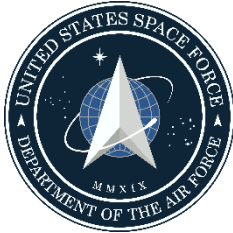


**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

SPACE FORCE INSTRUCTION 36-2502

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Personnel

**ENLISTED GUARDIAN PROMOTION
AND DEMOTION PROGRAMS**

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be supplemented at any level. The Human Resource Management Strategic Board must approve field command (FLDCOM)-level supplements prior to certification and approval. The USSF Military Force Management Division (SF/S1PP) and AFPC/DP3SP must approve supplements initiated by FLDCOM-level or below before publication. Field agencies will not publish supplements that change basic policies and procedures or merely duplicate the text of these instructions, and field agencies must obtain SF/S1PP, AFPC/DP3SP, and Air Force Departmental Publication Office, Product Development Branch (AFDPO/PPP) approval before using locally created versions of the DAF, Space Force (SPF), and Air Force (AF) Forms prescribed by this instruction. Send published copies of approved supplements to SF/S1PP and AFPC/DP3SP. The authorities to waive delta/unit level requirements in this publication are identified with a tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, **Table A10.1.**, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority; or alternately, to the requestor’s commander for non-tiered compliance items. This instruction has been developed in collaboration with the Deputy Chief of Space Operations for Human Capital (SF/S1) to outline personnel guidance for enlisted promotion and demotion programs.

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Chapter 1

GUARDIAN PROMOTION PROGRAM ELEMENTS

1.1. Roles and Responsibilities.

1.1.1. Deputy Chief of Space Operations for Human Capital (SF/S1):

1.1.1.1. Develops personnel policy and guidelines for implementation and administration of enlisted promotions and demotions.

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

1.1.1.3. USSF Inter-Service Transfer (IST) promotion policy located at Section 2.8. in this instruction. This authority may be delegated to the Associate Deputy Chief of Space Operations for Human Capital (SF/S1).

1.1.2. Air Force Personnel Center, Enlisted Promotions (AFPC/DP3SP) and Promotion Operations Section (DPMSPP). AFPC/DP3SP and DPMSPP provide guidance to the Space Force Enterprise Talent Management Office SF/S1/ETMO, FLDCOMs, field operating agencies (FOA), direct reporting units (DRU), and Military Personnel Flights (MPF). The Weighted Airman Promotion System (WAPS) promotion file is utilized to accomplish promotion selections for the Noncommissioned Officer (NCO) and Senior Noncommissioned Officer (SNCO) promotion boards for grades Sergeant (Sgt), Technical Sergeant (TSgt), Master Sergeant (MSgt), Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt). **(T-1)**

1.1.2.1. Enterprise Talent Management (SF ETMO).

1.1.2.2. Conduct post-board analysis

1.1.2.3. Briefs analysis to SF/S1.

1.1.3. FLDCOMs, FOAs, and DRUs. FLDCOMs, FOAs, and DRUs establishes a quality control program to support the enlisted promotion system.

1.1.4. Military Personnel Flight (MPF).

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

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

1.1.4.3. Ensures members 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 DAFI 51-509, *Appointment to and Assumption of Command*, promotes to grades Specialist 2 (Sp2) through Master Sergeant (MSgt). **(T-3)** 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. Deployed commanders do not exercise promotion authority.

1.2.2. The FLDCOM, FOA, or DRU commander promotes to grades SMSgt and CMSgt. This authority may be delegated to the vice commander, staff director, FLDCOM/S1, or equivalent level commander, but may not be further delegated. For unified commands, authority may be delegated to the USSF Element commander or equivalent.

1.2.3. The Chief of Space Operations (CSO) may promote any enlisted member to the next higher grade.

1.3. Announcement of Promotion Dates and Quotas. AFPC/DP3SP announces promotion dates for Sgt through CMSgt. Military Policy and Management (SF/S1P), in coordination with the Manpower, Organizations and Resources (SF/S1M), Director for Analysis (SF/S9) distributes promotion quotas based on fiscal and statutory constraints and projected funded requirement vacancies in those grades. **(T-1)**

1.4. Establishing Dates of Rank and Promotion Sequence Numbers.

1.4.1. Department of the Air Force Manual (DAFMAN) 36-2604, *Service Dates and Dates of Rank*, establishes dates of rank for Guardians entering the USSF. Subsequent promotions determine future dates of rank unless other actions take precedence.

1.4.2. AFPC/DPMSPP assigns a promotion sequence number to Guardians selected for promotion to Sgt through CMSgt based on date of rank (DOR), Total Active Federal Military Service Date (TAFMSD), and date of birth (DOB). Supplemental selects are assigned promotion sequence numbers of .9 (on increments previously announced) or .5 (unannounced future increment).

1.5. Determining Promotion Ineligibility. When individuals do not meet the dates of promotion within **Table 1.3** or are rendered ineligible for promotion, they cannot meet a promotion board or cannot be considered if they have already met a promotion board, and any projected promotion will be canceled. **(T-1)** This includes selections under the NCO and SNCO Promotion Board process for promotion to Sgt, TSgt, MSgt, SMSgt and CMSgt and fully qualified for promotion to Spc2 through Specialist 4 (Spc4). See **Table 1.1** for ineligibility reasons. A Guardian or the Guardian's unit commander may request a waiver for reasons outlined in **Table 1.1**. Requests should be limited to those extreme cases that warrant promotion eligibility. The MPF will forward fully documented waiver requests through the Guardian's delta or equivalent commander, or the promotion authority for SMSgt and CMSgt, to AFPC/DPMSPP for final decision. **(T-1)** Requests should not be used as reward for rehabilitated behavior. Any level of command may disapprove these requests and discontinue further processing.

1.6. Accepting Promotion. Guardians who accept a promotion are eligible for reassignment and selective retraining in the projected grade.

1.6.1. Selects to the grade of MSgt, SMSgt and CMSgt will sign a Promotion Statement of Understanding (PSU) in myFSS within ten duty days after selections are announced or confirmed. **(T-1) Note:** Failure to accept or acknowledge receipt of the PSU when received will result in promotion withhold and prevent the promotion from taking effect in the personnel and finance systems. Guardians that do not accept or acknowledge receipt must refer to **paragraph 1.8**. **(T-1)**

1.6.1.1. The PSU will acknowledge that MSgt and SMSgt-selects must obtain two years of service retainability and incur a two-year Active Duty Service Commitment (ADSC) 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 ADSC from the effective date of promotion to qualify for non-disability retirement. **(T-1)** Guardians who are demoted retain the ADSC 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 PSU will result in removal from the selection list. **(T-1)**

1.6.1.3. Guardians return the PSU to the AFPC Active Duty Service Commitment Management Section (AFPC/DPSTAM).

1.6.2. AFPC/DPSTAM.

1.6.2.1. Provides case to AFPC/DPMSPP to withhold the promotion of a selectee who refuses to sign or does not acknowledge receipt of the PSU. **(T-1)**

1.6.2.2. Forwards the PSU to the Automated Records Management System (AFPC/ARMS) for filing in the Guardian's electronic record. **(T-1)**

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. Guardians 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, Department of Defense identification (DoD ID) number, 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/ARMS for filing in the Guardian's electronic record. See **Table 1.1.**, Rule 13.

1.9. Enlisted Professional Military Education (EPME) Requirements. Guardians selected for promotion to the grades of Sgt, MSgt and SMSgt are not required to complete the EPME course commensurate with their rank prior to their promotion increment month. EPME is still mandatory, but it will not preclude a Guardian from promoting. Guardians must complete in-residence EPME and will attend the appropriate course when scheduled by AFPC based on scheduling priority.

1.10. Degree Requirements. Guardians 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)** Guardians must meet the education requirements outlined in **Table 2.1.**, Rule 11 for promotion consideration. **(T-1)**

1.11. Correcting Enlistment Grades. The AFPC Military Accessions Branch (AFPC/DPMLT) approves enlistment grade corrections and the AFPC Military Promotions, Evaluations and Recognition Section (AFPC/DPSTSP) updates MilPDS accordingly.

1.12. Correcting Promotion Effective Dates and Dates of Rank. AFPC/DPMSPP and AFPC/DPSTSP correct promotion effective dates due to promotion withhold actions and supplemental promotion selections through the Case Management System (CMS). Guardians may be authorized promotion effective date corrections for the following reasons: supplemental promotion selection, approved IST promotion policy located at Section 2.8. in this instruction., retainability withhold, investigation (military/civilian) withhold, and primary Space Force specialty code (PSFSC) skill level waivers. Retroactive effective date corrections are not authorized for: commander non-recommended retroactive promotion due to fitness failure. AFPC/DP3SP and AFPC/DPMSPP will determine all other retroactive effective date correction requests.

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

1.12.2. The MPF submits CMS requests on retainability withhold, investigation (military and civilian) withhold, PSFSC skill level waivers, and fitness program withholds. The MPF must include name, cycle and grade promoted to, new DOR, effective date and promotion sequence number, date commander approved promotion, and reason for promotion withhold. **(T-1)** The MPF will only submit CMS requests on supplemental promotion selections and if Guardians are within 45 days of separation. **(T-1)** AFPC/DPMSPP will process all others as referenced in **paragraph 1.12. (T-3)**

1.12.3. AFPC/DPMSPP automatically processes corrections to effective date and DOR on supplemental promotion selection.

1.13. Inter-Service Transfer (IST) promotion eligibility code correction. The Gurdian's servicing MPF will identify any disqualifying promotion eligibility codes not applicable to Guardians and will ensure the appropriate corrections are made within 120 days of extended active duty (EAD). Corrections will include but are not limited to removing the IST previous service Promotion Eligibility Status (PES) codes and codes that would render members ineligible for promotion (i.e., Air Force EPME distance learning/declined EPME, refuse primary change of station (PCS)/temporary duty (TDY), no service dates verification, records inactivated by AFPC, records inactive, incorrect branch of service codes, etc.).

Table 1.1. Determining Ineligibility for Promotion for Guardians (see Note 1).

