-service/time-in-grade requirements. **(T-1)**.
6. This requirement applies to ANG members enlisted from other branches of the Armed Forces, regardless of the level of EPME attained during their prior service. **(T-1)**.
7. Completion of the United States Army Sergeants Major Academy, the United States Navy Senior Enlisted Academy, the United States Coast Guard Chief Petty Officers Academy, or the United States Marine Corps Staff NCO Academy is equivalent to the SNCO Academy.
8. Community College of the Air Force Degree may be in any area of study or the Civilian Associate's or higher level degree must be from a nationally or regionally accredited academic institution. Either are an option to be considered eligible for promotion to SMSgt or CMSgt. **(T-1)**.
9. Completion of initial active duty training is not applicable for promotion authorized under **paragraph 10.4**.
10. Promotion retainability is automatically waived for Wounded Warrior promotions. Skill level may be waived by TAG or CG.

10.2. ANG Promotion Ineligibility Factors. **Table 10.2** will be used to determine ineligibility for promotion. **(T-1)**.

Table 10.2. ANG Promotion Ineligibility Factors (see Note 5).

Rule	An Airman is not eligible for promotion if he or she:
1	Fails to complete or is not current on medical or dental requirements
2	Is currently waiting to attend Basic Military Training (Note 6)
3	Is currently in a break-in-training. Completed Basic Military Training, returned to their unit and are currently waiting to attend a 3-skill level awarding Technical Training School.
4	Fails to meet passing fitness requirement.
5	Is not recommended for retention by their immediate commander.
6	Is recommended for promotion and is unable or unwilling to reenlist or extend to meet retainability requirement as defined in Table 10.1 and in accordance with appropriate ANG assignment instruction, for promotion to MSgt, SMSgt or CMSgt prior to separation or retirement.
7	Has any unexcused absence for last 12 months.
8	Is undergoing administrative demotion action under Chapter 11 of this instruction.
9	Has requested voluntary retirement or separation (including joining another military component and State-to-State Transfers).
10	Is in an excess or over grade status. (Note 2)
11	Has an approved application for separation as a conscientious objector.
12	Is being considered or processed for an involuntary discharge or separation under AFI 36-3209, <i>Separation and Retirement Procedures for Air National Guard and Air Reserve Members</i> .
13	Has been convicted by court-martial and is undergoing punishment or suspended punishment imposed by courts-martial. (Note 3)
14	Is absent without leave or in deserter status.
15	Is under investigation, the subject of a military or civilian law inquiry (formal or informal) which may result in action under the Uniform Code of Military Justice or prosecution by civilian authorities. The commander may continue to withhold the promotion when the investigation or inquiry is complete, but no determination has been made as to the action the military or civilian authorities will take.
16	Is pending a military or civilian conviction.
17	Has been convicted by a civilian court (excluding minor traffic violations) or undergoing punishment, suspended punishment or sentence, probation, work release program, adverse adjudication, or any combination of these or similar court-ordered conditions. Include the period of time the Airman is on probation after serving part of a sentence or has had the sentence withheld for a period of time. The ineligibility period will equal the maximum confinement for the same or most closely related offense under the manual for courts-martial. (Notes 1 and 3)

18	Is undergoing a punishment imposed by Uniform Code of Military Justice, Article 15, Federal or State Code and will remain ineligible for at least one year from date punishment was imposed.
19	Is disqualified from a previously awarded AF specialty code for cause.
20	Is not recommended for entry into upgrade training or is withdrawn from upgrade training for failing to progress to the next higher level.
21	Has a referral on their current enlisted performance report. (Note 4)
22	Will become senior in grade to their immediate supervisor or cause a grade inversion by being promoted.
23	Is ineligible for a security clearance or clearance has been rescinded or revoked.
24	Does not meet the requirements listed in paragraph 10.1.5 or Table 10.1 of this instruction for the grade to which being considered for promotion.
25	Is not assigned to a valid Unit Manpower Document position.
26	Is not recommended for promotion by Unit Commander.

Notes:

1. Commanders can still promote a member who is on a physical profile but should use discretion. There is no restriction on the length or type of profile. Commanders should use discretion to promote members who have been convicted (civilian or military). Members in an excess status will not be promoted above the grade authorized by current fiscal year Strength Management Initiatives. (T-2).
2. Individuals pending separation or discharge, awaiting retraining, or disqualified for reasons within their control remain ineligible for promotion. Members disqualified from previously awarded AF specialty code remain will ineligible until awarded a primary AF specialty code at a skill level commensurate with current grade. (T-1).
3. Members are ineligible for promotion for one year from date of conviction (civilian or military). (T-1).
4. If the reason for a referral is because of a failed AF fitness assessment, and the member has since passed the AF fitness assessment, then the eligibility factor is at the discretion of the promotion authority.
5. If the reason for a referral report is because of not meeting AF fitness standards, but member has since passed the AF fitness assessment, then the eligibility factor is at the discretion of the promotion authority.
6. Airmen awaiting BMT may be promoted if they meet the criteria outlined in AFMAN 36-2032, Table 3.1, Rules 2, 3, 5, 6, 7, and 10 (Notes 1, 2, 4 as applicable)

10.3. ANG Position Vacancy Promotions Program.

10.3.1. Position Vacancy Promotion. For the purpose of this instruction, a position vacancy is a personnel assignment condition in which the total number of valid manpower positions in a unit (by AF specialty code and grade) does not exceed the number of personnel assigned to a unit in the same AF specialty code and grade (to include overgrade assignments in a higher grade in the same AF specialty code).

10.3.1.1. Eligibility.

10.3.1.2. Airman must meet all eligibility requirements as defined in [Table 10.1](#). (T-1).

10.3.1.3. For promotions above the grade of SSgt, a position vacancy must exist in the specific AF specialty code in the grade to which promotion is contemplated, and the individual must be the sole occupant of that valid manpower position. **(T-1)**.

10.3.2. Unit commanders will forward their recommendation through their servicing FSS no earlier than 30 days prior to the requested effective date. **(T-1)**. This allows sufficient lead-time for administrative processing for promotion recommendation.

10.4. Mandatory Promotion Requirements for promotion to Amn, A1C, and SrA while attending a lengthy Technical Training School. An AB, Amn or A1C attending a lengthy technical training school more than 139 days (Basic Military Training length not included) who has not had sufficient time or training to upgrade to the appropriate 3-skill level may be promoted while at technical training school provided all other criteria in **Table 10.1** has been met (see **Attachment 9**).

10.5. ANG STEP I Promotions Program (TSgt – MSgt). This program was developed to provide a promotion opportunity only for those highly qualified and most deserving based on demonstrated potential. ANG STEP I promotions must be reserved for a very limited number of truly outstanding and deserving members who have demonstrated potential for positions of increased responsibility. **(T-1)**. A deserving Airman promotion is not a reward for past service, nor is it authorized solely due to an Airman's attainment of the minimum eligibility requirements. This program allows members to be promoted to TSgt or MSgt without regard to the unit manpower document authorized grade. A force management plan must be in place so that promotions under the STEP I do not prevent the promotion of eligible NCOs, occupying valid vacancies, under the unit vacancy promotion program. **(T-1)**. This program does not apply to members serving on a full-time Statutory Tour. **(T-1)**.

10.5.1. Eligibility. All of the non-waiverable criteria must be met. **(T-1)**.

10.5.2. The Airman must be the sole occupant of a unit manpower document position with an authorized grade identical to their current grade. **(T-1)**. A TSgt being considered for STEP I promotion to MSgt must be the sole occupant of the TSgt position, no waivers or exceptions. **(T-1)**. The Airman must be immediately assigned to the first available compatible unit manpower document position equal to or higher to their STEP I grade that will resolve the overgrade status. **(T-1)**.

10.5.3. The Airman must be fully qualified in the duty AF specialty code to which assigned. **(T-1)**.

10.5.4. The promotion must not result in the Airman becoming senior in grade to their immediate supervisor. **(T-1)**.

10.5.5. The Airman must meet the requirements listed in **Table 10.1** in addition to those listed in **Table 10.3**. **(T-1)**. This also applies to AGR promotions under this program. **(T-1)**.

10.5.6. Airmen previously involuntarily demoted from the grade of TSgt or MSgt are not eligible for promotion under the STEP I promotion program. **(T-1)**.

10.5.7. Airmen previously promoted under this program will not be STEP I promoted to the same grade. **(T-1)**.

10.5.8. Promotions resulting from this program must be within the manning constraints of appropriate Air Force assignments instruction. **(T-1)**.

10.6. Process.

10.6.1. The ANG STEP I promotion will not to be used as a substitute for position vacancy promotions. **(T-1)**. As this promotion action will cause an overgrade assignment, commanders must have a force management plan in effect to resolve this condition by the member’s Expiration Term of Service or 36 months, whichever is less. **(T-1)**.

10.6.2. Commanders must objectively evaluate and rank order all ANG STEP I nominees so that only truly deserving Airmen are promoted. **(T-1)**.

10.6.3. Upon approval by TAG of the board recommendations, the promotion order may be published.

Table 10.3. Supplemental Mandatory Requirements for ANG STEP I Promotions.

