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MEMORANDUM FOR DISTRIBUTION C
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FROM: HQ USAF/A1
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to AFI 36-2502, *Airman Promotion Program*

This is an AF Guidance Memorandum immediately changing AFI 36-2502. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

Require resident Air Force Senior Noncommissioned Officer Academy (AFSNCOA) or equivalent sister service or partner nation academy for promotion to Senior Master Sergeant (SMSgt).

Implementation Plan:

June-December 2009: Remaining SMSgts and SMSgt selects attend AFSNCOA.

1 January 2010, policy change effective. Remaining SMSgts without AFSNCOA are grandfathered and must attend AFSNCOA when able; remaining SMSgt selects unable to attend AFSNCOA due to deployments, mission, injury, etc., unit commanders request a promotion waiver and members attend when available.

The guidance in this memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or a rewrite of AFI 36-2502, whichever is earlier.

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Asst DCS, Manpower and Personnel

6 AUGUST 2002



Personnel

AIRMAN PROMOTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-25, *Military Promotion and Demotion*. **Chapter 1**, **Chapter 2**, and **Chapter 3** apply to all Air Force (AF) active duty enlisted. **Chapter 4** applies to USAF Reserves (USAFR), but does not apply to the Air National Guard (ANG). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397. Individuals will show, or on request, provide a Privacy Act Statement prior to collecting personal information. System of Records Notice F036 AFPC K, *Promotion Document/Records Tracking (PRODART) and Airman Promotion Historical Records (APHR)*, applies. Refer to **Attachment 1** for glossary. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Programs* with HQ AFPC/DPPPW. HQ AFPC/DPPPW will resolve questions on interpretation for Part I. For information concerning Part II, contact the Office of AF Reserve, Director of Personnel (HQ USAF/REP).

The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. The Forms Management Program in accordance with AFI 37-160, volume 8 affects this instruction.

SUMMARY OF CHANGES

This change incorporates interim change (IC) 2002-1. This change affects the USAFR, One Grade Over the Unit Manning Position Promotion and the Extended Promotion Program (EPP) only. This change deletes **Table 4.3.** and references to **Table 4.3.** throughout this instruction, eliminates promotion to the grade of MSgt, authorizes promotion to the grade of TSgt only and increases the required satisfactory years from 12 to 16 years for promotion eligibility. A bar (|) indicates revision from the previous edition. The entire text of the IC is at the last attachment.

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Chapter 1

ACTIVE DUTY AIRMEN PROGRAM ELEMENTS

1.1. Air Force Personnel Center (AFPC). Airman Promotion Branch (HQ AFPC/DPPPW) provides guidance to major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and military personnel flights (MPF). Promotion selections are accomplished by using the promotion file (PF) computer system for grades SSgt through CMSgt.

1.2. Major Commands. MAJCOMs, FOAs, and DRUs establish a quality control program to support the enlisted promotion system. They will review and take action to resolve incomplete promotion records (nonweighables).

1.3. MPFs. The Career Enhancement Element ensures all airmen meet eligibility requirements and commander recommends promotion. Update promotion data in the Personnel Data System (PDS).

1.4. CSS. The Commander's Support Staff ensures individuals receive promotion products via Personnel Concept III (PC-III). Assists MPFs with eligibility requirements and commander recommendations.

1.5. Promotion Authority:

1.5.1. The immediate commander promotes grades Amn through MSgt. Civilians at GS-09 or above, CMSgts, and SMSgts have promotion authority when serving as detachment chiefs or as academy commandants.

1.5.2. The MAJCOM, FOA, or DRU commander promotes to grades SMSgt and CMSgt. This authority may be delegated to the vice commander, staff director, director for personnel, or numbered Air Force. For unified commands, authority may be delegated to the Air Force Element commander.

1.5.3. The Chief of Staff, USAF, can promote any enlisted member to the next higher grade.

1.6. Who Announces Promotion Dates and Quotas:

1.6.1. HQ AFPC/DPPPWM announces promotion dates annually for SSgt through CMSgt to the MPFs by message. HQ USAF distributes promotion quotas that are based on fiscal and statutory constraints, and projected vacancies in those grades.