If on or after the promotion eligibility cutoff date the Guardian is					
A	servicing in grade of TSgt through SMSgt	Yes			
B	servicing in grade of Spc4 through Sgt		Yes		
C	projected to be promoted to grade of Spc2 through Spc4			Yes	
D	projected to be promoted to the grade of Sgt and CMSgt under IST Promotions.			Yes	
and the conditions below exist, then the Guardian is ineligible for promotion during a particular cycle when they (includes meeting a promotion board, consideration if already met a board, cancellation of promotion sequence number if previously selected)					
		A	B	C	D
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 Guardian 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 DAFMAN 36-2100, <i>Military Utilization and Classification</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 (DAFI 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 DAFI 36-3211, <i>Military Separations</i> . Promotion eligibility status code K (see Note 2).	X	X	X	X
7	declines promotion consideration and has an AF Form 1566A, <i>Declination of SNCO Promotion Considerations</i> (found on the myFSS 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 member from a select list. Promotion eligibility status code N. (See paragraph 4.2.) Note: Non-recommend Guardians in the grades of Specialist 1 (Spc1) through Specialist 3 (Spc3) 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. Non-recommend Spc4 through SMSgt for pin-on, or promotion board consideration for one promotion cycle at a time. (See Note 2).	X	X	X	X
9	is absent without leave or in deserter status. Promotion eligibility status code U (see Note 2).	X	X	X	X
10	has been convicted by a civilian court or undergoing punishment (excluding minor traffic violations), suspended punishment/sentence, probation, work release program, or any combination of these or similar court-ordered conditions. Include period of time the Guardian 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 Guardians convicted and sentenced to confinement cannot be waived. The waiver authority rests with delta or equivalent level commander.)	X	X	X	X
11	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			
12	has an approved application for separation as a conscientious objector or is being involuntarily separated under DAFI 36-3211, <i>Military Separations</i> . Promotion eligibility status code V (see Note 2).	X	X	X	X
13	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		
14	is denied or not selected for reenlistment by commander. Promotion eligibility status code J (see Notes 2 and 5).	X	X	X	X

15	is pending administrative demotion action. Promotion eligibility status code H (see Note 2).	X	X	X	X
16	is disqualified from a previously awarded SFSC for cause (RI9A200 or RI9A100). Promotion eligibility status code Q. (Note: Members placed in RI9A200 [unclassified Guardians pending discharge] and RI9A100 [Guardians awaiting retraining, disqualified for reasons within control] remain ineligible for promotion until awarded a PSFSC at a skill level commensurate with current grade. Spc3 = 3-level, Spc4 = 5-level, Sgt = 7-level, TSgt = 7-level, MSgt = 7-level, SMSgt = 9-level. Promotion eligibility status code Q does not apply to Guardians serving in grades Spc1 and Spc2) (see Note 6).	X	X	X	X
17	is disqualified from a previously awarded SFSC not for cause and is awaiting discharge (RI9A300) (see Note 8).	X	X	X	X
18	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
19	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
20	has a referral report (as defined by SPFI 36-2401, <i>Guardian Evaluation Systems</i> , Grade Status Reason 3C and promotion eligibility status code R (see Note 2).	X	X	X	X
21	has a failed or non-current fitness assessment as of the promotion eligibility cutoff date for promotion to the grades of Sgt through CMSgt and as of the projected promotion date for those eligible for promotion to the grades of Spc2-Spc4. Promotion eligibility status code 3, Grade status reason 3C (see Note 9).	X	X	X	X
<p>Notes:</p> <ol style="list-style-type: none"> 1. For ineligibility of Guardians entering commissioning programs, see paragraph 4.1. 2. Guardians will not receive supplemental promotion consideration for any cycle for which they were ineligible under this rule. (T-1) If a referral performance evaluation is received, Guardians exceeding time-in-grade (TIG) or time-in-service (TIS) requirements for promotion to Spc2 through Spc4 may be promoted the day the ineligibility condition no longer exists. Reference paragraph 4.2.2.3. Guardians in grades Spc4 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 expires one-day prior to promotion eligibility cutoff date/static closeout date unless removed early by the squadron commander or equivalent once 120 days have elapsed and if no other promotion eligibility status code applies. 					

3. Spc4, Sgt, 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 the MPF changes Promotion Eligibility Status to code "X" (if no other promotion eligibility status code applies). For approved withdrawal of a 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 the PCS declination statement. For Guardians in grades Spc4 through SMSgt with a court-martial conviction, the promotion eligibility status code "F" expires 12 months from the date the sentence is adjudged or the longest period of punishment, whichever is later. Guardians in grades Spc3 and below with a court-martial conviction; promotion eligibility status code "F" applies only if the punishment is imposed and expires upon completion of the longest period of punishment. Guardians 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, Guardians 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/DPMSPP or AFPC/ DPSTSP via the CMS in cases where reinstatement applies.
6. Commanders may request waiver of promotion eligibility status code "Q." The MPF forwards approved waiver requests to AFPC/DPMSPP or AFPC/DPSTSP. **(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 consider withholding a member'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 1.2.**, Item 3. **(T-1)**

Table 1.2. Withholding Promotion for Guardians (see paragraph 4.2.4).

Item	Withhold a Guardian's promotion when they are not removed from a select or eligibility list and the Guardian is:
1	awaiting a decision on an application as a conscientious objector (DAFI 36-3211, <i>Military Separations</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 Sgt through CMSgt and has a failed fitness assessment after the promotion eligibility cutoff date or is projected for promotion to the grade of Spc2-Spc4 and most recent fitness assessment was a failure or member is noncurrent. (See Note 3).
4	under military/civilian court charges. Promotion eligibility status code D. (See Note 2).
5	under investigation (military/civilian). Promotion eligibility status code B. (See Note 2)
6	pending data verification and the record is not available. Grade status reason 2D, 2M or 2P.
7	missing source documents and AFPC cannot verify one or more promotion factors. Grade status reason 2P.
8	considered for removal for other reasons. The commander must request approval from the member's delta commander (or equivalent and AFPC/DP3SP prior to removal. (Do not use reasons of substandard behavior or performance, problems with on-the-job training, or 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 5).
10	serving in the grade of Spc4 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.

Table 1.3. Significant Dates of Promotion for Guardians.

	A	B	C	D
Rule	If the promotion is to the grade of	the cycle designation is	the promotion eligibility cutoff date is	the promotion date is
1	Spc2		N/A	the day of the month on which TIG and Promotion eligibility status requirements are met (see paragraph 2.1. or paragraph 2.2.).
2	Spc3			
3	Spc4			
4	Sgt	E-5	31 Jan	1 Sep through 1 Jul (see Note 2).
5	TSgt	E-6	31 Jan	1 Sep through 1 Jul (see Note 2).
6	MSgt	E-7	31 Jan	1 Sep through 1 Jul (see Note 2).
7	SMSgt	E-8	31 Jul	1 Jan through 1 Dec (see Note 2).
8	CMSgt	E-9	31 Jul	1 Jan through 1 Dec (see Note 2).
<p>Note:</p> <p>1. 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 the date their promotion sequence number is incremented. (T-1) The Guardian’s DOR will equal the first day of the last month of the normal promotion cycle. (T-1) Those Guardians promoted beyond a normal cycle are not entitled to apply for correction of military records under the provisions of SPFI 36-2401, <i>Guardian Evaluation Systems</i>, to have their effective DOR retroactively adjusted to their DOR.</p> <p>2. Promotion cycle increment months may be accelerated at the discretion of the SF/S1 if there are no budget constraints or other unforeseen actions that delays acceleration. (T-1)</p>				

Chapter 2

GUARDIAN PROMOTIONS TO GRADES SPC2 THROUGH CMSGT

2.1. Specialist 2 and Specialist 3 Promotions (see Table 1.3.).

2.1.1. A Spc1 is fully qualified for promotion to Spc2 at six months' TIG. A Spc2 is fully qualified for promotion to Spc3 at ten months' TIG.

2.1.2. Initial six-year enlistees are promoted from Spc1 or Spc2 to Spc3 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. If the training for all schools is less than 20 weeks (more than one technical training), Guardians are not considered eligible for promotion until all training has been accomplished. The DOR for Spc3 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 Guardian assumes the grade. **(T-1)**

2.2. Specialist 4 Promotions (see Table 1.3.).

2.2.1. Fully qualified Guardians are promoted to Spc4 upon meeting minimum requirements in **Table 2.1**, when recommended by the promotion authority in writing, and have completed 36 months' TIS and 20 months' TIG or 28 months' TIG whichever occurs first.

2.2.2. In situations where a Guardian is unable to obtain their 3-skill level before the projected promotion date and the training delay was due to no fault of the Guardian, the squadron commander or equivalent must ensure retroactive promotion is requested through the MPF upon the Guardian obtaining their 3-skill level. **(T-3)** (See **paragraph 1.12.**). This update will be made by the Force Management office at Base-level and submitted to the MPF, through CMS, for approval.

2.3. Spc4 Below-The-Zone Promotion Program.

2.3.1. Spc4 below-the-zone is a one-time promotion consideration to advance to Spc4 six months prior to the minimum requirements listed in **paragraph 2.2.1** above. Spc3s will compete for below-the-zone consideration amongst their Spc3 peers only. All other guidance as instructed in paragraphs **2.3.1 through 2.5.4** remains firm. The host delta commander or equivalent commander establishes written administrative procedures identifying small units serviced by their delta and may do so for large units if desired. Procedures must include method of nominating, number of nominations, timetable to complete required actions, board composition, areas to be considered, scoring scale, announcing selections, and any other required actions necessary to ensure all eligible Guardians receive fair, equitable, and timely below-the-zone consideration. **(T-1)** In-person below-the-zone promotion boards are authorized but not mandatory. **(T-1)** Guardians 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 Guardian is meeting a large unit (seven or more eligible) or central board. **(T-2)**

2.3.1.2. DAF Form 1206, *Nomination for Award*, is required for all Spc3s being nominated to the central board.

2.3.2. Guardians are identified during the processing month (see [Table 2.6](#)). If a Guardian is identified as eligible during the first processing month and later becomes ineligible, the member will remain eligible for the purpose of below-the-zone quotas only. (T-1) Spc4 below-the-zone promotion selections are made during the months indicated in [Table 2.6](#).

2.3.3. Guardians must be considered by the losing unit if their report no later than date is the 1st day of the first processing month or later. (T-1)

2.3.4. Commanders must verify only the TIG and TIS eligibility of each member for the current quarter. Do not consider normal promotion ineligibility conditions. This will ensure only those meeting the TIG and TIS requirements are considered and prevent someone from being considered more than once. Remove any names of those who do not meet or exceed the current quarter TIG and TIS requirements. For members not considered during the quarter in which they met TIG and TIS eligibility and are recommended by the commander, request supplemental below-the-zone consideration.

2.3.4.1. Host delta commander or equivalent commander, with seven or more eligible students (i.e., technical training locations, etc.) earn a quota (central 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. If the request is not approved or there are less than seven eligible students, they will be considered at the central board since they contribute to the quota authorization. (T-3)

2.3.4.2. Guardians eliminated from United States Air Force Academy who were given credit towards their DOR (DOR is prior to the effective date), are ineligible for below-the-zone consideration. If the members were not given credit towards their DOR (DOR and effective dates are the same), they are eligible for below-the-zone consideration.

2.3.4.3. Verify below-the-zone eligibility of all Spc3s departing PCS and prepare a below-the-zone selection folder. Selection folders should be prepared for Guardians departing prior to the first processing month for the below-the-zone quarter they are TIG/TIS eligible and whose report not later than date is the first day of the first processing month or later.

2.3.5. Spc4 below-the-zone quotas are based on the total TIG and TIS eligible population for the quarter. Large units (seven or more eligible) are excluded from the eligible population when calculating the central board quotas. Distribute central board quotas based on 15 percent of eligibles “round up” (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions). Obtain host delta commander or equivalent approval for central board quota. The host delta commander or equivalent 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 delta) 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).