Promotion to the grade of	Status	The minimum time-in-service is	and must have served in the ANG for a minimum time of
TSgt	Military Technician or Traditional and AGR	144 months (12 years) of Satisfactory Service for retirement 144 months (12 years) Of Satisfactory Service for retirement	24 months (2 years)
	AGR	144 months (12 years) Of Satisfactory Service for retirement	
MSgt	Military Technician or Traditional Guard	144 months (12 years) of Satisfactory Service for retirement	36 months (3 years)
	AGR	144 months (12 years) Of Satisfactory Service for retirement	

10.7. ANG STEP II Promotion Program (SMSgt - CMSgt). This program was developed to provide promotion opportunity to SMSgts and CMSgts for truly exceptional traditional guard enlisted leaders where vacant unit manpower document authorizations do not exist. **Note:** All of the non-waiverable criteria must be met. **(T-1)**. This program is based on calendar year, and each

STEP II promotion must be executed in the current calendar year in accordance with [Table 10.4](#). **(T-1)**. This program does not apply to members serving on full-time Statutory Tour. **(T-1)**.

10.7.1. Authorization. The following categories are provided regarding the authorizations for STEP II promotions per state or territory and apply to authorized positions only. Under no circumstances will the STEP II authorizations be increased based on excess assignments. **(T-1)**.

Table 10.4. ANG STEP II Promotion Program Authorizations Based on Allocations.

Category	Total Military Authorizations	STEP II Allocations
A	Up to 2,200	One E-8 and One E-9
B	2,201 to 4,000	Two E-8's and Two E-9's
C	Over 4,000	Three E-8's and Three E-9's

10.7.2. States are authorized to substitute an E-9 allocation for an E-8 allocation. Substitution of an E-8 allocation for an E-9 allocation is not authorized. **(T-1)**.

10.7.3. Eligibility. All eligible nominees must meet the following criteria in addition to the eligibility requirements set in [Table 10.1](#). **(T-1)**. Joint Force Headquarters is responsible for ensuring all members nominated and selected for promotion under STEP II are eligible.

10.7.4. STEP II promotion program is a state-controlled program and allocations do not count against each state's E-8 and or E-9 authorized billets.

10.7.5. The following assignment criteria will be used to determine eligibility for this promotion program:

10.7.5.1. Nominees must be the sole occupant of the position. **(T-1)**.

10.7.5.2. This promotion program applies to traditional guard members only. **(T-1)**. Military technicians (including Temporary Technicians) and AGR (including Occasional AGR) personnel are not eligible for promotion under STEP II. **(T-1)**.

10.7.5.3. Nominees must meet the minimum time-in-grade and time-in-service requirements and be fully qualified in their duty AF specialty code at submission. **(T-1)**.

10.7.5.4. Nominees must have completed the SNCO Academy. **(T-1)**.

10.7.5.5. The nominees will not be excess to unit requirements or become excess within the subsequent three years following promotion. **(T-1)**.

10.7.5.6. Nominees selected under STEP II cannot be promoted to a position two grades above the unit manpower document authorization. **(T-1)**.

10.7.5.7. Nominees must be within three years of qualifying for a reserve retirement at the time of submission with 17 years of satisfactory service. **(T-1)**.

10.7.5.8. Nominee must have three years of retainability prior to reaching age 60 and must agree to remain in the ANG for three years after the promotion. **(T-1)**.

10.7.5.9. Nominees must complete a statement of understanding prior to processing the promotion recommendation (see [Attachment 8](#)). (T-1).

10.7.5.10. The nominees must acknowledge that they must transfer to the retired reserve or be discharged on the third anniversary of the promotion, unless assigned to a valid unit manpower document vacancy commensurate with the member's current grade of E-8 or E-9. (T-1).

10.7.5.11. A demotion action at the completion of the three-years is not an option. (T-1). A waiver is not authorized. (T-1).

10.7.5.12. Nominees previously promoted under the STEP I or STEP II program may not be promoted again under either program. (T-1).

10.8. Process. Each State Command Chief or equivalent will develop STEP II promotion program competitive selection process that is executable and accountable. (T-1).

10.8.1. The STEP II submission package must include the following (plus any additional state requirements):

10.8.1.1. An AF Form 1206 will be used to address, in writing, each of the categories outlined in [Attachment 6](#) by the recommending authority. (T-1).

10.8.1.2. A biography on the nominee in the format at [Attachment 7](#). (T-1).

10.8.1.3. A vMPF Record Review on the nominee. (T-1).

10.8.2. It is recommended that a state use a selection panel consisting of, at a minimum, the Wing Command Chief Master Sergeants. States may conduct their boards at any time during the calendar year and hold as many boards as necessary until all allocations are filled. Unused authorizations from one year do not carry over to the next.

10.8.3. Upon approval by TAG or CG of the board recommendations, the promotion order may be published.

10.8.4. States must provide a copy of the approved promotion orders and completed NGB Form 36-11, *Statement of Understanding for Excess/Overgrade Condition*, through Case Management System for all STEP II promotions to NGB/A1PP within 20 days of the promotion effective date. (T-1).

10.8.5. NGB/A1PP will update the MilPDS with the proper overgrade code not to exceed three years from promotion effective date. (T-1).

10.9. Administrative Procedures. As a minimum, these procedures will include verification of eligibility by the Commander's Support Staff and servicing FSS, review of Unit Personnel Management Roster to identify positions being downgraded or deleted, and verification of adjusted effective manning percentage as prescribed in [Attachment 4](#). (T-1).

10.9.1. Administrative procedures for effecting the promotion of ANG Airmen will be as prescribed by TAG or CG. (T-1).

10.9.2. Dates. Promotions are effective the date of the promotion order or AF Form 2096 and will not be retroactively granted. (T-1). Every caution should be taken to prevent administrative errors. If an error and/or oversight occurs, MPF will submit a request for

correction via Case Management System to NGB/A1PP. (T-1). All requests must contain the appropriate source document to support the request for correction. (T-1).

10.9.2.1. The date of rank of an Airman promoted to a grade not previously held is the effective date of the promotion.

10.9.2.2. The date of rank of Airmen previously demoted because of a voluntary change of assignment will be adjusted upon promotion to give credit for previous time satisfactorily served in that grade. (T-1). For example, a prior MSgt who voluntarily accepted demotion to SSgt would have his or her date of rank adjusted to give credit for previous time upon promotion again to TSgt and MSgt (see AFMAN 36-2604).

10.10. Voluntary Limited Period of Active Duty Promotion Program.

10.10.1. Airmen holding the ranks of Airman through TSgt who are participating in the Voluntary Limited Period of Active Duty Program with component code "G" and maintaining restoration rights to their position in the home ANG unit are eligible for promotion.

10.10.2. Airmen in the described Voluntary Limited Period of Active Duty condition will be required to meet and fulfill all requirements in the ANG Position Vacancy Promotion Program outlined in [paragraph 8.3](#) of this instruction. (T-1).

10.10.3. Once the ANG unit has approved the promotion and published the member's promotion order, all supporting documents should be routed to AFPC/DP3SP.

10.11. Officer Training Promotion Program.

10.11.1. Promote Airmen in grades SrA and below accepted for Officer Training School (to SSgt without regard to the requirements listed in [Table 10.1](#) or unit manpower document authorization. Such promotions will be effective 1 day before departure, but no earlier than the 11th day before the established report no later than date to training. (T-1).

10.11.2. Airmen promoted prior to departure for Officer Training School who are either eliminated from the program or are not commissioned will be demoted to their previously held grade in accordance with [Chapter 11](#) of this instruction. (T-1). The date of rank will be the former date of rank, and the effective date will be the date the student status is terminated. (T-1).

10.12. Retraining Promotion Program. This program was developed to provide commanders the ability to recommend promotion for Airman who are new to the career field but have demonstrated the ability to serve in the next higher grade:

10.12.1. Eligibility.

10.12.1.1. The Airman must be the sole occupant of the position. (T-1). In addition, the overall unit manning, including the Airman, must not exceed the authorized grade ceiling. (T-1).

10.12.1.2. Airman must meet all eligibility requirements as defined in [Table 10.1](#). (T-1).

10.12.1.3. An Airman who is retraining may be promoted subject to the following conditions:

10.12.1.3.1. The Airman must currently hold the required skill level in his/her primary AF specialty code. (T-1).

10.12.1.3.2. The Airman must obtain a 3-skill level in their current duty AF specialty code prior to the promotion recommendation. **(T-1)**.

10.12.1.3.2.1. Under the unique circumstance where an Airman is unable to secure a training line number for their 3-skill level technical training school within 365 days of their assignment selection, due to the lack of availability of class seats, NGB Force Development Branch (NGB/A1D) may approve a promotion eligibility waiver to allow the Airman to be promoted in advance of being awarded the 3-skill level.

10.12.1.3.2.2. If a training line number is still not secured, and the Airman fails to obtain the required 3-skill level in the duty AF specialty code within 36 months from the date assigned, or by the time identified on the Airman's signed statement of understanding, the Airman may be either demoted or discharged.

10.12.2. Process.

10.12.2.1. Airman must be accepted by the unit commander into a valid unit manpower document position vacancy. **(T-1)**.