1.7. Establishing Date of Rank (DOR) and Promotion Sequence Numbers (PSN):

1.7.1. AFI 36-2604, *Service Dates and Dates of Rank*, establishes DOR for airmen entering active duty. Subsequent promotions determine future DOR unless other actions take precedence.

1.7.2. HQ AFPC/DPPPWM assigns PSN to airmen selected for promotion to SSgt through CMSgt based on DOR, Total Active Federal Military Service Date (TAFMSD) and date of birth (DOB). Supplemental selectees are assigned PSNs of .9 (increment announced) or .5 (unannounced future increment).

1.8. Determining Promotion Ineligibility. When individuals are ineligible for promotion, they cannot test, cannot be considered if already tested, and projected promotions (if already selected under WAPS) or fully qualified (Amn - SrA) will be canceled. See [Table 1.1.](#) for ineligibility reasons.

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

1.9.1. Selectees to the grade of MSgt, SMSgt, and CMSgt with more than 18 years total active federal military service (TAFMS) will sign a statement of understanding within 10 workdays after selections are confirmed. The statement will include (**NOTE:** This does not apply to individuals eligible to retire in a commissioned or warrant officer status):

1.9.1.1. Name.

1.9.1.2. Social security number (SSN).

1.9.1.3. Promotion cycle and grade selected to.

1.9.1.4. Acknowledgment they must obtain 2 years service retainability and incur a 2-year active duty service commitment (ADSC) from the effective date of promotion to qualify for non-disability retirement.

1.9.1.5. Understanding that failure to withdraw existing retirement application (approved or pending) within 10 workdays from promotion selection notification will result in removal from the selection list.

1.9.1.6. Signature by the individual and a witness is required.

1.9.1.7. Comments from the MPF Commander if the airman refuses to sign.

1.9.2. The MPF:

1.9.2.1. Geographically separated units (GSU) notify the MPF of their selectees' intentions by message or telephone and forward the statement of understanding according to paragraph [1.9.1.](#) above.

1.9.2.2. Cancels the promotion of a selectee who fails to withdraw any existing retirement application within 10 workdays after confirmation of the promotion selection or who fails to get service retainability before the promotion effective date.

1.9.2.3. Files a copy of the statement of understanding in the airman's unit personnel record group (UPRG).

1.9.3. CSS:

1.9.3.1. Ensure selectees are counseled regarding service commitments. The detachment commander or administrative officer counsel's selectees assigned to a GSU.

1.9.3.2. Will provide a copy of statement of understanding to the MPF for filing in UPRG.

1.9.4. Airmen promoted to the grade of TSgt do not incur an ADSC. A member who is promoted to TSgt and who has a high year tenure (HYT) date may voluntarily elect to serve a maximum of 6 months time-in-grade. TSgt selectees may request, in writing, an HYT adjustment in order to serve a maximum of 6 months as a TSgt (from the promotion effective date). MPFs notify HQ AFPC/DPPRS via message to update the HYT change.

1.10. When to Have Promotion Ceremonies. Commanders may conduct ceremonies on the last duty day before the promotion effective date and inform the member that ceremonies do not affect pay, seniority, or entitlements.

1.11. Declining Promotion . Airmen may decline a promotion in writing any time prior to the effective date. The declination letter must include name, SSN, promotion cycle, PSN if already selected, and a statement of understanding that reinstatement will not be authorized.

1.11.1. The MPF updates the PDS and files a copy of the declination letter in the airman's UPRG (see [Table 1.1.](#), rule 14).

1.12. Who Must Complete Professional Military Education (PME). Airmen selected for promotion to SSgt, MSgt, or CMSgt must complete in-residence PME before assuming these grades. PDS automatically withholds promotion for those who do not complete appropriate PME prior to the effective date (see [Table 1.2.](#)).

1.13. Correcting Promotion Effective Dates and Enlistment Grades. HQ AFPC/DPPPWM corrects the promotion effective dates as a result of promotion withhold actions and supplemental promotion selections upon notification from the MPF. Via message include name, SSN, cycle and grade promoted to, new DOR, effective date and promotion sequence number, date of data verification completion, date commander approved promotion, promotion order (include date, number and issuing headquarters), and reason for promotion withholding, if applicable. **EXCEPTION:** This does not apply to those entered in the Weight Management Program (WMP) or Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program participants. HQ AFPC/DPPAES approves enlistment grade corrections and HQ AFPC/DPPPWM updates PDS accordingly.