2.3.5.2. 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 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 delta is authorized to hold a central 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 delta population, the delta 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 delta commander or equivalent establishes written procedures, commanders of large units will establish written selection procedures that ensure the Spc4 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)**

2.3.7. Small units are combined into one pool of eligibles to form the central board population. The delta 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)**

2.4. Central Board Process.

2.4.1. Units will consider all members meeting TIS and TIG 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 members 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 delta will verify eligibility of Spc3s departing PCS (determine the quarter the member is eligible) and ensure a below-the-zone selection folder is prepared prior to PCS departure. **(T-1)** When a selection folder is not prepared prior to a member's PCS departure, the gaining delta and unit must make every effort to obtain a copy of the member's DAF Form 1206 and decoration citations. **(T-1)**

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

2.4.2. The host delta commander or equivalent will establish board procedures for the central board (see [paragraph 2.3.1](#) and [paragraph 2.3.7](#)). **(T-3)**

2.4.2.1. Host delta commander or equivalent will require all units under the delta to nominate to the central 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 board; unless they request to meet the central board and the host delta commander or equivalent allows them to compete at the central board. **(T-3)**

2.4.2.2. After the central 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/non-select status), and cutoff score. **(T-1)** The board president and board recorder must sign the report, and the host delta commander or equivalent must approve. **(T-1)** If the host delta commander or equivalent is the board president; then only one signature is necessary. **(T-1)**

2.4.3. If a Guardian 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 Guardian and adjust selections accordingly. **(T-3)** The central 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. Spc4 below-the-zone promotions cannot be placed in withhold. Projected promotions must be removed for any quality indicators listed in [Table 1.1](#). **(T-1)** If extenuating circumstances exist, request reinstatement in accordance with the Spc4 below-the-zone Promotion Program. If the first alternate's Spc4 below-the-zone DOR has already passed, they will receive the original below-the-zone DOR and an effective date of unit commander approval. **(T-1)** MPF assists the Guardian 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 Spc4 below-the-zone promotions upon receipt of selections in MilPDS.

2.5. Supplemental Below-The-Zone Consideration.

2.5.1. Unit commanders may request supplemental below-the-zone consideration for members 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 delta for consideration. **(T-3)**

2.5.2. Supplemental promotion 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 (PRDA) record.

2.5.2.3. Below-the-zone eligibility listing not returned to the MPF or members 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. Sgt, TSgt, MSgt, SMSgt, and CMSgt Promotions -see Tables 2.5 and Table 2.6. Guardians compete, and are selected for promotion to Sgt, TSgt, MSgt, SMSgt and CMSgt in their Controlled Space Force specialty code (CSFSC), as of promotion eligibility cutoff date. Members with a reporting indicator or special duty indicator designated as their CSFSC on the promotion eligibility cutoff date will compete within that reporting indicator or special duty indicator. Sgt-CMSgt promotions are accomplished via a central board. **(T-1)**

2.6.1. SF/S1.

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

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

2.6.1.3. Approves formal board charge annually and reviews feedback from board presidents.

2.6.1.4. Approves and provides promotion allocation rates to AFPC/DP3SP and AFPC/DPMSPP for application to each SFSC. SF/S1P, in coordination with SF/S9, SF/S1M, and Deputy Assistant Secretary for Budget (SAF/FM), distributes promotion quotas based on fiscal and statutory constraints and projected funded requirement vacancies.

2.6.2. AFPC/CC.

2.6.2.1. Convenes the NCO and senior NCO promotion board. **(T-1)**

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

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

2.6.3. AFPC/DP3SP, AFPC/DPMSPP, and AFPC/DPSTSP.

2.6.3.1. Uses the promotion master file to rank Guardians in order of merit within SFSC using the promotion board score (270 to 450 points) **(Table 2.3.** or **Table 2.4).** **(T-1)**

2.6.3.2. Applies the quota to each promotion SFSC, with the highest scores in each SFSC selected. **(T-1)**

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

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

2.6.3.5. When possible AFPC/DPMSPP 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 Guardian is notified of the error in writing and directed not to assume the new grade until AFPC/DPSTSP or AFPC/DPMSPP confirms the selection status. **(T-1)**

2.6.3.6. Approves senior rater and public release dates.

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

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

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

2.6.5. Force Support Squadron (FSS).

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

2.6.5.2. Instructs Guardians to review their record in PRDA and obtain and review their Enlisted Promotion Record Review record along with their post-board score notice on the virtual Military Personnel Flight (vMPF) to verify the data used in the promotion process. **(T-3)**

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

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

2.6.5.5. Monitors and resolves non-weighable conditions or “data errors” before the window begins as outlined in this instruction. **(T-3)**

2.6.6. Unit Commanders.

2.6.6.1. Advise selects that promotions are tentative pending completion of data verification by AFPC/DPSTSP and AFPC/DPMSPP as outlined above. **(T-3)**

2.6.6.2. Advise Guardians not to assume the next higher grade if missing or erroneous data is discovered during data verification. **(T-3)**

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

2.6.6.4. Commanders may request a Guardian’s score from the Guardian and use it as a counseling tool. **(T-1)** Commanders will not allow further dissemination of or use of a Guardian’s score for purposes other than advisory counseling. **(T-1)**

- 2.6.6.4.1. SF/S1/ETMO will receive all promotion cycle results, to include data from AFPC/DPMSPP in advance of senior rater release on behalf of the SF/S1. The results will be used for analysis on the selects, non-select, board scores, line numbers, and demographic variables associated with those promotion eligible Guardians and only reportable to the SF/S1.
- 2.6.6.4.2. The SF/S1 will utilize board results and analysis to determine if there are trends that could inform USSF enlisted promotion policy changes.
- 2.6.7. Guardians.
- 2.6.7.1. Must meet the eligibility criteria outlined in [Table 2.1](#). (T-1)
- 2.6.7.2. Review records (selection folder) in PRDA, enlisted promotion record review on the vMPF, and report any errors to the appropriate MPF work center or agency for correction of errors prior to the promotion board cut-off window.
- 2.6.7.3. Have a performance evaluation closing out on the most recent static close-out date (SCOD). (T-1)
- 2.6.7.4. Retrieve their promotion board score notice after promotions are announced. Score notices are a means to give Guardians their relative grouping for Sgt, TSgt, MSgt, SMSgt, and CMSgt in the promotion consideration process. Scores will only be provided to, or used by, the SF/S1/ETMO, the member, and their commander (see [paragraph 2.7.6.4](#)). (T-1)

2.7. Supplemental Promotions for Sgt through CMSgt. AFPC/DPMSPP conducts in-system supplemental promotion consideration monthly after initial promotion selection and announces supplemental selection board dates for eligible Guardians. See [paragraph 1.12](#) for DOR and effective date corrections. Supplemental promotion consideration will not be granted if an error or omission appeared in a Guardian's enlisted promotion record review, PRDA, or NCO or senior NCO selection folder if an error or errors were not reported for corrective to a member's (field commend?). (T-2) Supplemental promotion consideration requests will be submitted in writing to the MPF with a Guardian's unit commander recommendation to the MPF. (T-2) MPFs will review and forward requests to AFPC/DPMSPP via the CMS. (T-2) Guardians may not request to be retained beyond an approved separation, retirement, or high year of tenure to await the outcome of a supplemental promotion board. (T-2) ISTs that transfer 120 days or more prior to the promotion board convening and miss their initial promotion board due to an ineligibility factor out of the member's control, will be eligible to request supplemental promotion board consideration if they meet the criteria outlined in [Table 2.1](#). A formal application for supplemental consideration will be required. Ineligibility factors include errors due to IST transfer records or data unable to be verified or corrected. This does not apply to missing evaluations and decorations, reference [Table 2.5](#).

- 2.7.1. A separate written request is not required when a member has indicated his or her desire to apply for supplemental promotion consideration in conjunction with the performance evaluation appeal process or when the SCOD performance evaluation is missing from the Guardian's PRDA 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)

2.7.2. A supplemental request based on a missing decoration must have a closeout date on or before promotion eligibility cutoff date and must be signed (Given Under My Hand) by the commander, dated before the cycle's public release date. **(T-1) Note:** Supplemental requests are not authorized if the citation or order was filed or if the decoration was listed on the brief used by the board.

2.7.3. Spc4 through CMSgt Supplemental Procedures. Except for supplemental promotion consideration in the case of a SCOD performance evaluation not received in time for the initial promotion board, there are no automatic approvals for supplemental promotion consideration. **Table 2.5** is used to determine whether a request for supplemental promotion consideration is authorized, and if so, whether mandatory scoring is required. Decision for approval of supplemental promotion consideration requests rests with the AFBCMR or AFPC/DPMSPP.

2.7.3.1. Spc4, Sgt, TSgt, MSgts, and SMSgt meeting one of the reasons in **Table 2.5** will receive supplemental selection board consideration, if approved in accordance with **Chapter 3. (T-1)**

2.7.3.2. Supplemental board consideration is not necessary when corrected data increases a Guardian's weighted factor score and the revised total revised promotion score is at or above the cutoff needed for selection. In such cases, Guardians become selects without supplemental board evaluation.

2.7.3.3. 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)**

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

2.7.4. Score notices are not provided for Guardians who receive supplemental board consideration to Sgt, TSgt, MSgt, SMSgt, and CMSgt, unless they are rendered a select. Non-selects will receive an automated notification of their standing.

2.7.5. Supplemental Processing Instructions.

2.7.5.1. Members supplementally selected for promotion to the grades of Sgt through CMSgt receive promotion sequence numbers of .9 (on increments previously announced) or .5 (unannounced future increment).

2.7.5.2. Members 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)**

2.7.5.3. Force Support Squadron (FSS).

2.7.5.3.1. 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 the 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.