10.12.2.2. Airman must sign the statement of understanding (**Attachment 5**). **(T-1)**.

10.12.2.3. Unit commanders will forward their recommendation, including member's completed statement of understanding through their servicing FSS no earlier than 30 days prior to the requested effective date. **(T-1)**. This allows sufficient lead-time for administrative processing for promotion recommendation. **Note:** If promotion of a member requires an approved waiver from NGB/A1D, the unit commander should begin coordinating with the servicing FSS at least 60 days prior to the intended effective date.

10.12.2.4. Failure to Meet Requirement of Retraining Promotion Program.

10.12.2.4.1. Airmen promoted under Retraining Promotion Program will retain the grade if, for reasons beyond their control, the AF specialty code into which they have retrained is deleted (e.g., NGB Directed Unit Realignment or Reorganization, not a commander directed reassignment). **(T-1)**.

10.12.2.4.2. Airmen promoted under this provision will be demoted to the previously held grade in accordance with **Chapter 11** of this instruction under the following conditions:

10.12.2.4.2.1. The Airman voluntarily leaves the AF specialty code in which being retrained. **(T-1)**.

10.12.2.4.2.2. The Airman is involuntarily reassigned by a commander for documented or substantiated performance related reasons. **(T-1)**.

10.12.2.4.2.3. The Airman voluntarily separates or retires before attaining the required grade or skill level. **(T-1)**.

10.12.2.4.2.4. The Airman fails to obtain the required skill level by the time limit approved by the commander. **(T-1)**.

10.13. Retraining Promotion Program Due to Unit Conversion or Mandatory AF Specialty Code Conversion.

10.13.1. Eligibility.

10.13.1.1. The Airman must be the sole occupant of the position. **(T-1)**. The overall unit manning, including the Airman, must not exceed the authorized grade ceiling. **(T-1)**.

10.13.1.2. Airman must meet all eligibility requirements as defined in **Table 10.1**. **(T-1)**.

10.13.1.3. An Airman who is retraining due to unit conversion or mandatory AF specialty code conversion may be promoted subject to the following conditions:

10.13.1.3.1. The Airman must currently hold the required skill level in his/her primary AF specialty code. **(T-1)**.

10.13.1.3.2. The Airman must obtain a 3-skill level in their current duty AF specialty code prior to the promotion recommendation. **(T-1)**.

10.13.1.3.2.1. Under the unique circumstance where an Airman is unable to secure a training line number for their 3-skill level technical training school within 365 days of their assignment selection, due to the lack of availability of class seats, NGB/A1D may approve a promotion eligibility waiver to allow the Airman to be promoted in advance of being awarded the 3-skill level.

10.13.1.3.2.2. If a training line number is still not secured, and the Airman fails to obtain the required 3-skill level in the duty AF specialty code within 36 months from the date assigned, or by the time identified on the Airman's signed statement of understanding, the Airman may be either demoted or discharged.

10.13.2. Process.

10.13.2.1. The unit must have a new unit manpower document for conversion in place. **(T-1)**.

10.13.2.2. Airman must be accepted by the unit commander into a valid unit manpower document position vacancy. **(T-1)**.

10.13.2.3. The member must have a request for a 3-level Technical Training School on file. **(T-1)**.

10.13.2.4. Airman must sign the statement of understanding (**Attachment 5**). **(T-1)**.

10.13.2.5. Unit commanders will forward their recommendation, including member's completed statement of understanding and a copy of the 3-level Technical Training School request through their servicing FSS no earlier than 30 days prior to the requested effective date of promotion. **(T-1)**. This allows sufficient lead-time for administrative processing for promotion recommendation.

10.13.2.6. Failure to Meet Requirement of Retraining Promotion Program Due to Unit Conversion.

10.13.2.6.1. Airmen promoted under Retraining Promotion Program due to unit conversion will retain the grade if, for reasons beyond their control, the AF specialty

code into which they have retrained is deleted (e.g., NGB Directed Unit Realignment or Reorganization, not a commander directed reassignment). **(T-1)**.

10.13.2.6.2. Airmen promoted under this provision will be demoted to the previously held grade in accordance with **Chapter 11** of this instruction if any of the following conditions apply:

10.13.2.6.2.1. The Airman voluntarily leaves the AF specialty code in which he/she was being retrained. **(T-1)**.

10.13.2.6.2.2. The Airman is involuntarily reassigned by a commander for documented and/or substantiated performance-related reasons. **(T-1)**.

10.13.2.6.2.3. The Airman voluntarily separates or retires before attaining the required grade or skill level. **(T-1)**.

10.13.2.6.2.4. The Airman fails to obtain the required 3-skill level in the AF specialty code for which the Airman is being retrained within 36 months or the amount of time specified in the agreed upon statement of understanding. **(T-1)**.

10.14. Orders. Promotions are announced using an AF Form 2096, or composed special orders (examples in **Figure 10.1**) published by the FSS or other orders issuing authority.

Figure 10.1. Promotion Order Examples.

<p>Promotion Order for Multiple Airmen</p> <p>The following named Airmen, 162 FW, AZ ANG, Tucson IAP, AZ 86706-6028, are promoted in the AZ ANG as a Reserve of the Air Force to the grade indicated, effective date as indicated and Date of Rank as indicated. Authority: AFI 36-2502.</p> <p>TO CMSGT (E-9) SMSGT JOHN E. JONES, 000-00-0000, HQ AZ ANG, EFFECTIVE DATE: 1 JUN 09, DATE OF RANK: 1 JUN 09.</p>
<p>TO TSGT (E-6) SSGT SALLY E. SLATE, 000-00-0000, 162 CF, EFFECTIVE DATE: 1 JUN 09, DATE OF RANK: 1 JAN 07.</p>
<p>Promotion of One Enlisted Airman</p> <p>TSGT VINCENT A. PEREZ, 000-00-0000, 162 CF, AZ ANG, Tucson IAP, AZ 867066028, is promoted to MSGT (E-7) in the AZ ANG as a Reserve of the Air Force effective and with Date of Rank 1 Jun 09. Authority: AFI 36-2502.</p>

Posthumous Promotion

SSGT GLENN B. CARTER, 000-00-0000, 162 CF, AZ ANG, Tucson IAP, AZ ANG, Tucson IAP, AZ 86706-6028 is posthumously promoted to TSGT (E-6) in the AZ ANG effective 1 Jun 09, without monetary benefit. Authority: AFI 36-2502.

10.15. Ceremonies. Commanders should hold ceremonies appropriate to the grade to which the Airman has been promoted. Commanders may conduct ceremonies on the last duty day before the promotion effective date and inform the member that ceremonies do not affect pay, seniority, or entitlements.

10.16. Revocation. Promotion orders authorized by a commander without promotion authority or for a member who is later found to be ineligible for the promotion will be revoked only upon specific approval by TAG, CG, or Assistant Adjutant General for Air. **(T-1)**. In such cases, determination must be made that the facts clearly and unmistakably show the AF Form 2096 or original promotion order was without basis of authority. **(T-1)**.

The revocation order will be composed as follows: **(T-1)**.

Figure 10.2. Revocation Orders.

Paragraph____Special Order____, this headquarters_____, dated _____ approving the promotion of [(name, Social Security Number (SSN), Unit (of the Airman concerned)] has been determined by TAG of or Assistant Adjutant General for Air (State/Territory) to be without original basis of authority, is null and void, and is hereby revoked.

Chapter 11

AIR NATIONAL GUARD (ANG) ENLISTED DEMOTIONS

11.1. Program Objective.

11.1.1. Administrative demotions will not be utilized when it is more appropriate to take actions specified under applicable state military code or the Uniform Code of Military Justice. **(T-1)**.

11.1.2. Airmen who have separated cannot be demoted. **(T-1)**. Demotion actions will only be initiated to address actions, which occurred in the Airman's current term of enlistment (to include periods of extension, if applicable) except in cases where the facts and circumstances were not known by the commander until after reenlistment. **(T-1)**. If the commander has sufficient reason to initiate the demotion action, the commander will consider the entire military record in deciding whether demotion is appropriate. **(T-1)**.

11.1.3. Suspended demotions are not authorized under this instruction. Once demoted, that action reflects the member's appropriate grade and will not be suspended conditioned on future conduct. **(T-1)**.

11.1.4. Excluding cases of voluntary demotion identified in [paragraph 11.3.1](#), the demotion authority must be convinced by a preponderance of the evidence that such action is warranted. **(T-1)**. The demotion authority may consider all matters in the case that, in their judgment, have probative value and need not be influenced by the possibility that some of those matters may not be admissible in a judicial proceeding.

11.2. Authority. The unit commander may recommend the demotion of an enlisted ANG member under his/her command.

11.2.1. Unit Level Airmen. The authority to demote enlisted ANG members as Reserves of the Air Force is vested in TAG or CG of the state, district, or territory according to the policies and procedures stated herein. TAG or CG will exercise demotion authority for enlisted members serving in the grades of MSgt, SMSgt, and CMSgt. **(T-1)**. This authority may be delegated to the Assistant Adjutant General for Air.

11.2.1.1. Demotion authority for enlisted ANG members serving in the ranks of TSgt and below may be further delegated to the Wing/Group/Base commander or the commander of a geographically separated unit.

11.2.1.2. Demotion authority for enlisted ANG members serving in the ranks of TSgt and below may not be further delegated. **(T-1)**.

