

**19 DECEMBER 2002**



**Personnel**

**PROMOTION ENHANCEMENT PROGRAM  
(PEP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 944 MSS/DPMSC (SMSgt J. Edwards)  
Supersedes 944 FWI 36-2501, 1 September 1998

Certified by: 944 MSG/CC (Lt Col J. Fiebig)  
Pages: 13  
Distribution: F

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This instruction implements AFD 36-25, *Military Promotion and Demotion*. It establishes controls and eliminates reactionary management for the Promotion Enhancement Program (PEP). The primary objective is to keep a level of grades and skills commensurate with the Reserve mission. This instruction applies only to Air Force Reserve Command (AFRC) assigned personnel of the 944th Fighter Wing (FW).

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

This revision significantly changes paragraph **1.1**, and the requirements and layout of the sample PEP Nomination Letter (**Attachment 4**).

**1. Objective:**

- 1.1. The PEP is a commander's program requiring the direct involvement of the Command Chief Master Sergeant (944 FW/CCC). It is designed to promote outstanding and well-deserving AFRC personnel one grade over the Unit Manning Document (UMD) position to which assigned and those airmen blocked for promotion under unit-vacancy in the ranks of SSgt through SMSgt. Only those individuals that clearly demonstrate outstanding potential will be considered for promotion under PEP.
- 1.2. HQ AFRC/DP will act as the office of primary responsibility (OPR) for the program with the primary objective to keep a level of grades and skills commensurate with the reserve mission.
- 1.3. HQ USAF/REP will determine overall PEP quotas and provide to HQ AFRC/DP for distribution.

**2. Policy:**

2.1. Promotions are based on AFRC needs for specific grades. Promotion quotas will be controlled by HQ USAF/RE. Promotion quotas will be provided by reserve forces computer model projections based on desired manning levels. Promotion quotas will be allocated to Tenth Air Force (10AF) based on the number of PEP eligible airmen by grade (E-6/E-7) within 10AF as of December and June of each year. 10AF will sub-allocate quotas to its subordinate wings. Wing submission nominations for E-8/E-9 will be determined by 10AF based on the number eligible within each subordinate wing. The number of nomination packages for all PEP promotions should be structured by the wing commander. This policy may be modified by the 10AF commander for E-9 promotions due to the quota policy established by HQ USAF for this grade. This will ensure the PEP remains selective and promotes only the most deserving personnel.

2.2. The PEP applies only to AFRC unit-assigned category A personnel.

2.3. Promotion cycles will be twice a year. The promotion months are April and October with eligibility cutoff dates of March and September. Individuals must meet eligibility requirements prior to the first day of the promotion month.

2.4. Date of Rank (DOR) under this program will be established IAW AFI 36-2604, *Service Dates and Dates of Rank*, and will be the first day of the PEP promotion month unless the individual promoted has previously held the grade to which being promoted and a DOR adjustment is appropriate. DOR adjustments should be reflected on AF Form 224, **Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force**, by the Military Personnel Flight (MPF) prior to orders publication. Effective date of PEP promotions will be the date of orders effecting the PEP promotion.

2.5. PEP promotions will not be used when computing vacancies for unit vacancy promotions.

**3. Promotion Authority.** Promotion authority is delegated to the wing commander for promotion to E-6/Technical Sergeant (TSgt) and E-7/Master Sergeant (MSgt) under PEP. The 10AF commander is the promotion authority for promotion to E-8/Senior Master Sergeant (SMSgt) and E-9/Chief Master Sergeant (CMSgt). Nominations may be denied consideration at any level in the chain of command.

#### **4. Promotion Eligibility:**

4.1. Individuals must meet eligibility requirements as outlined in AFI 36-2502, *Airman Promotion Program*, Table 4.2. with the exception of being assigned to a higher UMD position or be in a higher UMD position within an Air Force Specialty (AFS) and a unit where a vacancy does not exist IAW AFI 36-2502, Table 4.2, Note 1.