- 2.7.5.3.2. Instructs commanders to make a written promotion recommendation. (T-3)
- 2.7.5.4. The Unit Commander.
 - 2.7.5.4.1. 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)
 - 2.7.5.4.2. 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)
 - 2.7.5.4.3. AFPC/DPMSPP will grant a retroactive effective date correction to match a Guardian's DOR in accordance with [paragraph 1.12](#). (T-1)

2.8. Inter-Service Transfer (IST) Promotions.

- 2.8.1. The USSF will honor enlisted IST promotions from the United States (U.S.) Air Force, U.S. Army, U.S. Marine Corps, and the U.S. Navy in the format of an official memorandum. The approval authority for the memorandum is SF/S1, with delegation to the SF/S1 Deputy. (T-1)
 - 2.8.1.1. Guardians with an approved memorandum will have a DOR effective the date they would have promoted in their losing service.
 - 2.8.1.2. The Guardian's DOR cannot be backdated prior to EAD into the USSF.
- 2.8.2. Guardians who meet promotion eligibility requirements and EAD 120 calendar days or more prior to their respective USSF promotion board convening are eligible for and will meet the USSF promotion board. (T-1)
 - 2.8.2.1. The USSF will honor enlisted IST promotions that are effective 60 calendar days or more prior to their respective USSF promotion board convening. If a Guardians' losing service selects them for promotion with less than 60 calendar days from their respective USSF promotion board convening the USSF will not honor the IST promotion.
 - 2.8.2.2. Guardians who EAD with less than 120 calendar days from their respective USSF promotion board convening are not eligible for USSF promotion consideration during that promotion cycle. The Guardian will retain their losing service promotion status and the USSF will honor their IST promotion if selected within one year of transfer, is more than 60 calendar days from their respective USSF promotion board, and the member has not met a USSF promotion board. Guardians who meet their respective USSF promotion boards are no longer eligible to request consideration to honor an IST promotion.
- 2.8.3. Eligible Guardian ISTs must provide their official losing service documentation of selection within 120 calendar days from their respective USSF promotion board convening. The IST package will be submitted through the Guardian's chain of command to the FLDCOM/S1 for FLDCOM/CC coordination and routed to SF/S1/ETMO for processing and SF/S1 approval. Processing procedures can be found are available on the Air Force Personnel Service (myFSS) website in the USSF IST Enlisted Promotions Inter-Service Transfer Guidelines for the official memorandum. Upon approval the case will be forwarded to AFPC/DPSTSP via CMS for update, Case Type "USSF Enlisted Promotions IST request".

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 SF 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 following mandatory education is complete (see Note 9)	Then
1	Spc4 (see paragraph 2.2.) (See Note 12)	3-level (See Note 4)	not applicable (See paragraph 2.2.1. for requirements)		the Guardian is eligible for promotion if recommended in writing, by the promotion authority.
2	Sgt (see paragraph 2.7.) (See Note 12)	5-level (See Note 5)	6 months	See Note 9	He or she must serve in the USSF in enlisted status as of the promotion eligibility cutoff date, serving continuous until the effective date of promotion, and is not
3	TSgt (see paragraph 2.7.) (See Note 12)	7-level (See Note 5)	24 months		in a condition listed under Table 1.1. on or after the promotion eligibility cutoff date.
4	MSgt (see paragraph 2.7.) (See Note 12)	7-level (See Note 5)	25 months	See Note 9	(T-1) The member must be in promotion eligibility status code X on the effective date of promotion (See Note 8). (T-1)
5	SMSgt (See paragraph 2.7.) (see Note 7) (See Note 12)	7-level (See Note 5)	17 months	Any Associates or higher Degree from any regionally or nationally accredited academic institution (see Notes 10 and 11)	

6	CMSgt (See paragraph 2.7.) (see Note 7) (See Note 12)	9-level (See Note 5)	24 months	Any Associate or higher degree from a regionally or nationally accredited academic institution (see Notes 9, 10, and 11)	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Use this table to determine the standard minimum eligibility requirements for promotion consideration, in conjunction with any additional guidance promulgated by Headquarters (HQ) USSF may announce additional eligibility requirements. The member must serve in the USSF and remain on continuous active duty as of the promotion eligibility cutoff date. (T-1) 2. The high year of tenure policy applicable as of the promotion eligibility cutoff date may affect promotion eligibility in grades Spc4 and above. 3. Guardians are eligible for USSF promotion consideration if they are United States Air Force Academy disenrolled cadets who enlisted in the USSF component and EAD date is on or before promotion eligibility cutoff date. 4. Spc3s must meet skill level requirements by the effective date of promotion for Spc4. (T-1) However, an Spc3 in lengthy tech school training, or in a hardship situation, who does not possess the minimum required PSFSC can be granted a skill level waiver to promote to Spc4 if the squadron commander or equivalent submits a request for skill level waiver stating the extenuating circumstances (e.g., awaiting training, medical delays, etc.) to AFPC/DPMSPP. (T-1) 5. Spc4 – SMSgts must meet skill level requirements by the promotion eligibility cutoff date for Sgt – CMSgt, except for those members in promotion eligibility status code “Q” or Spc4 – SMSgts ISTs within 24 months of EAD and non-prior service Honor Guardsman within 48 months of EAD (Table 2.2., Rule 6) (T-1) Sgts compete for promotion to TSgt if they have a 5-skill level as of the 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 for promotion consideration unless they have entered their respective USSF retraining course. 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 for promotion. Guardians promoted with a PSFSC waiver who fail to obtain or maintain grade skill relationship as outlined in **Chapter 6** will be demoted. **(T-1)**

6. Guardians demoted to Spc4, Sgt, or TSgt will not have their high year of tenure adjusted to make them eligible to compete for promotion. **(T-1)** Guardians who are demoted past their high year of tenure for that grade will not be afforded an opportunity to be considered for promotion. **(T-1)** If demoted, a Guardian's high year of tenure will be adjusted in accordance with DAFI 36-3211 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)** Guardians 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 Guardian completes the required enlisted service. This applies if the select had a sequence number in an earlier promotion increment; however, if the Guardian meets the required enlisted service on the first day of the month, the DOR 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 Guardian's TDY unit informs the MPF servicing the Guardian's unit of assignment. **(T-3)**

9. Guardians are not required to complete the EPME course commensurate with their rank in order to promote. However, EPME is still mandatory and Guardian's must attend the appropriate course when scheduled by AFPC/DP3DW based on scheduling priority.

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 associate degree or higher in any discipline. must be conferred (awarded) from a nationally or regionally accredited academic institution on or before the promotion eligibility cutoff date. **(T-1)**

12. Total Active Federal Military Service Date (TAFMSD) is removed as a promotion eligibility requirement for all USSF Guardians during the implementation period of the USSF Personnel Management Act.

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

Rule	If the Guardian does not possess the required PSFSC skill level	then a PSFSC skill level waiver is
1	and performs duties in a reporting indicator or special duty identifier	Authorized (see Note 2).
2	and is a Spc3 through SMSgt in retraining or pending retraining consideration (reporting identifier 9A000) and would have upgraded by the promotion eligibility cutoff date for promotion to Sgt through SMSgt, or the last day of the month Spc3s eligibles for Spc4 were identified, had the Guardian not retrained (see Note 3)	Authorized (see Note 2). not authorized.
3	and is a Spc4 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 Spc4 through TSgt in normal upgrade training (see Note 4)	
5	and returns to duties from a reporting identifier, special duty identifier, or another awarded SFSC to another SFSC	Authorized (see Note 2).
6	and is a Spc4 IST within 24 months of EAD or a non-prior service Honor Guardsman within 48 months of EAD.	Authorized (see Note 1 & 2).
<p>Notes:</p> <ol style="list-style-type: none"> 1. Prior service enlistees and former officers are not authorized skill level waivers, except as indicated in paragraph 6.3. (T-1) 2. Process PSFSC skill level waivers as outlined in this publication. (T-3) Non-directive supplementary program guidance may be found on myFSS and in the latest PSDG. 3. The majority of Guardians are in a retraining status (Sgt through MSgt) and promotion to SMSgt and CMSgt are routinely approved for a PSFSC skill level waiver, the promotion record is built as “eligible” during the promotion file build. However, the promotion authority may deny a Guardian promotion consideration by disapproving a PSFSC skill level waiver. 4. Guardians in upgrade training are not typically authorized a skill level waiver. However, PSFSC skill-level waivers may be granted before promotion eligibility cutoff dates when due to significant documented interruptions (beyond the Guardian’s control) in current training that prevents a Guardian from upgrading. (T-3) 		

Table 2.3. Board Score Calculation for promotion to Sgt – CMSgt with a three-member panel.

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: Guardians 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 2.4. Board Score Calculation for promotion to Sgt – CMSgt with a four-member panel.

Each of the four 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 24 (6-6-6-6)	11.25	Min. of 270
	Max. of 40 (10-10-10-10)		Max. of 450
<p>Note: Guardians 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 $9 + 8 + 8 + 9 = 34$ $34 \times 11.25 =$ 382.5 Board Score Selected for promotion through gray area resolution $382.5 + .5 = 383$ Board Score on score notice. Does not capture .5 score increase in the “gray area”</p>			

Table 2.5. Authorized Reasons to Request an NCO or Senior NCO Supplemental Promotion Board Consideration (See Note 1).

Rule	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 Brief	add, remove, or make significant change		Optional (See Note 4)
3	academic education	show academic degree completion		Optional (See Note 4)
		correct academic specialty		
		change year of completion	not authorized.	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 (members who are not eligible and not considered by original board)	delete a projected retirement that is not valid at the time board met		Mandatory (see Note 3)
	projected retirement data (Members who are eligible and considered by original board)	delete a projected retirement that was later withdrawn	not authorized.	N/A
change the projected retirement date				

6	any eligibility factor or erroneously considered in the wrong USSF specialty code	render a Guardian 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 (members 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 USSF)	authorized	Mandatory (see Note 3)
8	Duty history	Add or correct duty history data	authorized	optional

Notes:

1. Guardians who require more than the maximum board score (450 points) for selection are not authorized supplemental promotion consideration. **(T-1)**
2. Credit is given if the Guardian successfully completes the course, including any end of course examination, on or before the promotion eligibility cutoff date, even if it is not scored until after the promotion eligibility cutoff date (Headquarters Air Force files will not change, only the promotion and WAPS information retrieval files will change). **(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 a record, the panel considers the type of error, degree of impact on the promotion score, and the number of points needed for selection. Records considered by the panel considers but chooses not to rescore will be rendered non-selects. **(T-1)**

Table 2.6. Spc4 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

NONCOMMISSIONED OFFICER (NCO) AND 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 the combined Sgt, TSgt and MSgt promotion boards, combined SMSgt and CMSgt promotion boards, and the supplemental promotion boards. The NCO and SNCO evaluation and supplemental boards for the USSF are held by AFPC/PB. AFPC/PB personnel are responsible for conducting promotion boards and supplemental boards for promotions to Sgt, TSgt, 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 PB 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 a board is in session, it convenes directly for the CSO and operates under the supervision of the Board President (BP). No person will:

3.3.1. Direct a member 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, FLDCOM of assignment, and career area (when to the extent practicable). **(T-1)** Career areas, when practicable, are broken into four categories: Intel, Cyber, Space, and Space Operations Superintendent. The largest SFSCs 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 serve as board members for promotion selection boards considering those for promotion. Officers and CMSgts whose primary responsibilities in SF/S1, SF/S1/ETMO, or AFPC involve promotion policy creation, interpretation, execution, or promotion results processing may not serve as board members for promotion selection boards. **(T-1)**

3.4.1. Boards will be constructed with a BP (Brigadier General select or higher) and enough panels to allow the board reasonable time to complete its work. **(T-1)** Panels for E-5 through E-7 promotions will consist of three CMSgts or one Colonel and two CMSgts at the discretion of the SF/S1. Panels for E-8 through E-9 promotions will consist of one Colonel (current or "graduated" commander) and three CMSgts at the discretion of the SF/S1. **(T-1)**

3.4.2. SFSCs will be scored by panels with representatives from the SFSCs under consideration or from the same career area as those being evaluated. **(T-1)** All members of a SFSC will be evaluated by the same three board members. **(T-1)**

3.5. Board Member Preparation. AFPC/PB will pre-brief the BP on the board agenda, Formal Board 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 BP will read the Formal Board 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 Board 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 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 promotion 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 shall discuss it with the BP. **(T-1)** The BP 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 Guardians, limited to matters documented in the selection record. Board members may not discuss or disclose the opinion of any person not a member of the board concerning an eligible Guardian.