11.2.2. Statutory Tour Airmen. The authority to demote enlisted Statutory Tour members serving on extended active duty (10 USC § 12310) with the NGB will be the Director, Air National Guard, with the concurrence of the appropriate TAG or CG. **(T-1)**.

11.2.3. Depending on an ANG enlisted member's military status, a member reduced in grade by court martial, judicial or nonjudicial punishment under the Uniform Code of Military Justice or State Military Code, is demoted to the same grade as a Reserve of the Air Force in the Air National Guard of the United States. **(T-1)**.

11.3. Demotion Reasons.

11.3.1. Voluntary Demotions.

11.3.1.1. Voluntary Change of Assignment.

11.3.1.1.1. A voluntary change of assignment to a unit manpower document position which has a lower grade authorization than that currently held by the Airman will result in demotion to the lower unit manpower document grade. **(T-1)**. Demotions in accordance with this paragraph are affected by the guidance of demotion orders by appropriate authority. Orders affecting voluntary demotions will contain the phrase “without prejudice.” **(T-1)**. There will be no waivers or exceptions to this requirement. **(T-1)**.

11.3.1.1.2. Demotion to a lower grade resulting from a voluntary change of assignment. An Airman must acknowledge in writing that the lower military grade (state specific grade) is accepted. **(T-1)**. The demotion will not preclude subsequent promotion under **Chapter 10** of this instruction. **(T-1)**.

11.3.1.2. Completion of First Sergeant Tour for Full-Time Airmen.

11.3.1.2.1. The maximum tour length for full-time personnel serving as a first sergeant is outlined in AFI 36-2110. Upon completion of the tour as a first sergeant, the member must be reassigned to a compatible military position. **(T-1)**. When such a reassignment (either prior to or at the completion of the maximum tour) results in a demotion, that demotion will be considered voluntary. **(T-1)**.

11.3.1.2.2. The demotion order will cite this paragraph as the authority for the demotion. **(T-1)**. Orders effecting voluntary demotions will contain the phrase “without prejudice.” **(T-1)**.

11.3.1.2.3. If such reassignment is based on substandard performance, demotion would then be effective under **paragraph 11.3.2** of this instruction.

11.3.2. Involuntary Demotions.

11.3.2.1. Failure to Complete Training.

11.3.2.1.1. Airmen promoted prior to departure for Officer Training School, who fail to complete such training for any reason, will be demoted to the last grade satisfactorily held. **(T-1)**. The date of rank will be the former date of rank, and the effective date will be the date the student status is terminated. **(T-1)**.

11.3.2.1.2. Airmen promoted under Retraining Promotion Program in accordance with **Chapter 10** of this instruction, must qualify for the new AF specialty code within the time limits specified by the commander or be demoted to the last grade satisfactorily held. **(T-1)**.

11.3.2.1.3. Airmen promoted to the grade E-3 while on initial active duty training must qualify for the AF specialty code within the time limits specified or be demoted to the last grade satisfactorily held. **(T-1)**.

11.3.2.2. Failure to Attain Grade/Skill Relationship.

- 11.3.2.2.1. Demote an Airman who fails to qualify, within the time limits specified by the commander, for the award of the AF specialty code that corresponds to the grade in which enlisted. **(T-1)**. Demote the Airmen to the highest grade that corresponds to the skill level awarded at the time of enlistment. **(T-1)**.
- 11.3.2.2.2. Reclassification to a lower skill level. Demote Airmen to the highest possible grade allowed for the skills they have if, under AFI 36-2101, Chapter 2, their AF specialty is downgraded for substandard performance. **(T-1)**. As the effective date of demotion, use the date on which their skill level was downgraded. **(T-1)**.
- 11.3.2.3. Unsatisfactory Participation.
- 11.3.2.3.1. For demotion purposes only, unsatisfactory participation is defined as having six or more unexcused absences from regularly scheduled drill [four hours per regularly scheduled drill period] in any continuous 12-month period.
- 11.3.2.3.2. After six unexcused absences, the commander may send the Airman a certified memorandum (**Attachment 12**), return receipt requested, stressing the seriousness of the situation and advising that demotion action is being initiated.
- 11.3.2.3.3. The demotion will be effective as soon as practicable after the Airman receives the opportunity to exercise his or her rights as defined in the memorandum advising Airman of the intent to demote. **(T-1)**. Complete pending demotion actions prior to the administrative separation of the Airman. **(T-1)**.
- 11.3.2.4. AGR Priority Placement Program Position Declination.
- 11.3.2.4.1. In accordance with ANGI 36-101, an AGR Airman with an overgrade condition who declines a position offered under the priority placement program must be reduced in grade to the maximum grade of the unit manpower document not later than 30 workdays after the declination. **(T-2)**.
- 11.3.2.4.2. Orders effecting this reduction will contain the statement “without prejudice.” **(T-1)**.
- 11.3.2.5. Overgrade Assignment Expiration.
- 11.3.2.5.1. When an authorized period of overgrade assignment expires in accordance with the appropriate Air Force assignment instruction and no other assignment option is available, the Airman must be demoted. **(T-1)**.
- 11.3.2.5.2. Orders effecting this demotion will contain the statement “without prejudice.” **(T-1)**.
- 11.3.2.6. Failure to Fulfill Responsibilities. An Airman may be demoted if he or she fails to fulfill responsibilities prescribed in AFH 36-2618.
- 11.3.2.6.1. Substandard (Unsatisfactory) Performance.
- 11.3.2.6.2. Failure to perform assigned duties properly.
- 11.3.2.6.3. A progressively downward trend in performance. Failure to make the effort necessary to meet ANG standards of conduct and duty performance.

11.3.2.6.4. Standards. Failure to maintain standards of dress and personal appearance or military deportment see AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

11.3.2.6.5. Personal Finances. Irresponsibility in the management of personal finances.

11.3.2.7. Failure to attain and maintain fitness standards in accordance with AFMAN 36-2905. An Airman may be demoted for failure to meet the requirements in AFMAN 36-2905.

11.4. Process.

11.4.1. Notifying Airman of Impending Action. (See Attachments [11](#) and [12](#)).

11.4.1.1. After consulting with the servicing Staff Judge Advocate, the immediate commander will inform the Airman in writing of his/her intent to recommend demotion (or to demote if the unit commander is also the demotion authority), either by certified mail to the Airman's last known address (return receipt requested), or in person with the Airman immediately signing his/her receipt of acknowledgement. **(T-1)**. If the Airman does not acknowledge receipt within the specified time or if the memorandum is returned as undeliverable, the unit commander may proceed to process the demotion action. The documents provided to the Airman will include, at a minimum, the following information:

11.4.1.1.1. Specific reasons for the proposed action and applicable paragraphs of this instruction. **(T-3)**.

11.4.1.1.2. A complete summary of the supporting facts. **(T-3)**.

11.4.1.1.3. Instructions that the Airman will acknowledge receipt (in writing) immediately if the notification is personally delivered by the commander or the commander's designated representative or within fifteen calendar days of receipt of the notification by certified mail. **(T-3)**.

11.4.1.1.4. Instructions that the Airman will either concur or non-concur with the proposed action (in writing) within three duty days if he/she is an AGR or 30 calendar days from the date the notification was either personally delivered or delivered by certified mail if the Airman is a drill status guardsman. **(T-3)**.

11.4.1.1.5. An explanation that the Airman may consult with counsel before electing to concur or non-concur with a recommendation for demotion. **(T-3)**. A military lawyer will be detailed and identified by name in the initial notification memorandum. **(T-3)**. Counsel will also assist in preparing a written response by the individual if the member so elects. **(T-3)**. Expenses incurred in connection with the appearance or assistance of civilian counsel on behalf of the Airman is the responsibility of the Airman and will not be paid by the government. Airmen being considered for demotion will be offered representation by a military lawyer (within the meaning of Article 27(b)(1) of the Uniform Code of Military Justice or designated Judge Advocate under 10 USC § 827, *Detail of Trial Counsel and Defense Counsel*), different from the military counsel advising the commander. **(T-1)**.

11.4.1.1.6. An explanation that the Airman may request a personal interview with the immediate commander. If the Airman chooses to make an oral presentation, counsel may be present during the interview. **(T-1)**.

11.4.1.1.7. An explanation that the Airman, if eligible, may submit a request to retire in lieu of demotion in accordance with AFI 36-3203, at any time before publication of the demotion orders. **(T-1)**.

11.4.1.2. If the Airman non-concurs with the proposed demotion action, then he or she must decide whether to submit any documents on his or her behalf. **(T-1)**. If the decision is to submit documentation, it must be received within 20 calendar days after the date the Airman responds indicating his or her decision to non-concur with the demotion action. **(T-1)**.

11.4.1.3. Failure to respond is construed as a waiver to both the right to a personal interview before the Airman's immediate commander and representation by counsel.

11.4.2. Actions by the immediate commander after receipt of the Airman's reply or if the Airman fails to respond to the notification of intent to demote are as follows: (See [Table 11.1](#))

11.4.2.1. If the Airman concurs with the demotion action or fails to respond to the notification of intent to demote, and if the immediate commander is the demotion authority, the commander will obtain a legal review of the case file from the servicing Staff Judge Advocate. **(T-3)**.