4.2. Individuals must be recommended by unit commander or designated representative.

4.3. Individuals must not be more than one grade over authorized grade for which being nominated.

4.4. Individuals with unexcused absences are not eligible for PEP consideration.

#### **5. Responsibilities:**

5.1. The wing commander will:

5.1.1. Upon 10AF notification, will notify unit commanders of wing PEP promotion quotas and encourage nominations of eligible individuals.

- 5.1.2. Appoint and convene a PEP promotion/review panel.
- 5.1.3. Review and sign PEP promotion/review panel minutes and AF Form 224 for E-6 and E-7 selectees.
- 5.1.4. Indorse all packages being forwarded to 10AF (E-8 and E-9 candidates) for promotion/review at that level.
- 5.2. Unit commanders will:
  - 5.2.1. Nominate eligible individuals for PEP as defined in paragraph 4. of this instruction.
  - 5.2.2. Review nomination package for composition and completeness as defined in paragraph 6. of this instruction, sign nomination letter and ensure the appropriate block of the AF Form 224 is signed by the group commander.
  - 5.2.3. Submit nomination packages to the MPF in numbers and grade not to exceed the wing quotas. For example, if the wing receives one SMSgt promotion quota from 10AF, the unit (for the purpose of this FWI, a unit is defined by any pascode) may submit one SMSgt nomination package to the local PEP promotion/review panel. Likewise, if the wing has four TSgt promotion quotas, the unit may submit four TSgt nomination packages.
  - 5.2.4. Consider notifying their nominees. Nominees should be encouraged to review their personnel records before the PEP promotion/review panel convenes to ensure current professional military education, civilian education, duty title, decorations, Air Force specialty code (AFSC), etc., are accurately reflected in the personnel data system (PDS).
- 5.3. The MPF will:
  - 5.3.1. Establish local suspense for submission of PEP nomination packages.
  - 5.3.2. Create a product for each nomination package containing, as a minimum, current duty, participation, service, decoration, military/civilian education, and quality management data of the nominee.
  - 5.3.3. Prior to convening the PEP promotion/review panel, review PEP nomination packages for completeness and accuracy at the unit level first. Verification of continued promotion eligibility of nominees and nomination letter details and MPF-generated product information corresponding to one another is the responsibility of the 944 MSS/DPMSC ([Attachment 2](#)).
  - 5.3.4. Provide a recorder for the PEP promotion/review panel.
  - 5.3.5. After PEP promotion/review finalization, provide statistical summary to 10AF. Summary information will include panel members, number considered by grade, number selected, and air reserve technician (ART) and non-ART breakdown.
  - 5.3.6. Update all PEP promotions in PDS.

## 6. Nomination Package Composition:

- 6.1. The PEP nomination package will be submitted in a blue two-pocket folder. The folder will be labeled on the front cover with a centered gum label with the top edge of the gum label approximately one inch below the top of the folder ([Attachment 3](#)). Within the two-pocket folder the nomination package will consist of the following:

6.1.1. Nomination letter (and indorsement for those nominated to the ranks of SMSgt or CMSgt). The nomination letter must be completed on plain white bond paper (8 1/2 x 11), 1-inch margins, bullet statement format—no sentences, Times New Roman font, 12 pitch, with the subtitles reflected in **Attachment 4**. The nomination letter must not exceed two pages in total length to include the indorsement.

6.1.2. AF Form 224. Unit will complete the form per the instructions in **Attachment 5**. Ensure the nominee's group commander signs in section I in the recommending official block.

6.1.3. MPF devised product containing current duty, participation, service, decoration, military/civilian education, and quality management data of the nominee (**Attachment 2**).

6.1.4. Copies of nominee's two most recent enlisted performance reports (EPR), as applicable.

## 7. Promotion/Review Panel Procedures:

7.1. The PEP promotion/review panel will consist of a minimum of three (3) voting members and one (1) non-voting member (recorder). The number of voting members may be increased to ensure equitable functional member representation.