3.6.3. Board members are charged to identify any Guardian who, in their opinion, is Not Fully Qualified (NFQ) for advancement to the next higher grade. Board members will render the Guardian NFQ for promotion if, in their evaluation, they do not believe the Guardian has demonstrated the potential for advancement. NFQ is a mechanism designed to preclude promotion by default in small career fields; however, it should not normally be used to supplant the 6 to 10 scoring methodology with a pass-fail methodology. NFQ shall not be used as a mechanism to provide feedback to the eligible Guardian nor their chain of command.

3.6.3.1. The BP will review the record of any Guardian a panel renders NFQ. If the BP believes the record has been inconsistently scored, the BP may send the record back to the panel to conduct verification. Although a board member's rationale for determining an eligible to be NFQ is not releasable, he/she should be prepared to explain the logic behind the decision to the BP. Those individuals' half or greater of the panel believes are NFQ are identified as such in the board report and are not considered for promotion.

3.6.3.2. For those SFSC with only one Guardian eligible and that Guardian is rendered NFQ, the SFSC will be deactivated from the promotion cycle.

3.6.3.3. AFPC/PB provides a list of Guardians rendered NFQ by the board to AFPC/DPSOE. If the board determines a Guardian is NFQ based on an evaluation of the record, the Guardian is rendered ineligible for the promotion cycle.

Figure 3.1. Scoring Scale.

<u>Boards will use the following scale:</u>	
(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.” Scoring ceases 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 discuss and/or change their scores during the process of resolving the split. A “split” is resolved when the difference in scoring is 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, performance evaluation, 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)** No documents are added after the file freeze. All relevant promotion records must be updated in MilPDS and the source document loaded to the member’s ARMS by the cycle file freeze to meet the promotion board. **(T-1)** New documents will not be accepted after the SFSC “cut line” is established. **(T-1)**

3.10. Promotion Quota Computation. Prior to the board, SF/S1PP and AFPC Enlisted Promotions (AFPC/DP3SP) determines the exact number of projected promotions for each SFSC and 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 the panel initial cut lines.

3.13. Board President Quality Review. To assure consistency of scoring, the BP reviews records from each SFSC under consideration.

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

3.13.2. The purpose of the BP review is to verify records in these ranges have been scored in accordance with the Formal Board Charge and been fairly evaluated in the initial scoring. If the BP determines there is a basis to conclude records may not have been scored in accordance with the guidance, the Formal Board Charge, BP will 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 BP 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 the quality review, any records in the “gray area” will be scored. **(T-1)**

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

3.14.3. 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 is established and worked through resolution until all available promotion opportunities are filled. No further BP quality review is required during the resolution of the “gray area” **(T-1)**

3.14.4. Guardians not selected as a result of “gray area” resolution retain the original “gray area” board score; Guardians 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 and collect all notes. It is imperative that personal observations not jeopardize the credibility of the board process and that Guardians receive a consistent USSF message via official channels only.

3.16. Board Report. Board Report. All board members, recorders, and administrative assistants or support personnel will sign the board report. **(T-1)** AFPC/PB prepares board proceeding reports, handled these as Controlled Unclassified Information (CUI), under provisions of Department of Defense manual (DoDM) 5400.07 AFMAN 33-302, *Freedom of Information Act Program*, and retained for the period specified in the Air Force Records Disposition Schedule. **(T-0)** AFPC/PB provides a copy of the finalized board report to AFPC/DPMSPP for historical archive. **(T-1)** Board scores 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. AFPC/PB staff inform board members and administrative assistants that all involved with the board process they are prohibited from 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 authorized and encouraged to utilize 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 BP resolution. During a board, the BP may bring any matter to the attention of the CSO or AFPC/CC, if he or she determines that such decision is required action is necessary. An alternate board member being tasked to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph. **(T-1)** The BP 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/DPMSPP will identify a sampling of benchmark records for any future supplemental boards. **(T-1)** Provided sufficient records in each category exist, 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.

3.19.1. Consider the records of Guardians as they would have appeared to the original board, had the Guardian been properly considered, by comparing the Guardian's records with benchmark records from the original board.

3.19.2. Board Organization. Boards will be constructed with a BP (brigadier general) and at least one panel. **(T-1)** Each panel will be composed of board members from one of the three career areas; space, cyber, and intel. **(T-1)** Panels will not be confined to scoring records from specific SFSCs; they may score records from any grade and SFSC. **(T-1)** Similarly, one panel will not necessarily see all the records from a specific SFSC. Records may be presented to different panels to allow for efficient scoring during the Supplemental Board. **(T-1)**

3.19.3. Preparation. AFPC/PB will ensure all records (benchmarks and considerees) are aged to appear as they would have on the original board, except for any approved corrections.

3.19.3.1. If a Guardian's record is also one of the previously identified minus benchmark records, an alternate minus benchmark will be utilized and the Guardian's record will be compared with the remaining benchmark records. **(T-1)**

3.19.3.2. If an alternate minus benchmark is not available, the Guardian will compete against available minus benchmark records.

3.19.4. Scoring Records. All records within a specific board (year, grade, and SFSC) are scored together and compared to the benchmark records (plus and minus) to determine selection status. If more than one Guardian is competing in the same board, all records will be scored together, but each Guardian's record is compared independently with the benchmark records. **(T-1)**

3.19.4.1. Scoring is accomplished by secret ballot without benefit of discussion, unless a "split" occurs on a particular record.

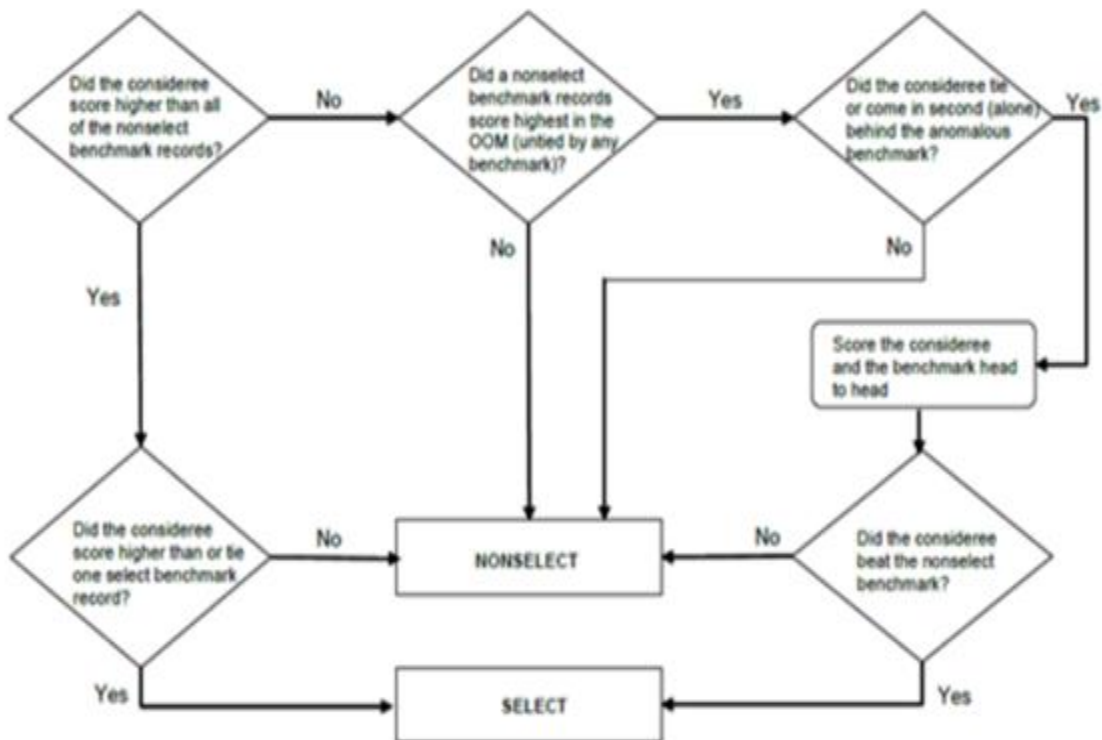
3.19.4.2. Board members are not informed which records are benchmarks and which are being considered for promotion.

3.19.4.3. Determining Select of Nonselect Status. An eligible Guardian becomes a "select" if the Guardian outcores all "minus" benchmarks and ties or outcores at least one of the "plus" benchmarks. There is no quota on supplemental boards.

3.19.4.4. Inversion. Often plus and minus benchmark records finish closely on the promotion boards, resulting in some inversion or difference in the order of merit between an original board and supplemental board. The enlisted supplemental decision tree **Figure 3.2** outlines cases and directed actions when a rescore is allowable, subject to BP approval. Anomalous Inversion is when a minus benchmark finishes highest (untied by any other benchmark) in the order of merit and the considerer either ties that minus benchmark or comes in second alone (untied with any other benchmark). In this situation, the results are considered anomalous and the decision tree at **Figure 3.2** will be used to resolve the anomaly and determine the considerer's select or non-select status. **(T-1)** If there is more than one Guardian meeting the supplemental board, decision tree is applied to each Guardian's record independently. Do not compare considerers against each other. Considerers only compete against benchmark records.

Figure 3.2. Enlisted Supplemental Decision Tree.

SSB Decision Tree (Standard Selection Methodology)



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, but are not authorized to disclose details of board proceedings, to include how board members voted, who sat on each panel, or what SFSCs they scored. In addition, they may not keep or share statistics from the board. Board members are also prohibited from discussing their personal observations of board proceedings. **Note:** The nondisclosure provisions in this instruction are consistent with and do not supersede, conflict with, or otherwise alter the 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, regulation, 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. Board procedures were developed to provide for an effective, efficient, compliant, fair, and professional board process that meets the talent objectives of the Space Force and Guardians. In many ways the enlisted selection board shares much of the officer selection board process, however, there are significant differences as enlisted promotion boards are not governed by law.