11.4.2.1.1. If it is determined that the case file is legally sufficient for demotion the immediate commander will proceed with the demotion action. **(T-3)**. A reason for demotion that is not supported by a preponderance of the evidence may not be used as a basis for a demotion.

11.4.2.1.2. If the immediate commander is not the demotion authority, forward the package and demotion recommendation through channels to the appropriate demotion authority. **(T-3)**.

11.4.2.1.3. If the Airman non-concurs with the demotion action and submits matters or requests a personal interview, or both, the immediate commander will consider all matters presented by the Airman. **(T-1)**.

11.4.2.2. An immediate commander who is also the demotion authority will consider each and all the matters presented and then:

11.4.2.2.1. Terminate the demotion action; or **(T-1)**.

11.4.2.2.2. Proceed by requesting Staff Judge Advocate review for legal sufficiency prior to effecting the demotion. **(T-1)**.

11.4.2.2.2.1. If the Staff Judge Advocate determines the case lacks legal sufficiency, the case will be terminated. **(T-1)**.

11.4.2.2.2.2. If the Staff Judge Advocate determines there is legal sufficiency to support a finding for demotion, the immediate commander may proceed with the demotion action.

11.4.2.2.3. Proceed with executing the demotion order. The immediate commander will notify the servicing FSS in writing of decision. **(T-1)**. The Airman will be notified in writing by certified mail or by personal delivery by the immediate commander. **(T-1)**. A copy of the demotion order will be included with the notification. **(T-1)**.

11.4.2.3. An immediate commander who is not the demotion authority will consider each and all the matters presented and then either:

11.4.2.3.1. Terminate the demotion action, or; **(T-1)**.

11.4.2.3.2. Prepare a written summary of that personal interview (if any), include that summary in the case file, and forward the case file to the demotion authority with an appropriate recommendation. **(T-1)**. The immediate commander will immediately notify the Airman in writing by certified mail or by personal delivery of the decision to continue processing the demotion action or to terminate it. **(T-1)**.

Table 11.1. Commander's Action Upon Receipt of Airman's Reply.

R u l e	If commander determines Airman should	and commander is the demotion authority	then commander
1	not be demoted	yes	notifies the Airman in writing of decision, thus closing the case
2		no	endorses case through channels to the demotion authority
3	be demoted	yes	acts in accordance with paragraph 11.4.2.2.3.
4		no	endorses correspondence through channels to the demotion authority recommending lower grade that commander believes appropriate for the Airman's skill and abilities

11.4.3. Action by the Demotion Authority Who is Not the Airman's Immediate Commander:

11.4.3.1. The demotion authority will obtain a legal review from the servicing Staff Judge Advocate before rendering a final decision on the immediate commander's demotion recommendation. **(T-1)**.

11.4.3.2. The demotion authority will notify the servicing FSS in writing of the decision to concur or non-concur with the immediate commander's demotion recommendation. **(T-1)**. The FSS will notify the Airman's immediate commander of the final decision, and the immediate commander will notify the Airman by certified mail or personal delivery. **(T-1)**. A copy of the demotion order will be included with the notification. **(T-1)**.

11.4.4. Administrative Actions.

11.4.4.1. Announcing and Revoking Demotions:

11.4.4.1.1. Demotions will be announced in special orders published by the appropriate headquarters. **(T-1)**. The effective date for the demotion will be the date specified by the demotion authority. **(T-1)**.

11.4.4.1.2. Demotion orders may be revoked only with the approval of TAG or CG when it has been determined that the order was published without the proper authority. Revocation orders are published by the appropriate headquarters.

11.4.4.1.3. Instructions regarding voluntary demotions are found in [paragraph 11.3.1](#).

11.4.4.2. Notifying the Airman of an Approved Demotion Action. The demotion authority (who is not the Airman's immediate commander) will notify the Airman's servicing FSS of the decision to affect the demotion, and the FSS will notify the immediate commander. **(T-1)**. The Airman's commander will then notify the Airman in writing by certified mail or personal delivery of the decision. **(T-1)**. A copy of the demotion order will be included with the notification. **(T-1)**. If the immediate commander is not available, the next higher commander in the chain of command (up to and including the demotion authority) will notify the Airman. **(T-1)**.

11.4.4.3. Grades to Which Airman May be Demoted. See [Table 11.2](#) A reduction of three or more grades should only be used in an extraordinarily unique case when there appears to be no reasonable hope that the Airman will again exhibit the proficiency, leadership, or fitness previously possessed. In this case, commanders may consider separation or discharge action under the appropriate instruction for ANG separations and discharges.

Table 11.2. Grades to Which Airmen May be Demoted.

R u l e	If Airman is	then demotion will be to a grade no lower than
1	E-4 or higher	E-3
2	E-3	E-2
3	E-2	E-1

11.4.4.4. Date of rank will be determined in accordance with [Attachment 10](#). **(T-1)**.

JOHN A. FEDRIGO, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

(KESSLERAFB)

WILLIAM H. HUNTER, Colonel, USAF
Commander, 81st Training Wing

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

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

10 USC § 827, *Detail of Trial Counsel and Defense Counsel*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 9032, *The Air Staff General Duties*

10 USC § 10217, *Non-dual status technicians*

10 USC § 12302, *Ready Reserves*

10 USC § 12304, *Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency*

10 USC § 12310, *Reserves: for organizing, administering, etc., reserve components*

32 USC § 709, *Technicians: employment, use, status*

37 USC § 203, *Rates*

32 CFR Part 903.5, *Reserve Enlistment Procedures*

DoDI 1304.3, *Enlisted Personnel Management Plan (EPMP) Procedures*, 14 March 2006

DoDM 5400.7_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DAFMAN 48-123, *Medical Examinations and Standards*, 7 December 2020

DAFPD 36-25, *Military Promotion and Demotion*, 2 November 2018

AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 36-2010, *Junior Reserve Officer Training Corps Program*, 19 July 2018

AFI 36-2014, *Pre-Commissioning Programs*, 15 July 2019

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2406, *Officer and Enlisted Evaluations Systems*, 14 November 2019

(Added-KESSELERAFB) AFI 36-2502, *Airman Promotion/Demotion Programs*, 16 April 2021

AFI 36-2603, *Air Force Board for Correction of Military Records*, 18 September 2017

AFI 36-2608, *Military Personnel Records System*, 26 October 2015

AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018

AFI 36-2626, *Airman Retraining Program*, 20 November 2018
AFI 36-2670, *Total Force Development*, 25 June 2020
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020
AFI 36-2907, *Adverse Administrative Actions*, 22 May 2020
AFI 36-3203, *Service Retirements*, 18 September 2015
AFI 36-3204, *Procedures for Applying as a Conscientious Objector*, 6 April 2017
AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005
AFI 51-509, *Appointment to and Assumption of Command*, 14 January 2019
AFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019
AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019
AFMAN 36-2604, *Service Dates and Dates of Rank*, 28 December 2018
AFMAN 36-2664, *Personnel Assessment Program*, 16 May 2019
AFMAN 36-2905, *Air Force Physical Fitness Program*, 11 December 2020
AFMAN 65-116 V3, *Defense Joint Military Pay System (DJMS)-Reserve Component (DJMS-RC)*, 7 November 2019
ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*, 9 November 2010
ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*, 3 June 2010

Prescribed Forms

AF Form 224, *Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force*

Adopted Forms

AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*
AF Form 847, *Recommendation for Change of Publication*
AF Form 907, *Relocation Preparation Checklist*
AF Form 948, *Application for Correction/Removal of Evaluation Reports*
AF Form 973, *Request and Authorization for Change of Administrative Orders*
AF Form 1160, *Military Retirement Action*
AF Form 1206, *Nomination for Award*
AF Form 1566, *WAPS Test Verification*
AF Form 1566A, *Declination of SNCO Promotion Consideration*

AF Form 2096, *Classification/On-the-Job Training Action*

Abbreviations and Acronyms

(Added-KESSLERAFB) 81 FSS/CC—81st Force Support Squadron Commander

(Added-KESSLERAFB) 81 TRW/CC—81st Training Wing Commander

(Added-KESSLERAFB) 81 TRW/CCC—81st Training Wing Command Chief

(Added-KESSLERAFB) 81 TRW/CCCE—81st Training Wing Command Chief's Executive Assistant

(Added-KESSLERAFB) 81 TRW/JA—81st Training Wing Judge Advocate

A1C—Airman First Class

AB—Airman Basic

AF—Air Force

(Added-KESSLERAFB) AFFMS—Air Force Fitness Management System

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Personnel Directive

(Added-KESSLERAFB) AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRCRS—Air Force Reserve Command Recruiting Services

AFRC—Air Force Reserve Command

AGR—Active Guard Reserve

(Added-KESSLERAFB) AMJAMS—Automated Military Justice Analysis and Management System

AMN—Airman

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARPC—Air Reserve Personnel Center