Table 1.1. Determining Ineligibility For Promotion (see note 1).

If on or after the promotion eligibility cutoff date, and the airman is				
A	serving in grade of TSgt through SMSgt	Yes		
B	serving in grade SrA through SSgt	Yes		
C	to be promoted to grade Amn through SrA		Yes	
D	to be promoted to grade SSgt through MSgt under STEP			Yes
then the airman is ineligible for promotion during a particular cycle when he or she (includes testing and consideration if already tested)				
1	has a mandatory date of separation (DOS), HYT, or an approved retirement before the first day of the month promotions are incremented in that cycle (see note 2 ,3, and 9).	X	X	
2	has entered an approved HYT extension for medical or hardship/humanitarian reasons or had an approved retirement delayed for medical or hardship/humanitarian reasons (see note 9).	X	X	X X

3	is a career airman who applies for retirement in lieu of or declines to extend or reenlist to obtain service retainability for a controlled duty assignment, permanent change of station (PCS), TDY, and retraining; declines retraining as outlined in AFI 36-2626, <i>Airman Retraining Program</i> ; declines attendance to the Senior NCO or NCO Academy. PES code C (see note 2 and 4).	X	X	X	X
4	has been convicted by court-martial (CM), or is undergoing punishment/sus-pended punishment imposed by CM. Includes completed punishment and cases where sentence does not include punishment. PES code F (see notes 2, 4, and 5).	X	X	X	X
5	is on the control roster (AFI 36-2907, <i>Unfavorable Information File (UIF) Program</i>). PES code G (see note 2).	X	X	X	X
6	is serving a probationary period under AFI 36-3208, <i>Administrative Separation of Airmen</i> . PES code K (see note 2).	X	X	X	X
7	is unfit to perform the duties of the grade due to physical disability as decided by the Secretary of the Air Force (SAF). PES code L (NOTE : Do not use PES code L for individuals pending medical evaluation board (MEB) or physical evaluation board (PEB). Promote airmen who remain on active duty in a limited assignment status (LAS). If returned to active duty from Temporary Disability Retired List (TDRL), the DOR is the original date of promotion. The effective date is date returned to active duty).	X	X	X	X
8	declines promotion consideration/testing and has an AF Form 1566, WAPS Test Verification , on file to that effect. PES code M.	X	X		X
9	is not recommended for promotion consideration, or the promotion authority removes the individual from a select list. PES code N. (See paragraph 3.2.) (NOTE : Nonrecommend airmen in the grade of AB through A1C in monthly increments from the original effective date outlined in Air Force Communication System Manual (AFCSM) 36-699 Volume I, <i>Personnel Data Systems</i> . Below-the-Zone (BTZ) selectees removed from the selection list remain ineligible until they meet the fully qualified promotion requirements. Nonrecommend SrA through SMSgt for a particular promotion cycle).	X	X	X	X
10	fails to appear for scheduled testing (no-show) without a valid reason as decided by immediate commander (see paragraph 2.3.4.), or the MPF chief disapproves out-of-cycle testing. PES code P.	X	X		X
11	is absent without leave (AWOL)/in deserter status. PES code U. (See note 2.)	X	X	X	X