Chapter 4

GUARDIAN PROMOTION ACTIONS

4.1. Officer Training Candidates.

4.1.1. The MPF will notify Guardians of ineligibility for promotion consideration when entering a USSF commissioning program on or before the promotion eligibility cutoff date. **(T-1)**

4.1.1.1. If Guardians enter a USSF commissioning program after the promotion eligibility cutoff date but before selections are made, they will not be considered for promotion. **(T-1)** Prior service Guardians attending the United States Air Force Academy (USAFA) Preparatory School will enter with the highest grade achieved as of their date of enrollment and retain their DOR or effective DOR and promote, with pay, commensurate with their grade in accordance with either **Chapter 2, Table 1.3.** or **Chapter 8, Table 8.2,** and Title 37, United States Code (USC), Section 203 (e)(1), (2) as applicable. **(T-0)** Non-prior service Guardians attending the USAFA Preparatory School are ineligible for promotion consideration in accordance with Title 32, Code of Federal Regulations (CFR), part 903.5. **(T-0)** Under this CFR, 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 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. DOR and effective date are the date the selection authority announces the promotion. Additionally, non-prior service cadet candidates will receive automatic TIG 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 Guardians 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. (Does not apply to other commissioning or pre-commissioning sources not identified). Reference AFMAN 36-2032 for other commissioning or pre-commissioning programs not previously identified.

4.1.2.1. Promote Guardians in grades Spc4 and below to Sgt effective one day before their scheduled PCS or TDY departure date. **(T-3)**

4.1.2.2. Guardians 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 Guardian enters the commissioning program. **(T-1)**

4.1.3. For all other programs not stated in [paragraph 4.1.2](#), promote Guardians selected for commissioning or pre-commissioning programs with a promotion sequence number before entry. Do not promote Guardians with promotion sequence numbers after program entry; place memorandums in their records to show selected grade, cycle, and promotion sequence number. Prior service Guardians who are disenrolled receive their former grade and DOR with the effective date as the entered active-duty date. Second year disenrolled Guardians receive the grade determined by AFMAN 36-2604. **(T-3)**

4.1.4. Demote disenrolled Guardians to their former grades in accordance with [Chapter 6](#), and then promote them to the highest grades entitled effective the day following demotions. The DOR of the higher grades are the original DORs (DAFI 36-2614, *Pre-Commissioning Education and Training Programs*). **(T-3)**

4.1.5. Notify Guardians that 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 Guardians selected for the Airman Scholarship and Commissioning Program and enlist them into the RegSF. Guardians 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 grade, promotion sequence numbers, and cycle in the records of Guardians who have promotion sequence numbers that will increment after entry. **(T-1)** For those who do not complete the Airman Scholarship and Commissioning Program, see AFMAN 36-2604, to determine USSF duty grade and DOR.

4.1.7. Individuals selected for the Technical Degree Scholarship Program will enlist in the USSF for a period of 48 months, serve in the grade of Spc3 while completing the degree requirement, and receive basic pay and privileges of that grade. **(T-1)** These Guardians are not entitled to promotion to Spc4 or Spc4 below-the-zone consideration while completing the Technical Degree Scholarship Program academic phase.

4.1.7.1. After completion of the degree requirement, Guardians will attend Officer Training School and will be promoted to Sgt effective one (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, Guardians will be discharged from enlisted status and tendered a commission as an officer in the USSF 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 Spc3 due to prior service will require grade and service date verification to determine the appropriate grade and DOR the Guardian is entitled to. **(T-1)** Two-year enlistees with no prior service will be promoted to Spc3 with a DOR 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)** Guardians will receive a DOR equal to the 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, Guardians are authorized one promotion to Spc2 or Spc3 based on their assessed DOR per TIG requirements in [Table 2.1](#). The DOR and effective date for this one promotion is the date the Guardian entered active duty. AFPC/DPSTSP updates the one promotion via CMS. **(T-1)**

4.1.8.2. Consecutive promotions based on the accessed grade and DOR prior to the date the Guardian entered active duty are not authorized (Guardians cannot be promoted from Spc1 to Spc3). **(T-1)**

4.1.8.3. The next promotion is based on the TIG requirement in [Table 2.1](#). Guardians accessed as a Spc3s who receive an adjusted DOR will be eligible for Spc4 after 28 months' TIG but must also serve a minimum of 12 months from the date the Guardian entered active duty prior to pinning on Spc4. **(T-1)** These members will not be eligible for Spc4 below-the-zone consideration. **(T-1)** This also applies to cadets disenrolled from USAFA. **(T-1)**

4.2. Non-recommending, Deferring, and Withholding Promotions. The action may be initiated and approved by the unit commander or director of civilian led units for Guardians in grades Spc1 through TSgt. The non-recommendation, deferral, or withhold can be initiated by the unit commander, but is approved by the promotion authority for Guardians in grades MSgt and SMSgt.

4.2.1. Unit Commander Responsibilities.

4.2.1.1. Inform Guardians 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 Guardian is notified verbally prior to the effective date and written notification is followed up after the effective date of promotion, include a statement confirming the Guardian was verbally notified not to assume the higher grade prior to the effective date of promotion. For actions for Guardians in grades Spc4 through SMSgt, include the affected promotion cycle. Obtain promotion authority approval for Guardians in grades of MSgt and SMSgt. **(T-1)**

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

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

4.2.2. Non-recommending Promotion. A non-recommendation for promotion should be used when a Guardian's behavior does not adhere to established standards. Promotion reinstatement is not authorized. Promotion non-recommendation actions or ineligibility conditions are as follows:

4.2.2.1. Separate written non-recommendations are not required for Guardians otherwise ineligible according to [Table 1.1](#). (except for Rule 8), where the ineligibility condition is specifically "non-recommendation for promotion." **Note:** A promotion withhold may be considered for Guardians selected for promotion (line number) to the grades of Sgt through CMSgt who have a failed fitness test after the promotion eligibility cutoff date (see [Table 1.1](#) and [paragraph 4.2.4](#)).

4.2.2.2. Spc3s and below, ineligible for promotion under [Table 1.1](#) (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 DOR will be the date the Guardian became eligible, and the effective date will be the date of written recommendation by the commander for those exceeding TIG or TIS 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. Non-recommend Spc3s and below in monthly increments up to six months ([Table 1.1](#), Rule 8).

4.2.2.4.1. Promotion DOR 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 Spc3 upon completion of Basic Military Training and Technical Training who are non-recommended 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)**

4.2.2.4.4. Non-recommendations beyond six (6) months requires a waiver and must be submitted and approved by AFPC/DP3SP. **(T-1)**

4.2.2.4.5. Delta or equivalent level commanders may approve non-recommendations beyond six (6) months for Spc3s and below. Equivalent level commander is the first senior rater in a commander's position in the Guardian's reporting chain.

4.2.2.5. Non-recommendation for Guardians in grades Spc4 and above (for pin-on) only applies for one promotion cycle at a time. The MPF must send a copy of the non-recommendation to AFPC/DPSTS when the promotion authority (see [paragraph 1.10](#)) approves the non-recommendation 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 Guardian meets acceptable behavior or performance standards. Commanders may consider deferring a promotion for a failed fitness assessment. Deferring promotions for E-1 through E-4 are not authorized. For deferring promotion to Sgt through CMSgt:

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

4.2.3.2. Delta or equivalent level commanders may approve deferring promotion beyond three (3) months to Sgt through MSgt. Equivalent level commander is the first senior rater in a commander's position in the Guardian's reporting chain.

4.2.3.3. The promotion authority (see [paragraph 1.2](#)) 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)** DOR 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 DOR is the 1st day of the month after the deferral period ended and cannot be retroactive to what the original DOR would have 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 a Guardian 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 Guardian is withheld when possessing any of the conditions listed in **Table 1.2**. Written commander notifications that clearly state the specific withhold reason(s) are required for all conditions listed in **Table 1.2** (except systematic withholds under items 6, 7, 9, 10, and 11).

4.2.4.2. Guardians' revised DOR. The effective date is the date the commander terminates the withhold action and recommends promotion. See **paragraph 1.12** for corrections to effective dates. MPF will return memorandums not stating the specific reason(s) to commanders and reference this paragraph. **(T-1)**

4.2.4.3. Delta 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 Guardian's reporting chain. The promotion authority (see **paragraph 1.2**) approves withholding promotions to

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

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

4.3.1. The 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 1.2**. **(T-2)**

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

4.3.1.2. The effective date is the date of reinstatement approval. Guardians 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 Sgt 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 Guardians ineligible.

4.3.3. DOR and effective date for approved promotion sequence number reinstatements to grades Sgt 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/DPMSPP providing the Guardian's name, SSN, cycle, date commander-initiated reinstatement, date reinstatement was approved, and circumstances surrounding the reinstatement. **(T-1)** AFPC/DPMSPP will provide supplemental promotion consideration or update grade data in MilPDS if the Guardian was a previous select. **(T-1)**

4.3.4. A Guardian or the Guardian'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 Guardian's delta commander, or the promotion authority for SMSgt and CMSgt, to AFPC/DPMSPP for update. All levels of command may disapprove these requests and discontinue further processing. The DOR and effective date for approved reinstatements to grades Sgt through CMSgt are the 1st day of the month following the month the commander-initiated reinstatement action.

4.4. Applying for Correction of Records. Guardians who believe 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 AFBCMR (see DAFI 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

ADMINISTRATIVE DEMOTION OF GUARDIANS

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

5.1.1. The home station unit commander recommends demotion action to the demotion authority (**paragraph 5.2.**). 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)**

5.1.2. Guardians who have been separated cannot be demoted.

5.1.3. 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.

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

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

5.1.6. Do not suspend administrative demotions. The demotion authority, with administrative jurisdiction, can restore the Guardian's previous grade, if no other ineligible condition exists. If the demotion authority restores the Guardian's previous grade following the demotion, he or she must do so sometime between three (3) months and six (6) months after the effective date of the demotion. **(T-1)**

5.1.6.1. Restoring a previous grade should be an uncommon occurrence. The effective date and the DOR are the date on which the demotion authority approves the restoration in writing. In cases where the demotion reason has been removed the original DOR and effective date will be restored. **(T-1) Note:** Upon restoration, the Guardian will be reverted to the rank the Guardian held prior to demotion. For example, MSgt John Doe was demoted to Sgt. If the Guardian's grade is restored, it is restored to MSgt ONLY.

5.1.6.2. Do not revoke demotion orders. File the demotion order in the Guardian's ARMS record, along with the memorandum approving the restoration. Create a CMS case and include restoration package or memorandum and refer the case to AFPC/DPSTSP. **(T-1)**

5.1.6.3. Initiating restoration beyond 6 months after the effective date of demotion will require a waiver. 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. The MPF will forward fully documented waiver requests initiated by the demotion authority through the Guardian's delta commander with coordination from the legal office (if they are not the demotion authority) to AFPC/DP3SP for final decision by SF/S1P. All levels of command may disapprove these requests and discontinue further processing.

5.2. Who Can Demote.

5.2.1. The first Colonel on G-Series orders or equivalent level commander may demote MSGts and below. Equivalent level commander is defined as a senior officer in the grade of Colonel within the member's supervisory chain. Note: Higher levels of command may also demote, but the first Colonel on G-Series orders is the lowest level of authority.