ARPCM—Air Reserve Personnel Center Memorandum

(Added-KESSLERAFB) BTZ—Below-the-Zone

(Added-KESSLERAFB) CBB—Central Base Board

CC—Commander

CMSgt—Chief Master Sergeant

CSAF—Chief of Staff of the Air Force

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

DOD—Department of Defense

DODM—Department of Defense Manual

DRU—Direct Reporting Unit

EPME—Enlisted Professional Military Education

FOA—Field Operating Agency

FSS—Force Support Squadron

GS—General Schedule

HAF—Headquarters Air Force

(Added-KESSLERAFB) HQ—Headquarters

(Added-KESSLERAFB) HQ AFPC/DPSOE—Air Force Personnel Center, Enlisted Promotions

HQ RIO—Headquarters Individual Reservist Readiness and Integration Organization

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

MAJCOM—Major Command

MilPDS—Military Personnel Data System

MPF—Military Personnel Flight

MSgt—Master Sergeant

myPers—Air Force Personnel Services website

NCO—Non-commissioned Officer

NGB—National Guard Bureau

(Added-KESSLERAFB) NLT—No Later Than

(Added-KESSLERAFB) OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

(Added-KESSLERAFB) PIF—Personnel Information File

PRDA—Personnel Records Display Action

PSDM—Personnel Services Delivery Memorandum

RegAF—Regular Air Force

RIP—Report of Individual Personnel

(Added-KESSLERAFB) RNLT—Report Not Later Than Date

SAF—Secretary of the Air Force

SMSgt—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SSgt—Staff Sergeant

SSN—Social Security Number

STEP—Stripes For Exceptional Performers

(Added-KESSLERAFB) SURF—Single Unit Retrieval Format

TAG—The Adjutant General

TSgt—Technical Sergeant

TDY—Temporary Duty

(Added-KESSLERAFB) UIF—Unfavorable Information Folder

USAF—United States Air Force

USC—United States Code

vMPF—Virtual Military Personnel Flight

vPC—Virtual Personnel Center

WAPS—Weighted Airman Promotion System

Terms

Active Guard and Reserve (AGR)—Guard and Reserve members who are on voluntary active duty providing full-time support to Active, Guard, and Reserve component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve component.

Air Force Specialty Code—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.

Air Force Reserve (AFR)—Consists of the Ready, Standby, and Retired Reserve.

Airman—Officer or enlisted member

By-pass Specialist—An exceptionally experienced and qualified Airman deemed eligible to bypass technical training school upon completion of basic military training (seldom used), or Airmen awarded AFSCs 3N1XX and 3N2XX for whom a technical training school does not exist.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a ‘command.’ This designation is used in all Air Force organizations authorized to be led by a commander, except the US Air Force Academy, which is commanded by a superintendent, and school/academic organizations, which may be commanded by commandants.

Frocking—Early pin-on authorized according to [paragraph 7.10](#).

Military Technician (Air Reserve Component)—Federal employees of the military department who occupy technician positions under 32 USC § 709 and 10 USC § 10217.

Nonparticipating Reserve—Any position or assignment in the Reserves not allowing pay and points for all participation (Obligated Reserve, Non-Obligated Non-participating Ready Reserve, Non-Affiliated Reserve, Stipend and Special Programs).

Preponderance of the Evidence—When it is more likely than not that events have occurred as alleged, there is a preponderance of the evidence.

Report on Individual Personnel (RIP)—A computer-generated product reflecting selected MilPDS data on an individual service member.

Reserve of the Air Force—The common federal status possessed by members of the Air Reserve Component. This term is not used to identify an Air Force component or organization.

Separation—A general term including discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to an Air Reserve Component.

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

Unit Manpower Document Position—A manpower authorization appearing on a unit manpower document 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

STATEMENT OF UNDERSTANDING – PREMIER BAND

Figure A2.1. Statement of Understanding.

1. Because my rank upon entry into Premier Band is governed by AFI 36-2502 , I understand that if I no longer meet the performance standards of the band or if I voluntarily request transfer from AF specialty code 3N2X1 (3N200), I will be considered for administrative demotion or date of rank adjustment.
2. If demoted, I may be demoted to the average grade held by other Airmen with similar time-in-service in the new AF specialty code, but not below an enlisted grade previously earned under regular promotion programs. If demoted, my date of rank in the grade to which demoted will be determined by the recommendation of the Promotion Propriety Review Board with the concurrence of AF/A1PP.
3. I understand that I may not be permitted to retain any grade for which I do not meet the minimum Air Force time-in-service requirements for consideration under general promotion programs. These time-in-service requirements (contained in AFI 36-2502, Table 2.1.) are total active federal military service of 1 year for SrA, 3 years for SSgt, 5 years for TSgt, 8 years for MSgt, 11 years for SMSgt, and 14 years for CMSgt.

Member's Printed Name (Last, First, MI)	Signature	Date
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Witness' Printed Name (Last, First, MI)	Signature	Date
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Attachment 3

EPME ATTENDANCE WAIVER FOR PROMOTION

Figure A3.1. Sample Request for EPME Attendance Waiver for Promotion.

(Letterhead Required)														
MEMORANDUM FOR AFPC/DP3SP			DATE											
FROM: (Member's Unit)														
SUBJECT: Enlisted PME Attendance Waiver for Promotion, MSgt XXXXX X. XXXXX														
<p>1. I request an enlisted professional military education promotion waiver for MSgt XXXXX X. XXXXX who is unable to attend the Senior NCO Academy prior to his/her projected Senior Master Sergeant (SMSgt) promotion in accordance with Headquarters Air Force message dated 191915Z Dec 18, "Airmen must not be penalized with a promotion delay as a result of missing Professional Military Education when it is no fault of their own."</p> <p>2. MSgt XXXXX was notified of his promotion selection to SMSgt on X March XX. He/She was deferred from Senior NCO Academy class xx-x (x Xxx - x Xxx XX) to support INSERT REASON that required his/her involvement. MSgt XXXXX was deferred from the next class xx-x (x Xxx- x Xxx XX) by the AF Senior NCO Academy due to his/her medical limitations. He/She is currently scheduled to attend AF Senior NCO Academy Class xx-x (x Xxx - xx Xxx xx). The following information is provided:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>NAME</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>SSAN</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>AF Spec Code</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>CURRENT RANK/Date of Rank</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>PROJ GRADE/Date of Rank</u></th> </tr> </thead> <tbody> <tr> <td>XXXX X. XXXX</td> <td>XXX-XX-6789</td> <td>XXXXXX</td> <td>MSgt/1 Xxx XX</td> <td>SMSgt/1 Xxx XX</td> </tr> </tbody> </table> <p>3. I have reviewed SMSgt XXXXX's records and there are no other factors that disqualify him/her for promotion. Please contact me with questions at DSN XXX-XXXX or commercial at (123) XXX-XXXX.</p> <p style="text-align: right; margin-right: 100px;">XXX X. XXXX, Col, USAF Commander</p> <p>1st Ind, XX/CC</p> <p>MEMORANDUM FOR XX FSS/FSPD</p> <p>Recommend approval.</p>					<u>NAME</u>	<u>SSAN</u>	<u>AF Spec Code</u>	<u>CURRENT RANK/Date of Rank</u>	<u>PROJ GRADE/Date of Rank</u>	XXXX X. XXXX	XXX-XX-6789	XXXXXX	MSgt/1 Xxx XX	SMSgt/1 Xxx XX
<u>NAME</u>	<u>SSAN</u>	<u>AF Spec Code</u>	<u>CURRENT RANK/Date of Rank</u>	<u>PROJ GRADE/Date of Rank</u>										
XXXX X. XXXX	XXX-XX-6789	XXXXXX	MSgt/1 Xxx XX	SMSgt/1 Xxx XX										

XXX X. XXXX, Brigadier General, USAF
Commander

Attachment 4

ANG – INSTRUCTIONS FOR COMPUTING PROMOTIONS TO TSgt THROUGH CMSgt

A4.1. Use the following sample matrix table to compute the promotion opportunities for your state. The authorized and/or assigned figures below are for example only and simply demonstrate the arithmetic process. Replace these figures with current authorized and/or assigned strengths by grade in your state, wing, or unit including all overgrades and excesses. Do not count those members promoted under ANG STEP I and STEP II Promotion Programs.

Table A4.1. Sample Matrix Table to Compute the Promotion Opportunities.

Grade	Authorized	Assigned	Allowable Percentage (AFI 36-2110, Part 4)	Adjusted Effective Manning Percentages
CMSgt	10(a)	8(b)	100	80% (b divided by a)
SMSgt	17(c)	18(d)	100	96% total of b+d (26) divided by total of a+c (27)
MSgt	25(e)	30(f)	120	108% total of a+c+e (52)
TSgt	40(g)	56(h)	125	122% total of b+d+f+h+(112) divided by total of a+c+e+g (92)

A4.2. To determine if the state in this example can promote a member to MSgt, divide the total number assigned in grades MSgt, SMSgt, and CMSgt by the total authorized in grades MSgt, SMSgt, and CMSgt. In the above example, 56 divided by 52 equals 108%. Since this is below the 120% maximum allowable for MSgt, this member may be promoted. To determine if this state can promote a member to TSgt, we total the authorized and assigned figures for TSgt through CMSgt and then divide the total assigned (112) by the total authorized (92). The adjusted effective manning percentage is 122%. Since this is below the 125% maximum allowable for TSgt, this member may be promoted. These percentages must be recomputed with each promotion or demotion, each change in assigned strength, and each change in authorized strength.