7.1.1. One voting member will be in the rank of colonel (O-6) and serve as the PEP panel president.

7.1.2. Two voting members (or more if deemed necessary) will be in the rank of CMSgt (E-9).

7.1.3. Individuals may observe the promotion/review panel procedures with prior coordination of the 944FW/CCC and approval of the wing commander.

7.2. There must be general representation among the functional agencies within the wing. The wing commander is responsible for equitable panel representation. The 944FW/CCC serves as the wing commander's representative and advisor to the panel but is not a voting member.

7.3. Panel member procedures:

7.3.1. Each panel member evaluates each nomination package using the whole person concept (**Attachment 6**). The panel member evaluation assigns a numerical value to the nomination package using a rating scale of 6 through 10 in one-half increments.

7.3.2. No predetermined point value will be given to any factor in the nomination package (e.g., 5 points for a Meritorious Service Medal, 2 points for an associate degree).

7.3.3. Panel member evaluations will be added together on each nomination package and the nomination packages will be ranked by grade from highest to lowest.

7.3.4. Based on the nomination package rankings, the promotion/review panel makes promotion recommendations and forwards its recommendations to the wing commander for approval/disapproval.

7.3.5. The promotion/review panel is not obligated to make promotion recommendations for each wing quota allocation. Likewise, the wing commander does not need to approve or recommend promotions equal to the wing quotas.

## 8. Processing Procedures:

- 8.1. Wing commander-approved E-8 and E-9 promotion recommendations are forwarded to 10 AF. 10AF approves E-8 and E-9 promotion selections and notifies the wing.
- 8.2. The wing commander approves E-6 and E-7 promotion selections and establishes local release procedures for promotion notification.
- 8.3. The MPF updates all PEP promotions. Updating will not occur until 10AF has completed PEP selection verifications and notified the wing commander. Updating PDS is accomplished by updating Grade Status Reason to 7O which automatically updates overage code to L.

CRAIG S. FERGUSON, Colonel, USAFR  
Commander

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

AFPD 36-25, *Military Promotion and Demotion*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2604, *Service Dates and Dates of Rank*

***Abbreviations and Acronyms***

**10AF**—Tenth Air Force

**AFRC**—Air Force Reserve Command

**AFS**—Air Force Specialty

**ART**—Air Reserve Technician

**DOR**—Date of Rank

**FW**—Fighter Wing

**MPF**—Military Personnel Flight

**OPR**—Office of Primary Responsibility

**PDS**—Personnel Date System

**PEP**—Promotion Enhancement Program

**UMD**—Unit Manning Document

**Attachment 2**

**SAMPLE PEP NOMINATION QUALITY/ELIGIBILITY CHECKLIST**

GRADE: Current	NAME: Reservists, John	UNIT: 944 FW	DATE RECEIVED: Current
Eligibility Cut-Off: 31 March & 30 September			
<b>TSG</b>	<b>MSG</b>	<b>SMS</b>	<b>CMS</b>
7-Level PAFSC: _____	7-Level PAFSC: _____	7-Level PAFSC: _____	7-Level PAFSC: _____
18 Month TIG: _____	24 Month TIG: _____	24 Month TIG: _____	24 Month TIG: _____
5 Years SAT SVS: _____	8 Years SAT SVS: _____	11 Years SAT SVS: _____	14 Years SAT SVS: _____
	NCO Academy: _____	8 Years ENL SVS: _____	10 Years ENL SVS: _____
		SNCO Academy: _____	SNCO Academy: _____
Recommended by Unit CC: _____		HYT: _____	
No more than One Grade over Authorized Grade: _____			
Unexcused Absences (None Allowed): _____			
<b>PROMOTION ENHANCEMENT PROGRAM</b> <i>Nomination Letter</i>			
I recommend _____ for Promotion Enhancement Program to		The grade of _____	
No more than two pages with Unit CC Ind: _____		Bullet Format: _____	
Leadership and Job Performance: _____		Breadth of Experience: _____	
Significant Self-Improvement: _____		Base and/or Community Involvement: _____	
Signed by Immediate Supervisor: _____		Indorsed by Unit CC: _____	
<b>PROMOTION ENHANCEMENT PROGRAM</b> <i>AF Form 224</i>			
Signed by Supervisor _____		Signed by Unit CC: _____	
<b>PROMOTION ENHANCEMENT PROGRAM</b> <i>Brief</i>			
Civilian Education equals Nomination Letter: _____			
Military Education equals Nomination Letter: _____			
Decorations equals Nomination Letter: _____			