5.2.2. The FLDCOM/FOA/DRU commander may demote those in the grades of SMSgt and CMSgt. This demotion authority may be delegated no lower than the FLDCOM vice commander, Deputy Chief of Space Operations for Human Capital, or equivalent level commanders.

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

5.2.3.1. In the case of delegated authority to an equivalent commander, the appellate authority will be the FLDCOM/FOA/DRU commander. **(T-1)**

5.2.3.2. The Vice Chief of Staff of the USSF serves as the appellate authority in cases in which:

5.2.3.2.1. The FLDCOM/FOA/DRU commander demotes Guardian from the rank of SMSgt or CMSgt.

5.2.3.2.2. The Senior USSF Officer or USSF Element commander for the headquarters staff of a unified command demotes Guardian from the rank of SMSgt or CMSgt.

5.2.3.2.3. The Senior USSF Officer or USSF Element commander of an activity outside the USSF demotes a Guardian from the rank of SMSgt or CMSgt.

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

5.3. Reasons to Demote.

5.3.1. Student Status Termination. Guardians 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.

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

5.3.1.2. Delay the demotion when a Guardian would lose the 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 Guardian arrives at the new duty location.

5.3.1.3. Demote Guardians attending USSF schools, in a TDY status, to their former grade when the school commandant informs the delta their student status is terminated.

5.3.2. Demotions Based on EPME Waivers: Demote Guardians promoted to Sgt, MSgt or SMSgt with an approved EPME waiver ([Attachment 2](#)) and later dismissed for cause or declines in residence EPME.

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

5.3.3.1. Demote Guardians, including Guardians promoted with a PSFSC waiver, if they cannot achieve a skill level appropriate to their grade.

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

5.3.4. Failure to fulfill Responsibilities. Guardians may be demoted for failing to fulfill junior Guardian, NCO, or SNCO responsibilities. While every Guardian has a duty and obligation to act professionally and meet USSF standards at all times, there are special responsibilities placed on NCO and SNCOs due to their increased leadership roles.

5.3.4.1. Junior Guardian Responsibilities. Junior Guardians are responsible for representing the USSF in a professional manner both on and off-duty. Junior Guardians must understand, accept, and embody the USSF core values, Guardian Spirit, and exhibit professional behavior, military bearing, respect for authority, and high standards of dress and personal appearance, both on- and off-duty, at home and abroad. Additionally, Junior Guardians should correct other Guardians who violate standards.

5.3.4.2. Noncommissioned Officer (NCO) Responsibilities. In addition to fulfilling the Junior Guardian Responsibilities, NCOs must also lead and mentor subordinates in order to best accomplish the mission. NCOs must demonstrate a high level of personal and professional conduct that serves as an example for others to follow and learn from. This includes contributing to a professional climate and culture by supporting leaders' decisions, seeking clarification when needed, and defining expectations to their subordinates, as well as identifying, highlighting, and correcting behaviors that might detract from their teams.

5.3.4.3. Senior Noncommissioned Officer (SNCO) Responsibilities. In addition to fulfilling the Junior Guardian and NCO responsibilities, SNCOs must also epitomize excellence, professionalism, pride, and competence, while serving as a role model for all Guardians to emulate. SNCOs reflect the highest qualities of a leader and professional and provide highly effective leadership. SNCOs must lead people and manage programs while maintaining the highest level of readiness to ensure mission success. SNCOs who fail to monitor, correct, and advise subordinates and leaders when needed have not executed their responsibility.

5.3.5. Failure to Keep Fit. Guardians may be demoted for failing to maintain or demonstrate the ability and willingness to attain physical standards in accordance with DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*. (T-3)

5.3.6. Commission of a Serious Offense. All Guardians are held to high standards of good conduct on and off duty. In cases where a Guardian commits a criminal offense and Uniform Code of Military Justice action is precluded or not appropriate, a commander may administratively demote a Guardian in accordance with this paragraph (e.g., an off-base DUI where jurisdiction is withheld by the civilian authorities). The commander should find by a preponderance of evidence that the Guardian committed the offense before initiating the administrative demotion process.

5.4. How to Process a Demotion.

5.4.1. The Unit Commander.

5.4.1.1. Signs the Administrative Demotion of Guardians Memorandum informing the Guardian of the intent to demote. An example memorandum is available via myFSS.

5.4.1.2. 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.

5.4.1.3. Ensures the following information is included in the Administrative Demotion of Guardians Memorandum:

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

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

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

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

5.4.1.4. Advises the Guardian 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.

5.4.1.5. Informs the Guardian (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:

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

5.4.1.5.2. Guardians must have completed at least 20 years of service in the USSF by the initial notification date of demotion. **(T-1)** If the Guardian reaches 20 years of service before the demotion is finalized, the Guardian may request retirement in lieu of demotion as an exception.

5.4.1.5.3. Guardians must apply for retirement within three (3) working days of receipt of the demotion decision 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 5.6](#) and contact AFPC Retirements for additional instructions on applying for and processing an application for retirement in lieu of demotion.

5.4.1.6. Ensures the Guardian endorses the demotion when received. The Guardian must agree or disagree within three (3) working days. **(T-2)**

5.4.1.7. Informs the Guardian not agreeing with the demotion that statements may be presented orally or written within three (3) working days after receiving notification. The unit commander may approve extensions, in writing.

5.4.1.8. After receiving the Guardian's acknowledgment, the commander decides whether to terminate the demotion action or continue processing. A reason for demotion that is not supported by documented evidence may not be used as a basis for a demotion.

5.4.1.9. If the demotion process is terminated, the commander must document the decision on the Administrative Demotion of Guardians Memorandum and notify the Guardian at the earliest opportunity. **(T-1)**

5.4.1.10. If the demotion process is continued, the commander notifies the Guardian in writing, summarizes the written or oral statements, and sends the entire case file to the servicing MPF for processing.

5.4.2. 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 demotion determination. Return the entire case file to the Guardian's servicing MPF.

5.4.3. MPF. The MPF informs the Guardian's unit commander of the demotion decision. **(T-3)**

5.4.4. The Unit Commander.

5.4.4.1. Informs the Guardian that the current grade is retained if the demotion is not approved. **(T-3)**

5.4.4.2. Informs the Guardian of the demoted grade, including the DOR and the effective date. **(T-3)**

5.4.4.3. Informs the Guardian that they must acknowledge the decision within three (3) working days on the Administrative Demotion of Guardians Memorandum. **(T-3)**

5.4.4.4. Informs the Guardian that he or she can appeal the demotion to the appellate authority within three (3) working days. **(T-3)**

5.4.5. The Guardian.

5.4.5.1. Acknowledges receipt by endorsing and dating the document.

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

5.5. 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 Guardian'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 Guardian's previous grade and revoke demotion orders.

5.6. How to Apply for Retirement. A Guardian eligible for voluntary retirement as set out in [paragraph 5.4.1.5.2](#) 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 Guardian received the initial demotion notification. **(T-1)** An application to retire in lieu of demotion must be processed to the Secretary of the Air Force Personnel Council for final approval or disapproval. **(T-1)**

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

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

5.7. Grades to Demote Guardians.

5.7.1. Demote a Spc4 or higher no lower than Spc2. **Exception:** Guardians under [paragraph 5.3.1](#) can be demoted to the grade of Spc1.

5.7.2. Demote a Spc3 no lower than Spc2.

5.7.3. Demote an Spc2 to Spc1.

5.7.4. Demote by three (3) or more grades only when no reasonable hope exists that the Guardian will ever show the proficiency, leadership, or fitness that earned the initial promotion. (T-1)

5.8. How to Determine the Date of Rank.

5.8.1. DOR for Guardians demoted under [paragraph 5.3.1](#) is the first date served in reduced grade (e.g., original DOR).

5.8.2. DOR for Guardians who are demoted under [paragraph 5.3.2](#) is the original DOR and the effective date is the date the commander approves the demotion.

5.8.3. DOR for Guardians demoted under paragraphs [5.3.3](#), [5.3.4](#) and [5.3.5](#) is the effective date of the demotion action (e.g., the date the demotion authority approves the demotion).

5.9. When to Announce and Revoke Demotions.

5.9.1. 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 Guardian acknowledges it. Forward one copy of each demotion order under this instruction to AFPC/DPSTSP.

5.9.2. What to do if the Guardian is Eligible to Retire in Lieu of Demotion. Publish orders only if the Guardian does not apply for retirement within three (3) working days following acknowledgment (not including the date of acknowledgment).

5.9.2.1. Stop demotion proceedings for a Guardian who applies for retirement pending the outcome of the application.

5.9.2.2. 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 DOR of the demotion are the approval date of the demotion.

5.9.3. Revoking Demotion Orders. Revoke demotion orders and restore the Guardian's original grade, DOR and effective date if the demotion authority determines there was no basis for the demotion.

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

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

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

5.10.2.1. Grade, name, SSN, unit, FLDCOM, and address of unit.

5.10.2.2. Grade from which the Guardian was demoted, showing that the grade was permanent.

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

5.10.2.4. Effective date and DOR of the grade demoted to.

5.10.2.5. Paragraph under which the Guardian was demoted. Example: Demotion of a Guardian: Sgt Ozzie R. Toole, 123-45-6789, Space Delta 1, Peterson Space Force Base, Colorado, is demoted from the permanent grade of Sgt to the permanent grade of Spc4, effective and with DOR 15 August 2022. Authority: SPFI 36-2502 **paragraph 5.3.** (reference sub-paragraph for specific demotion reason).

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

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

5.10.4. 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 inclusion in the Guardian's PRDA record. **(T-1)**

5.11. The Demotion Authority.

5.11.1. 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 2022, purporting to demote Sgt Earl Traver, 123-45-6789, this HQ, to the grade of Spc4, which has been determined by Commander, Space Training and Readiness Command, to be without original basis and null and void, is revoked. Authority: SPFI 36-2502 **paragraph 5.3.** (reference sub-paragraph for specific demotion reason).

5.11.2. Retains demotion orders if the Guardian's grade is restored according to **paragraph 5.1.6.**

5.12. Documenting Demotion Actions. The MPF:

5.12.1. Updates the demotion in the MilPDS according to the Enlisted Promotions PSDG immediately after the demotion authority (not appellate authority) approves the demotion. **(T-3)**

5.12.2. Sends a copy of the entire case file to AFPC, Military Sustainment Operations Section at AFPC/DP1ORM, 550 C Street West, Joint Base San Antonio–Randolph TX 78150-4723 for inclusion in the Guardian’s PRDA record. **(T-3)**

Chapter 6

TOTAL FORCE SPECIAL PROMOTION PROGRAMS

6.1. Promoting Guardians in Missing Status.

6.1.1. For Guardians declared “missing in action” or “prisoner of war,” the MPF forwards the unit commander's promotion recommendation or non-recommendation to ARMS. Add recommendation to the Guardian's electronic record and forward a copy to AFPC/DPMSPP. 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 Guardians. SF/S1PP determines promotion for other categories of Guardians declared in a missing status.