Attachment 5

ANG – STATEMENT OF UNDERSTANDING: RETRAINING PROMOTION PROGRAM

Figure A5.1. Sample Statements of Understanding.

1. Sample Statement for Airman Retraining to New Career Field:

I acknowledge I must qualify for award of the AFSC skill level, which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the time limits established by the commander, I will be demoted to my previously held grade. _____(Initials)

I acknowledge if I voluntarily leave the AFSC in which I am being retrained or reassigned by my commander for performance-related reasons, or separated or retired before attaining the required grade/skill relationship, I will be demoted before separation to the previously held grade in accordance with Chapter 11 of AFI 36-2502, *Enlisted Airmen Promotion/Demotion Programs*. _____(Initials)

2. Sample Statement for First Sergeant Assignments Only (SDI 8F000):

I acknowledge I am being selected to fill a First Sergeant position, and I am being promoted under the provisions of AFI 36-2502, Chapter 10, Retraining Promotion Program, before attending the First Sergeant Academy. I understand I must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. My failure to meet this requirement will result in a demotion in accordance with Chapter 11 of AFI 36-2502, *Enlisted Airmen Promotion/Demotion Programs*. _____(Initials)

(Signature of Member / Date Signed)

Typed Name, Grade of Member

Suspense Date: _____

(Signature of Member / Date Signed)

Typed Name, Grade of Member

Attachment 6

ANG – STRIPES FOR EXCEPTIONAL PERFORMERS (SMSGT-CMSGT) [STEP II]

Figure A6.1. STEP II Promotion Program Categories to be Addressed within AF Form 1206.

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

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and their impact on the work center, subordinates, mission, and unit. Include any new initiatives or supervisory techniques developed by the member that positively impacted the work center, subordinates, mission and/or unit. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. Include awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year, etc.)

SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties (e.g., formal training, certifications, off-duty education related to primary duties, etc.). Include completion of any EPME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. List all military awards earned during the period.

BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., President of Top 3, Enlisted Dining-Out Committee, member of the Air Force Sergeants Association, Sunday School teacher, Youth Soccer Coach, etc.).

AF FORM 1206

Attachment 7

ANG – SAMPLE BIOGRAPHY

Figure A7.1. Sample Biography.

MASTER SERGEANT JOHN Q. DOE

AF Specialty Code: 2E171, Satellite, Wideband, and Telemetry Systems Craftsman

Master Sergeant John Q. Doe has been in the military for over 17 years starting with a four year tour of Active Duty in the United States Air Force in which he served in Saudi Arabia during Desert Storm. Upon completion of his Active Duty commitment, Sergeant Doe joined the Mississippi Air National Guard as a member of the 255th Air Control Squadron in Gulfport, Mississippi. He currently serves as a Satellite, Wideband, and Telemetry Systems Craftsman. Sergeant Doe was born on 11 July 1964 in Geraldine, Alabama. He attended Geraldine High School, graduating as Salutatorian for the Class of 1982. He lettered each year in football, basketball, and baseball. He served as Student Body President and was a member of the Math and Science Club. Sergeant Doe serves as a Church Council Officer for the Biloxi Baptist Church in Biloxi, Mississippi. Sergeant Doe is an active member in the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this year. His military awards include the Air Force Achievement Medal with three devices, Air Force Outstanding Unit Award with one device, Air Force Good Conduct Medal with one device, Air Reserve Forces Meritorious Service Medal with three devices, National Defense Service Medal with one device, Armed Forces Expeditionary Medal, Southwest Asia Service Medal, Global War on Terrorism Medal, Air Force Overseas Ribbon Short Tour, Air Force Longevity Service with two devices, Armed Forces Reserve Medal with one device, USAF NCO PME Graduate Ribbon, Air Force Training Ribbon, Kuwait Liberation Medal Kingdom of Saudi Arabia, Kuwaiti Liberation Medal Government of Kuwait, Mississippi Medal of Efficiency, Mississippi War Medal, and the Mississippi Longevity Ribbon with one device. Sergeant Doe has his Community College of the Air Force degree in Electronic Systems Technology and is currently working toward a Bachelor's Degree in Business Administration from the University of Southern Mississippi in Gulfport, Mississippi.

Note: Single-space the narrative portion of the biography; double-space between name and AF specialty code.

Attachment 8

ANG – STATEMENT OF UNDERSTANDING: STEP II PROMOTION NOMINEES

A8.1. The nominee prior to processing the promotion recommendation must complete this statement of understanding, and the FSS Representative must sign to verify as well. (T-1).

Figure A8.1. Statement of Understanding.

I hereby agree if I am selected for promotion to the next higher grade under the STEP II Promotion Program, I will remain a member of the (State/District/Territory) Air National Guard for three years subsequent to the date of promotion. _____(Initials)

I hereby agree and understand I must be transferred to the Retired Reserves or be discharged from the Air National Guard on the third anniversary of the promotion unless I am assigned to a valid Unit Manpower Document vacancy equal to my promotion grade. I understand demotion at the end of the three-year promotion period is not an option, and a waiver or exception to policy is not authorized. _____(Initials)

(Signature of Member / Date Signed)
Typed Name, Grade of Member

I verify this member was briefed on this date and understands the requirements of the STEP II Promotion Program.

(Signature of Representative / Date Signed)
Typed Name, Grade of FSS Representative

Attachment 9

ANG – PROMOTION CHECKLIST: LENGTHY TECHNICAL TRAINING SCHOOL

Figure A9.1. Sample Promotion Checklist.

This checklist will constitute the process of submitting a recommendation from the ANG Liaison for promotion. You must have this checklist completed by your Instructor (or Instructor Supervisor) and the Military Training Flight for a records check. When this checklist is completed, return it directly to the ANG Liaison office.

1. ANG member being considered for promotion:

Rank and Name:

Course Number:

Course Title:

Class Start Date:

Class Graduation Date:

BMT Class Start Date:

2. Member's Statement of Understanding for Promotion Consideration:

I understand as part of my promotion recommendation, I will not sew on my new grade until I receive official notification from the Air National Guard Liaison Office. _____(Initials)

I understand I will not contact my Air National Guard Unit Commander or Supervisor regarding possible promotion to the next higher grade. _____(Initials)

I understand my failure to follow the above instruction could result in my non-recommendation for promotion. _____(Initials)

(Signature of Member / Date Signed)

Typed Name, Grade of Member

3. Instructor (Instructor Supervisor):

This Airman has a grade point average of _____ over _____ blocks of instruction.

(Signature of Instructor / Date Signed)

Typed Name, Grade of Instructor

4. Military Training Leader:

This Airman is / is not a Student Leader.

This Airman has / has no behavioral problems documented or pending. (Please contact ANG Liaison.)

(Signature of MTL / Date Signed)

Typed Name, Grade of MTL

5. ANG Liaison (Initial Applicable Line):

This Airman meets all requirements _____

This Airman does not meet all requirements _____

I do / do not recommend this Airman for promotion to _____

(Signature of Liaison / Date Signed)

Typed Name, Grade of Liaison

Note: Information for “ANG Liaison Use Only” may be added to the checklist (e.g., date of records check, eligibility date, personnel accounting symbol, date ANG was notified, points of contact information, etc.)

Attachment 10

ANG – NOTIFICATION AND DATE OF RANK ADJUSTMENT REQUIREMENTS

Table A10.1. Notification and Date of Rank Adjustment Requirements.

R u l e	If the demotion is to be effected under paragraph:	the Airman's commander must formally advise the Airman of the recommendation to demote in accordance with paragraph 11.3. of this instruction. (T-1).	If affected, the Airman's date of rank is the date of the order:	If affected, the Airman's date of rank is adjusted (see Notes 1 and 2):
1	11.3.1.1.	N		X
2	11.3.1.2.	N		X
3	11.3.2.1.	Y		X
4	11.3.2.2.	Y		X
5	11.3.2.3.	Y	X	
6	11.3.2.4.	N		X
7	11.3.2.5.	N		X
8	11.3.2.6.	Y	X	
9	11.3.2.7.	Y	X	

Notes:

1. The date of rank will be adjusted to include any breaks in service. **(T-1).**
2. If demotion is to a grade not previously held by the Airman, the date of rank will be the date the member last began active service (could be initial entry on initial active duty training). **(T-1).**

Attachment 11

ANG – NOTIFICATION MEMORANDUM: DEMOTION ACTION WITHOUT PREJUDICE

A11.1. Commanders may use this attachment to make notification if required under the table in Attachment 10 and the demotion paragraphs 11.3.1.1 through 11.3.2.7 inclusive, which result in a voluntary action.

Figure A11.1. Sample Notification Memorandum for Demotion Action without Prejudice.