12	(excluding minor traffic violations) has been convicted by a civilian court or undergoing punishment, suspended punishment/sentence, probation, work release program, or any combination of these or similar court-ordered conditions. Include period of time the airman is on probation after serving part of a sentence or has had the sentence withheld for a period of time. The ineligibility period will equal the maximum confinement for the same or most closely related offense under the manual for CM. PES code W. (See note 2.) (NOTE: You may waive the promotion ineligibility or any portion of the ineligible period. You may not waive the promotion ineligibility for airmen convicted and sentenced to confinement. The waiver authority rests with wing or equivalent level commander.)	X	X	X	X
13	applies for voluntary retirement after promotion selection notification, and as a result of approved retirement, does not have sufficient retainability to meet the required ADSC. Update grade-status-reason to 3G. No change in PES code.	X			X
14	has an approved application for separation as a conscientious objector, or is being involuntarily separated under AFI 36-3208. PES code V. (See note 2.)	X	X	X	X
15	is on the select list and declines promotion, or is a MSgt, SMSgt, or CMSgt selectee and fails to acquire service retainability for promotion. Update grade-status-reason to 3D. No change in PES code.	X	X		X
16	is denied or not selected for reenlistment. PES code J. (See note 2 and 5.)	X	X	X	X
17	is pending administrative demotion action under AFI 36-2503, <i>Administrative Demotion of Airmen</i> . PES code H. (See note 2.)	X	X	X	X
18	is disqualified from a previously awarded AFS for cause (RI9A200 or 9A100). PES code Q. (NOTE: Individuals placed in RI9A200 (unclassified airmen pending discharge) and RI9A100 (airmen awaiting retraining, disqualified for reasons within control) remain ineligible for promotion until awarded a PAFSC at a skill level commensurate with current grade. PES code "Q" does not apply to airmen serving in grades AB and Amn.) (See note 7.)	X	X	X	X
19	is undergoing a suspended reduction imposed by Uniform Code of Military Justice (UCMJ) Article 15, PES code A. (See note 2 and 5.)	X	X	X	X
20	is making unsatisfactory progress on the weight management program, Phase I (weight status code 2). PES code 2. (See note 2.)	X	X	X	X
21	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"). PES code 1. (See note 2.)	X	X	X	X

22	has a referral (as defined by AFI 36-2403, <i>The Enlisted Evaluation System</i> [EES]) or overall rating of “2” on the top enlisted performance report (EPR). PES code R. (See notes 2 and 6.)	X	X	X	X
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NOTES:

1. For ineligibility of airmen entering commissioning programs, see paragraph **3.1**.
2. Airmen will not receive supplemental promotion consideration for any cycle for which they were ineligible under this rule. Change PES to code “X” (if no other PES code applies) effective the date the specific ineligibility condition no longer exists. Airmen exceeding Time-in-Grade (TIG)/Time-in-Service (TIS) requirements for promotion to Amn through SrA may be promoted the day the ineligibility condition no longer exists, see paragraph **3.2.4.3**.
3. TSgt, MSgt, and SMSgt with a retirement date (based on HYT) effective the 1st day of the month promotion incrementing starts remain eligible for promotion consideration.
4. Promotion reinstatement is not authorized and MPFs change PES to code “X” (if no other PES code applies): For approved withdrawal of PCS declination statement (PES code “C”), effective the day AFPC approves withdrawal of PCS declination statement. For members in the grades of SrA through SMSgt with a court martial conviction, PES code F expires 12 months from date sentence is adjudged or longest period of punishment, whichever is later; however, PES code “F” does not apply to airmen in grades AB through A1C if no punishment is imposed.
5. In cases where appeal to reenlistment denial is successfully approved or cases where court-martial/Article 15 punishment is set aside (includes suspended reduction), the PES code will revert to the original PES code unless another applies. The MPF notifies HQ AFPC/DPPPWM via message in cases where reinstatement applies (normal reinstatement rules in paragraph **3.3** are not applicable).
6. Airmen in grades AB through A1C meeting TIG/TIS promotion requirements in paragraph **2.1** and **2.2** can be promoted no earlier than the close out date of an EPR with a rating of “3” or higher that is not a referral, if otherwise eligible and approved by the commander. Airmen in grades SrA through SMSgt regain promotion eligibility only after receiving a report with an overall rating of “3” or higher that is not a referral report and closes out on or before the next promotion eligibility cutoff date (PECD), if otherwise eligible.
7. Commanders can request waiver of PES code Q for TSgts meeting all requirements for upgrade to the 7-skill level, but are awaiting attendance to 7-level school. MPF forwards approved waiver requests to HQ AFPC/DPPPWM.
8. Per the FY97 National Defense Authorization Act and Disability Retirement Act, if there is a projected promotion in system and PES code is “X” (eligible for promotion), then the member may be placed on the TDRL in the projected grade. If the PES code is other than “X”, HQ AFPC/DPPDS will advise HQ AFPC/DPPPWM to review the reason for ineligibility and determine if it can be waived. MPFs should still update PES code to “L” upon receipt of the disability retirement message.
9. An airman’s approved retirement or HYT changed for medical or hardship/humanitarian reasons remains ineligible for promotion consideration to include the STEP Program. Airmen who enter

approved HYT extensions for mission reasons or have an approved retirement delayed for mission reasons are eligible for promotion consideration.