Remarks \_\_\_\_\_  
\_\_\_\_\_

**Attachment 3**

**SAMPLE BLUE FOLDER LABEL**

PROMOTION ENHANCEMENT PROGRAM 02-1

SSGT KELLY Q. RESERVIST

944TH MISSION SUPPORT SQUADRON

## Attachment 4

## SAMPLE PEP NOMINATION LETTER

PEP NOMINATION LETTER

PEP CYCLE \_\_\_\_\_

I recommend SMSgt Kelly Q. Reservist for PEP promotion to grade of CMSgt.

**Leadership and Job Performance in Primary Duty:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Identify what places this individual above his/her peers in job performance. Identify how the individual has stepped forward as a leader or demonstrated leadership potential (define scope and level of responsibilities). Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance professional of the Year, and so forth.

**Breadth of Experience:** Include past job experience, level of responsibility, and the impact on the mission and unit. AFSC related civilian experience. Leadership/managerial experience (military and civilian).

**Significant Self-Improvement:** Show how the member developed or improved skills beyond those required for skill level advancement and promotion. May include NCO Leadership Development and Senior NCO leadership classes, Education (civilian and military), AFSC related certifications (Airframe and Powerplant license, nationally certified EMT, RN, Physician Assistant, FCC license, etc.), Quality classes, technical schools, seminars or conferences which benefit the USAFR and/or unit mission. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

**Base and/or Community Involvement:** Any additional comments to support the recommendation. May include community involvement (not a gift contribution but actual participation with specific involvement), professional military/civilian memberships with involvement (AFA, AFSA, NCOA, Top Three, First Sgt's group, etc.), communication skills and/or any areas which contribute to the overall image or betterment of the Air Force Reserve.

SIGNATURE BLOCK

Unit Commander

1<sup>st</sup> IND, 944 FW/CC

MEMORANDUM FOR 10 AF/CC

SMSgt Kelly Q. Reservist is an exceptional SNCO. His/Her expertise in the life support field is second to none. Under his/her guidance and supervision, his/her life support section has become a model for AETC. He/She exemplifies the role of the citizen airman concept. He/She is a credit to himself/herself and the Air Force Reserve. Promote to Chief Master Sergeant.

SIGNATURE BLOCK

Wing Commander

**NOTE:** Nomination letter (and indorsement for those nominated to the ranks of SMSgt or CMSgt) must be completed on plain white bond paper, 1-inch margins, bullet statement format – no sentences, Times New Roman font, 12 pitch, with the subtitles reflected above. Do not exceed two pages in total length to include the indorsement.

**Attachment 5****INSTRUCTIONS FOR COMPLETING AF FORM 224****A5.1. SECTION I – REQUEST:**

A5.1.1. THRU: 944 MSS/DPMSC

A5.1.2. TO: 944 FW/CC (for TSgt thru MSgt); 10 AF/CC (for SMSgt and CMSgt)

A5.1.3. FROM: Nominee's current unit of assignment

A5.1.4. NAME: Nominee's (Last name, First name, Middle Initial)

A5.1.5. GRADE: Nominee's current grade (i.e., SSgt, TSgt)