(Appropriate Letterhead)	Date
MEMORANDUM FOR	
FROM:	
SUBJECT: Letter of Notification of Demotion Action Recommendation without Prejudice	
1. You are hereby advised that under the provisions of AFI 36-2502, <i>Enlisted Airmen Promotion/Demotion Programs</i> , paragraph _____, I intend to recommend to (the demotion authority, organization and station of demotion authority), that you be demoted to the rank of _____ /or/ I intend to demote you to the grade of _____. This demotion action is not to be interpreted as derogatory in nature; it is a demotion action without prejudice.	
2. The specific reason for the proposed action is as follows: (COMPLETE SUMMARY)	
3. Documents that support this action are available for your review should you desire.	
4. Any personal information you furnish in response to this notification is covered by the Privacy Act of 1974.	
5. Upon receipt of this memorandum, you will acknowledge its receipt by signing the attached acknowledgement. If this memorandum was served via certified mail, you will do the same within 5 days of receipt. You must concur or non-concur with the recommended demotion, in writing, no later than the end of day roll call following the second regularly scheduled drill (4-hour period) after the acknowledgement of this memorandum. You may consult with the counsel before electing to concur or non-concur. *(Name of counsel) has been appointed to assist you. You may consult with civilian counsel at your own expense. If you do not concur with this recommendation, you may submit written matters on your behalf in response. If you choose to submit written matters, the documentation must be received within 20 calendar days after your non-concur response was submitted. You may also request a personal interview with (me) (member's immediate commander). Your counsel may appear with you. If you are eligible, you may request retirement or resignation in lieu of demotion, in accordance with AFI 36-3209, any time before the publication of the demotion orders. Failure to respond within the stated time periods will be construed as a waiver to the rights outlined herein.	
6. The time frame for completion of this demotion action is within 30 days from either the receipt of your acknowledgment or the expiration of your suspense to respond.	

Commander's Signature Block

Attachment:

1. Receipt Acknowledgment

Attachment 12

ANG – NOTIFICATION MEMORANDUM: DEMOTION ACTION WITH PREJUDICE

A12.1. This attachment applies to the reasons for demotion paragraphs **11.3.2.1** through **11.3.2.7** inclusive, which result in an involuntary action.

Figure A12.1. Sample Notification Memorandum for Demotion Action with Prejudice.

(Appropriate Letterhead)	Date
MEMORANDUM FOR	
FROM:	
SUBJECT: Letter of Notification of Involuntary Demotion Action Recommendation with Prejudice	
<p>1. You are hereby advised that under the provisions of AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, paragraph _____, I intend to recommend to (the demotion authority, organization and station of demotion authority), that you be demoted to the rank of _____ /or/ I intend to demote you to the grade of _____.</p>	
<p>2. The specific reason for the proposed action is as follows: (COMPLETE SUMMARY)</p>	
<p>3. Documents that support this action are available for your review should you desire.</p>	
<p>4. The following information required by the Privacy Act is provided for your information. AUTHORITY: 10 USC § 12310, <i>Reserves: for organizing, administering, etc., reserve components</i>. PURPOSE: You are entitled to submit statements about your case so you will have a chance to comment on the recommendation for your demotion. ROUTINE USES: The statements you submit will be used by the processing activities and demotion authority. The information in the statements will be considered in deciding whether you will be demoted. The statements will become a part of the demotion case file. If you are demoted, the case file will be kept in your Master Personnel Record permanently. It may be disclosed to any DoD component including the Department of the Air Force at base, major command, HQ USAF level, or Office of the Secretary. It may be used for other lawful purposes including litigation. DISCLOSURE IS VOLUNTARY: You are not required to submit any statement or supply personal information. If you have favorable information and do not make it available, you will deprive yourself of the help it might be.</p>	
<p>5. Upon receipt of this memorandum, you will acknowledge its receipt by signing the attached acknowledgement. If this memorandum was served via certified mail, you will do the same within 5 days of receipt. You must concur or non-concur with the recommended demotion, in writing, no later than the end of day roll call following the second regularly scheduled drill (4-hour period) after the acknowledgement of this memorandum. You may consult with the counsel before electing to concur or non-concur. **(Name of counsel) has been appointed to assist you. You may consult with civilian counsel at your own expense.</p>	
<p>6. If you concur with the proposed demotion, you will be notified in writing of the demotion authority's decision. If you do not concur with this recommendation, you may submit written</p>	

matters on your behalf in response. If you choose to submit written matters, the documentation must be received within 20 calendar days after your non-concur response was submitted. You may also request a personal interview with (me) (member's immediate commander). Your counsel may appear with you. If you are eligible, you may request retirement or resignation in lieu of demotion, in accordance with AFI 36-3209, any time before the publication of the demotion orders. Failure to respond within the stated time periods will be construed as a waiver to the rights outlined herein.

Commander's Signature Block

Attachment:

1. Receipt Acknowledgment

**Attachment 13 (Added-KESSELERAFB)
SAMPLE AF FORM 1206 NOMINATION FOR AWARD**

NOMINATION FOR AWARD										
AWARD SrA Below The Zone	CATEGORY (If Applicable) Airmen	AWARD PERIOD Apr- Jun 2017								
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/ John A. Smith		MAJCOM, FOA, OR DRU AECT								
DAFSC/DUTY TITLE 3S031/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 597-0000 & Commercial: (228) 377-0000									
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 81 FSS/FSMPD/123 Air Force R./Keesler AFB/MS/39534										
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt. Col/ Jason M. Glinks/ DSN: 597-1111 & Commercial: (228) 377-1111										
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)										
<p>JOB PERFORMANCE IN PRIMARY DUTY (6 Accomplishments)</p> <p>These bullets should describe significant accomplishments and how well the member performed assigned primary and additional duties. The information should also define the scope and level of responsibilities and the impact on the mission and unit. Look for any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Also look for details that show how the member developed or improved skills related to their primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Finally, there may also be details/results of Air Force, Major Commander (MAJCOM), and Numbered Air Force-level inspections and/or evaluations, as well as awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth).</p>										
<p>LEADERSHIP AND FOLLOWERSHIP (2 Accomplishments)</p> <p>This area should define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Look for details on that may describe efforts on how they train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Look for information on effective resource utilization efforts including time management, equipment, manpower and budget. This area should also include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.</p>										
<p>WHOLE AIRMEN CONCEPT (2 Accomplishments)</p> <p>This section should define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and how they acted as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. It should include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Any off-duty education or other personal development should also be captured; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Any other relevant training or activity that significantly enhanced the member's value as a military citizen should also be captured.</p>										
<p>Selection is based on the AF Form 1206 (75 points). When required, the board president will facilitate open discussion to resolve any ties in the final ranking order. If the matter cannot be resolved, all ties will be broken using the Board President's scoring.</p>										
<table border="1"> <thead> <tr> <th>Heading</th> <th>Point Value</th> </tr> </thead> <tbody> <tr> <td>Job Performance in Primary Duty</td> <td>1 - 45</td> </tr> <tr> <td>Leadership and Followership</td> <td>1 - 15</td> </tr> <tr> <td>Whole Airman Concept</td> <td>1 - 15</td> </tr> </tbody> </table>			Heading	Point Value	Job Performance in Primary Duty	1 - 45	Leadership and Followership	1 - 15	Whole Airman Concept	1 - 15
Heading	Point Value									
Job Performance in Primary Duty	1 - 45									
Leadership and Followership	1 - 15									
Whole Airman Concept	1 - 15									

AF FORM 1206, 20120926


PREVIOUS EDITIONS ARE OBSOLETE

FOR OFFICIAL USE ONLY (When filled in)

Added Figure A13.1. Sample AF Form 1206 Nomination for Award.

**Attachment 14 (Added-KESSELERAFB)
BTZ BOARD MEMBERS SCORESHEET**

Figure A14.1. (KESSELERAFB) BTZ Board Members Scoresheet.

81 TRW BTZ BOARD MEMBER SCORE SHEET						
BTZ CATEGORY NOMINEES	A1C Snuffy J. Smith	A1C Jane B. Doe	A1C Bruce B. Wayne	A1C Clark Kent		
1206 Package (75 Points)						
JOB PERFORMANCE IN PRIMARY DUTY 6 Accomplishment: Worth 45 points	43	44	45	45		
LEADERSHIP AND FOLLOWERSHIP 2 Accomplishment: Worth 15 points	7	9	8	10		
WHOLE AIRMAN CONCEPT 2 Accomplishment: Worth 15 points	6	8	7	10		
Face-to-face Board (25 Points)						
DRESS AND APPEARANCE Worth 7 Points	7	7	7	7		
CUSTOMS AND COURTESIES Worth 7 Points	5	7	7	7		
COMMUNICATION SKILLS Worth 7 Points	7	7	6	7		
QUESTIONS ANSWERED CORRECTLY Worth 4 points	2	3	4	3		
TOTAL	77	82	81	86		
FINAL RANKING	4	2	3	1		
Board Member: _____ Date: _____ 						

Attachment 15 (Added-KESSLERAFB)

RECORDER'S SCORE SHEET

Figure A15.1. (KESSLERAFB) Recorder's Score Sheet.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND



BTZ BOARD RECORDERS SCORE SHEET

Selection Folder Evaluation	(rank) (Last Name)	(rank) (Last Name)	(rank) (Last Name)	(rank) (Last Name)	(rank) (President)	TOTAL	STANDING
Nominee Rank Last, First Unit							
Nominee Rank Last, First Unit							
Nominee Rank Last, First Unit							
Nominee Rank Last, First Unit							
Nominee Rank Last, First Unit							
Nominee Rank Last, First Unit							

Cut off Score

Signature of Board President

Signature of Board Recorder

Board Member's Printed Name

Board Recorders Printed Name