6.1.2. AFPC/DPMSPP and AFPC/DPSTSP. Promotes recommended Guardians in the grades of Spc2 and below when they meet TIG and TIS requirements in paragraphs [2.1](#) and [2.2](#). **(T-1)** Considers Spc4 through SMSgt for promotion during the first or next normally scheduled cycle based on the TIG and TIS eligibility requirements. The Guardian's TIG and TIS must meet or exceed the average TIG and TIS for those selected in their SFSC. **(T-1)** Selects those meeting or exceeding TIG and TIS for promotion, if recommended by the unit commander, and assigns a promotion sequence number. **(T-1)**

6.2. Promoting Enlisted Medal of Honor Recipients. AFPC/DPMSPP 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 Guardian 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.

6.3. Promoting Prior-Service Guardians and Former Officers. The Military Accessions Branch, AFPC/DPMLT, initially classifies Guardians 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 Spc4 through TSgt returned to duty in an SFSC skill level that does not make them eligible for promotion (Spc4 = 5-level, Sgt = 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 the date they entered Active Duty date. **(T-1)**

6.4. Promoting Guardians 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. SF/S1PP will:

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

6.4.2. Initiate a decentralized system of temporary promotions. **(T-1)** The selection authority is the FLDCOM commander, who may further delegate this authority. See [Table 2.1](#) for minimum TIG and TIS at the time of promotion to determine eligibility.

6.4.3. Select Guardians on a best-qualified basis subject to limitations or requirements specified by the FLDCOM commander. **(T-1)** HQ USSF specifies any changes from current eligibility requirements. Promote to fill unit, delta, or FLDCOM vacancies depending on the level promotion authority delegated in approved wartime grade requirements. Recalled retirees must serve a minimum of six months continuous active duty following recall to be eligible for promotion. **(T-1)** The DOR for promotion will equal the effective date. **(T-1)**

6.5. Space Force Wounded Warrior Program.

6.5.1. Once awarded reporting identifier 9W200, 9W300, and 9W400 in accordance with AFMAN 36-2100, AFPC/DP3SP will consider wounded warriors for promotion if they are promotion eligible. **(T-1)** The status of reporting identifier 9W200, 9W300, and 9W400 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 each promotion cycle. **(T-1)** Wounded Warriors will compete for promotion with other Guardians within their SFSCs. **(T-1)** The wounded warrior may decline their promotion consideration at any time. **(T-1)** Additional considerations may be considered by SF/S1PP.

6.5.1.1. Eligible Guardians may receive no more than one promotion to Sgt or TSgt in reporting identifier 9W200, 9W300, and 9W400 without approval from SF/S1P. **(T-1)**

6.5.2. Promotion to Sgt, TSgt, MSgt, SMSgt and CMSgt will use the following procedures:

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

6.5.2.2. 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)** SF/S1 with coordination from the Chief Master Sergeant of the Space Force (CMSSF), will approve promotion results for wounded warriors to grades of MSgt, SMSgt, and CMSgt prior to public release. **(T-1)**

6.5.3. Rare and exceptional cases may be considered as an exception to this instruction by SF/S1 with coordination from CMSSF.

6.5.4. Eligible Guardians may receive no more than one promotion to MSgt, SMSgt and CMSgt in reporting identifier 9W200, 9W300, and 9W400 without approval from SF/S1P. **(T-1)**

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

6.6. Posthumous Promotions.

6.6.1. Guardians due for promotion to the grades of E-2 through E-4 who die within one year of meeting TIG requirements are eligible for posthumous promotion consideration to the next highest grade. Unit and delta commanders will conduct a thorough review of the Guardian's record to ensure the Guardian meets quality standards prior to approval. **(T-1)** Any circumstances outside of this guidance must be submitted as a waiver request to AFPC/DP3SP for SF/S1 approval. **(T-1)**

6.6.1.1. For Guardians, the MPF will publish special orders following the unit and delta commander's posthumous promotion approval or with the approval of a waiver. **(T-3)** The MPF will email the orders to: afpc.casualty@us.af.mil. **(T-3)**. The actual date the Guardian 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)**

6.6.1.2. For Guardians who were eligible for promotion to the grades E-5 through E-9, the unit commander may request information from AFPC/DP3SP to determine if the member's record was deactivated before it met the promotion board. If the record was deactivated, the member did not meet the board and no promotion score data will be provided. If the member's record was not deactivated, AFPC/DP3SP will notify the unit commander that the member was considered for promotion. Unit commander's will be able to see if the member was a select upon promotion release results. If the member is rendered a select, the unit can then request a posthumous promotion.

6.6.2. Promotion is authorized only if it is known the Guardian would have been promoted under normal circumstances. The MPF publishes special orders and forwards the orders to afpc.dp3sp.enlpromotionpolicy@us.af.mil upon notification of posthumous promotion from the delta commander. **(T-1)** The actual date the Guardian is declared deceased becomes the effective date cited in the promotion order. No financial benefits accrue because of a posthumous promotion. **(T-1)**

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

6.7.1. When to frock.

6.7.1.1. USSF guidance does not allow frocking, except in specific circumstances where it is essential to effectively perform duties in the higher grade.

6.7.1.2. Send requests for exception to these guidelines for frocking to the USSF Chief Master Sergeant Management Office (SF/S1LE).

6.7.2. Approval Authority. The SF/S1 approves or disapproves requests for frocking of CMSgts but may delegate to SF/S1LE.

6.7.2.1. 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.

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

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

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

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

6.7.2.3. Approval of early pin on:

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

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

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

6.7.2.3.4. 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.

GWENDOLYN R. DEFILIPPI,
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)
Executive Order 13478, *Amendments to Executive Order 9397* Relating to Federal Agency Use of Social Security Numbers
37 USC § 203, *Rates*
AFI 10-403, *Deployment Planning and Execution*, 17 April 2020
AFI 33-322, *Records Management and Information Governance Program*
AFMAN 36-2032, *Military Recruiting and Accessions*
AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021
DAFI 36-2603, *Air Force Board for Correction of Military Records*, 4 October 2022
DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*
DAFI 36-2614, *Pre-Commissioning Education and Training Programs*, 7 October 2022
DAFI 36-3211, *Military Separations*, 24 June 2022
DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022
DAFI 51-509, *Appointment to and Assumption of Command*, 28 December 2023
DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022
DAFMAN 90-161, *Publishing Processes and Procedures*
SPFI 36-2401, *Guardian Evaluation Systems*, 17 January 2024
DAFPD 36-25, *Military Promotion and Demotion*.
DoD Manual 5400.07_AF Manual 33-302, *Freedom of Information Act Program*
DODM5400.07_AFMAN33-302_ *Freedom of Information Act Program*, 27 April 2018

Prescribed Forms

AF Form 1556A, *Declination of Senior Noncommissioned Officer (SNCO) Promotion Consideration*

Adopted Forms

AF Form 948, *Application for Correction/Removal of Evaluation Reports*
AF Form 1160, *Military Retirement Action*
AF Form 1206, *Nomination for Award*
AF Form 1566A, *Declination of SNCO Promotion Consideration*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
ARMS—Automated Records Management System
BP—Board President
CSFSC—Controlled Space Force Specialty Code
CC—Commander
CFR—Controlled of Federal Regulations
CMS—Case Management System
CMSgt—Chief Master Sergeant
CMSSF—Chief Master Sergeant of the Space Force
CSO—Chief of Space Operations
DAF—Department of Air Force
DAFI—Department of the Air Force Instruction
DAFPD—Department of the Air Force Policy Directive
DAFMAN—Department of the Air Force Manual
DOB—Date of Birth
DoD—Department of Defense
DoDM—Department of Defense Manual
DOR—Date of Rank
DRU—Direct Reporting Unit
EAD—Extended Active Duty
EPME—Enlisted Professional Military Education
FLDCOM—Field Command
FOA—Field Operating Agency
FSS—Force Support Squadron
GS—General Schedule
HQ—Headquarters
IST—Inter-service Transfer

MilPDS—Military Personnel Data System
MPF—Military Personnel Flight
MSgt—Master Sergeant
myFSS—Air Force Personnel Services website
NCO—Noncommissioned Officer
NFQ—Not Fully Qualified
PCS—Permanent Change of Station
PRDA—Personnel Records Display Application
PSDM—Personnel Services Delivery Memorandum
PSDG—Promotions Personnel Services Delivery Guide
PSFSC—Primary Space Force Specialty Code
PSU—Promotion Statement Understanding
RIP—Report of Individual Personnel
SAF—Secretary of the Air Force
SCOD—Static Close Out Date
SFSC—Space Force Specialty Code
SMSgt—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SORNS—System of Records Notices
Sgt—Sergeant
Spc1—Specialist 1
Spc2—Specialist 2
Spc3—Specialist 3
Spc4—Specialist 4
SSN—Social Security Number
TAFMSD—Total Active Federal Military Service Date
TIG—Time in Grade
TIS—Time in Service
TSgt—Technical Sergeant
TDY—Temporary Duty
USAF—United States Air Force
USC—United States Code

USSF—United States Space Force

vMPF—Virtual Military Personnel Flight

WAPS—Weighted Airman Promotion System

Office Symbols

AFDPO/PPP—Air Force Departmental Publication Office, Product Development Branch

AFPC/ARMS—Headquarters Air Force Personnel Center, Automated Records Management System

AFPC/CC—Commander, Headquarters Air Force Personnel Center

AFPC/DP3SP—Headquarters Air Force Personnel Center, Promotions, Evaluations, and Recognitions P

AFPC/DP3DW—Headquarters Air Force Personnel Center, Military Classifications

AFPC/DPSTS—Headquarters Air Force Personnel Center, Military Sustainment Operations Section

AFPC/DPF—Headquarters Air Force Personnel Center, Directorate of Airman and Family Care

AFPC/DPMLT—Headquarters Air Force Personnel Center, Military Accessions Branch

AFPC/DPMSPP—Headquarters Air Force Personnel Center, Promotions Operations Section

AFPC/DPMSSR—Headquarters Air Force Personnel Center, Military Transition Operations Branch

AFPC/DPSTAM—Headquarters Air Force Personnel Center Active Duty Service Commitment Management Section

AFPC/DPSTSP—Headquarters Air Force Personnel Center Military Promotions, Evaluations, and Recognition Section

AFPC/PB—Headquarters Air Force Personnel Center, Selection Board Secretariat and Integration

FLDCOM/S1—Field Command, Directorate, Manpower, Personnel

SAF/FM—Assistant Secretary of the Air Force, Financial Management and Comptroller

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1/ETMO—Enterprise Management Office

SF/S1P—Military Policy and Management

SF/S1PP—Space Force Military Force Management Division

SF/S1LE—Space Force Chief Master Sergeant Management Office

SF/S1M—Directorate of Manpower, Organizations and Resources

SF/S9—Director for Analysis

Terms

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 6.4](#).

Guardian—Officer or enlisted member.

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.

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.

Space Force Specialty Code—A combination of numbers and letters used to identify a Space Force Specialty.