Table 1.2. Withholding Promotion (see paragraph 3.2.).

I T E M	Withhold an airman's promotion when his or her name is not removed from a select or eligibility list and the airman is
1	awaiting a decision on an application as a conscientious objector (AFI 36-3204, <i>Procedures for Applying as a Conscientious Objector.</i>) PES code S.
2	placed in the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program. PES code E. (See notes 1 & 2.)
3	pending a medical evaluation prior to being placed into the WMP. PES code Y (see note 6) and GSR 2N.
4	placed in the Weight Management Program (WMP), Weight Status Codes (WSC) 1, 5, or 6. PES code I. (See notes 1 and 3), or
5	under military/civil court charges. PES code D. (See note 4.)
6	under investigation (military/civil.) PES code B (See note 4.)
7	pending data verification and the record is not available. GSR code 2D, 2M or 2P.
8	missing source document, and the MPF cannot verify one or more promotion factors. GSR code 2R.
9	under other reasons the commander requests with prior approval from the individual's wing commander. (Do not use reasons of substandard behavior or performance, problems with OJT, misbehavior, etc.) GSR code 2N.
10	identified as having 18 or more years TAFMS on the promotion effective date and does not have 2 years retainability the day before the promotion effective date. GSR code 2K.
11	serving in the grade of SrA and does not complete the NCO Preparatory Course or the Airman Leadership School; TSgt and does not complete the resident command NCO Academy; and SMSgt and does not complete the resident Senior NCO Academy (or equivalent) GSR code 2T. (See note 5.)
12	serving in the grade of SrA through SMSgt and does not meet skill level requirements as listed in Table 2.1. by the effective date of promotion. GSR 2N.

NOTES:

1. Promote airmen when they meet WMP or Fitness Program standards. Withholding promotion of an individual in the ADAPT program is optional but may be used if the individual has a projected sequence number and the commander decides it should be withheld.
2. Commanders should consider recommendations of the Treatment Team (TT). The promotion authority retains final decision.

3. The wing commander or equivalent level commander may allow promotion of airmen in WSC code 5 or pregnant enlisted members who are otherwise qualified.
4. A commander may withhold an airman's promotion if he or she is under investigation or the subject of an inquiry (formal or informal) military or civil law that may result in action under UCMJ or prosecution by civil authorities. The commander may withhold the promotion when the investigation or inquiry is complete but no determination is made as to the action the military or civil authorities will take.
5. AF/DP may waive those who do not complete PME for promotion to SSgt, MSgt, and CMSgt grades. Process requests through the chain to HQ AFPC/DPPPWM.
6. PES code Y is optional and can only be used when a member has a projected promotion and is pending a medical evaluation/diet counseling in accordance with AFI 40-502, *The Weight Management Program*. Terminate PES code Y and update the appropriate PES code when the member is entered into the WMP (WSC 6) or it is determined the member is not medically cleared for entry into the WMP.

Table 1.3. Significant Dates of Promotion.

	A	B	C	D	E
R U L E	If the promotion is to the grade of	and the cycle designation is	and promotion testing is conducted during the period	and the PECD is	then the promotion date is
1	Amn				the day of the month on which TIG and PES requirements are met (see paragraph 2.1. or 2.2.).
2	A1C				
3	SrA				
4	SSgt	E5	1 Apr thru 30 May	31 Mar	1 Sep thru 1 Aug (see note 1).
5	TSgt and MSgt	E6/7	15 Jan thru 15 Mar	31 Dec	1 Aug thru 1 Jul (see note 1).
6	SMSgt	E8	1-30 Sep	30 Sep	1 Apr thru 1 Mar (see note 1).
7	CMSgt	E9	1-30 Sep	31 Jul	1 Jan thru 1 Dec (see note 1).

NOTE:

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 his/her PSN is incremented. The airman's DOR will equal the first day of the last month of the normal promotion cycle. Those airmen affected by a promotion cycle carryover are not entitled to apply for correction of military records under the provisions of AFI 36-2604 to have their effective date retroactively adjusted to their DOR.