A5.1.6. SSN: Nominee's Social Security number

A5.1.7. TO BE COMPLETED BY RECOMMENDING OFFICIAL: I certify...is eligible for promotion in accordance with AFI 36-2502, Table: 4.2, Rule: 5 (for TSgt nomination), 6 (for MSgt nomination), 7 (for SMSgt nomination), and 8 (for CMSgt nomination), also include in this block: PEP CYCLE \_\_\_\_\_, OVERAGE CODE "L" APPLIES

A5.1.8. RECOMMENDED FOR PROMOTION TO: Next higher rank/grade

A5.1.9. TYPED NAME, GRADE, TITLE, SIGNATURE OF RECOMMENDING OFFICIAL: Must be nominee's group commander signature block and signature

**A5.2. SECTION II – MEMBER PROMOTION DATA**

A5.2.1. POSITION CONTROL NUMBER: The 7-digit number on unit manning document (UMD), this is position number nominee is assigned to. (Contact Employments section in MPF, if in doubt.)

A5.2.2. AUTHORIZED AFSC: This is AFSC individual is assigned against, also listed on UMD.

A5.2.3. AUTHORIZED GRADE: This is grade of position assigned, listed on UMD.

A5.2.4. CURRENT DATE OF RANK: Nominee's current date of rank—this information can be found in unit alpha roster.

A5.2.5. PAFSC: Nominee's primary AFSC—this information can be found on both UMD and unit alpha roster.

A5.2.6. TEMSD FUNCTIONAL ACCT CODE (E-8 & E-9 only): Total enlisted military service date (TEMSD) equals pay date on unit alpha roster; function account code (FAC) on unit manning document nominee is assigned against.

A5.2.7. DATE QUALIFIED USAFSE/SNCOA (E-8 & E-9 only): Date of graduation from Senior NCO Academy.

A5.2.8. MPF CERTIFICATION:

A5.2.8.1. TYPED NAME AND GRADE OF PERS OFF OR RECORDS CUSTODIAN (E-7 or above): Leave blank.

A5.2.8.2. SIGNATURE: Leave blank.

**A5.3. SECTION III – ACTION BY RECOMMENDING/APPROVAL OFFICIAL**

A5.3.1. ACTION AND DATE (first block): Under the RECOMMEND mark the APPROVAL block

A5.3.2. TYPED NAME, GRADE, ORGANIZATION, AND SIGNATURE OF SQ COMMANDER: Wing commander's signature block (yes, it shows squadron commander, but in the reserves we need the wing commander s signature block).

A5.3.3. ACTION AND DATE (second block): Leave blank.

A5.3.4. TYPED NAME, GRADE, ORGANIZATION, AND SIGNATURE OF PROMOTION AUTHORITY: Leave blank.

**A5.4. SECTION IV – AUTHENTICATION:** Leave this entire section blank.

**Attachment 6**

**WHOLE PERSON CONCEPT**

FACTORS

- Performance
- Professional Competence
- Leadership
- Job Responsibility
- Breadth of Experience
- Specific Achievements
- Education

EVALUATE

- Use Nomination Letter to evaluate this Factor
- Consider Candidate's Expertise within Specialty to evaluate this Factor
- Consider Positions Assigned as listed in Nomination Letter to evaluate this Factor
- Consider Scope and Responsibility as listed in Nomination Letter to evaluate this Factor
- Use PEP Brief to evaluate this Factor
- Consider Awards and Decorations to evaluate this Factor
- Consider Education Level and Utilization in Job to Evaluate this Factor

**SCORING SCALE**

Lowest in Quality/Potential	6.0		BELOW AVERAGE
Well Below Average	6.5		
Slightly Below Average	7.0		
Average	7.5		AVERAGE
Slightly Above Average	8.0		ABOVE AVERAGE
Strong Record	8.5		
Few Could Be Better	9.0		OUTSTANDING
Outstanding Record	9.5		
Absolutely Tops	10.0		

**NOTE:** Use Scoring Scale to rate candidates on the seven factors of Whole Person Concept evaluating current strength and future potential.