Chapter 2

ACTIVE DUTY AIRMEN PROMOTIONS TO GRADES AMN THROUGH CMSGT

2.1. Airman and A1C Promotions:

2.1.1. An Airman Basic (AB) is eligible for promotion at 6 months TIG for promotion to Amn. An Amn is eligible for promotion to A1C at 10 months (see [Table 1.3](#)).

2.1.2. Individuals initially enlisting for a period of six years are promoted from AB or Amn to A1C upon completion of either technical training; the indoctrination course (Combat Controller (CCT) (1C2X1) and Pararescue (PJ) (1T2X1) only); or 20 weeks of technical training (start date of the 20 week period is the date of Basic Military Training (BMT) completion), whichever occurs first. The DOR for A1C is then adjusted to the date completed Basic Military Training (BMT) without back pay and allowances.

2.1.3. The immediate commander must recommend the promotion in writing before the airman assumes the grade.

2.2. SrA Promotions (see [Table 1.3](#)):

2.2.1. Airmen are promoted (fully qualified) to SrA upon meeting minimum requirements in [Table 2.1](#), recommended by the commander in writing, and have: (**EXCEPTION**: CCT and PJ six year enlistees are to be promoted to SrA upon reaching 24 months TIS provided they have obtained a 3-skill level and commander concurs. DOR and effective date is the date the airman reaches 24 months TIS and attains a 3-skill level, whichever occurs latest. These individuals are ineligible for SrA BTZ consideration.)

2.2.1.1. 36 months TIS and 20 months TIG, or

2.2.1.2. 28 months TIG, whichever occurs first.

2.2.2. SrA Below-The-Zone (BTZ) Promotion Program. SrA BTZ is a one-time promotion consideration to advance to SrA six months prior to the fully qualified phase point listed in paragraph [2.2.1](#) above. Host wing commander (or senior Air Force officer serving in that capacity) establishes written administrative procedures for small units serviced by their installation and may do so for large units if desired. Do not delegate this responsibility unless specifically authorized in accordance with paragraph [2.2.5.3](#). Procedures must ensure all eligible airmen receive fair, equitable, and timely BTZ consideration. Airmen must meet skill level requirements in [Table 2.1](#).

2.2.2.1. HQ AFPC/DPPPWM annually publishes additional program guidance via memorandum.

2.2.3. Airmen are identified during the processing month and SrA BTZ promotion selections are made during the months indicated in [Table 2.6](#).

2.2.4. Airmen must be “considered” by the losing unit if their RNLTD is the 1st day of the first processing month or later.

2.2.5. MPFs will:

2.2.5.1. Review the TIG and TIS of each airman appearing on the MPF listing to ensure they meet current quarter TIG and TIS requirements (regardless of ineligible conditions listed in [Table 1.1](#).) and remove names of those who do not.

2.2.5.2. Notify commanders to prepare directed by HAF (DBH) EPRs on airmen appearing on Parts I and II of the unit listings. EPRs will close out no later than the 15th day of the 1st processing month (see paragraph 2.2.3.). If the airman has less than 60 days, the EPR will close out the date 60 days supervision is acquired. Commanders will not make SrA BTZ promotion decisions on airmen without an EPR on file. Also, a DBH report is not required for airmen who successfully appeal a report and had it removed; however, if the commander recommends the airman for SrA BTZ, then the commander may direct a report.

2.2.5.3. Distribute quotas based on 15 percent of eligible (eligibility is based on TIG/TIS alone, regardless of normal ineligible conditions) and obtain host wing commander approval. Host wing commander may delegate approval of quota distribution no lower than the MPF Commander.

2.2.5.4. Verify BTZ eligibility of all A1C departing PCS and prepare a BTZ selection folder for airmen departing prior to the 1st processing month for the BTZ quarter they are TIG/TIS eligible and whose RNLTD is the 1st day of the first processing month or later.

2.2.5.5. Update SrA BTZ promotions immediately upon receipt of selections in PDS in accordance with AFCSM 36-699 Volume I.

2.2.5.6. Forward fully documented supplemental requests to HQ AFPC/DPPPWM for airmen not previously considered during their normal quarter board.

2.2.6. Commanders of small units (units with 6 or less eligibles) and the central base board (CBB) process:

2.2.6.1. Commanders must make every effort to complete DBH EPRs prior to making any SrA BTZ decisions.

2.2.6.2. Units cannot aggregate above the unit level. If a unit commander (not group) is the commander having 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 (7 or more eligibles).

2.2.6.3. Total SrA BTZ eligible population of all small units are combined to determine quota for CBB.

2.2.6.4. Unit commanders establish visible procedures making SrA BTZ decisions and the host wing commander determines CBB nomination and board process.

2.2.7. Commanders of large units (units with 7 or more eligibles):

2.2.7.1. Complete DBH EPRs prior to making any SrA BTZ decisions.

2.2.7.2. Receive quotas and promote at unit level; however, host wing commander may require all units under their command (not tenant units) to nominate to the CBB. Tenant units remain large units unless host wing commander allows them to compete at the CBB.

2.2.7.3. Underline selectee's name, sign, date, and return the unit roster to the MPF no later than the last day of the selection month.

2.2.8. If it's discovered an airman was not considered during the eligible quarter board and the error is discovered before BTZ selections are announced large unit commanders will consider the airman and adjust selections accordingly, the CBB will reconvene to consider small unit eligibles, and selections are adjusted accordingly. If discovered after selections are announced, request supplemental BTZ consideration according to paragraph 2.2.5.

2.2.9. Alternates may be promoted in the event a selectee is removed before the effective date. Do not withhold SrA BTZ promotions. Remove the projected promotion for any quality indicators listed in **Table 1.2.** (including under investigation, use GSR 3C). If extenuating circumstances exist, request reinstatement in accordance with paragraph **3.3.** If the first alternate's SrA BTZ DOR has already passed, they will receive the original BTZ DOR and an effective date of unit commander approval. MPFs assist the airman in applying for a retroactive promotion effective date according to paragraph **1.13.**

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

2.3. SSgt, TSgt, or MSgt Promotions (see Table 1.3). Airmen compete and test under the Weighted Airmen Promotion System (WAPS) in the Control Air Force Specialty Code (CAFSC) held on the PECD. **Table 2.2.** outlines WAPS factors and formulas.

2.3.1. HQ AFPC/DPPPWM:

2.3.1.1. Makes promotion selections' using the WAPS and data in PDS.

2.3.1.2. Considers airmen automatically eligible (see **Table 2.3.**, rule 3, note 4) if they are in a retraining status without a PAFSC skill level (**Table 2.3.**) in their current grade.

2.3.1.3. Makes promotion selections by computer, applies the quota equally to each promotion Air Force Specialty Code (AFSC), and ensures equal selection opportunity (ESO) for all AFSCs.

2.3.1.4. Promotes airmen in chronic critical shortage (CCS) skills 1.2 times the selection rate of non-CCS.

2.3.1.5. Considers airmen with a SKT exemption in one of two promotion AFSCs (00XXXX for CCS or 00XXX for non-CCS). (See **Table 2.4.**, note 1.) **EXCEPTION:** Retraitees in AFSCs without SKTs compete along with all other airmen in that AFSC.

2.3.1.6. Accomplishes an order of merit list in each promotion AFSC from the highest score to lowest score and applies the promotion quota. Selects all airmen with a tie score at the cutoff for their AFSC.

2.3.1.7. Forwards the select list to the MPF who in turn notifies the immediate commanders.

2.3.2. The MPF:

2.3.2.1. Distributes computer generated data verification records (DVR) to eligible airmen so they can review the data used in the promotion selection process.

2.3.2.2. Schedules and tests airmen using the CAFSC on the PECD to determine test requirements. Airmen who fail to show for scheduled promotion testing without a valid reason may be made ineligible for promotion consideration during that particular promotion cycle (**Table 1.1.**, rule 9). MPFs notify HQ AFPC/DPPPWM by message of airmen who already tested and later desire to decline promotion consideration. Ensure member signs a statement in accordance with paragraph **1.10.** or the AF Form 1566 used to administer tests to document their declination.

2.3.2.3. Conducts data verification on selectees within ten workdays of receiving the verification list. See paragraph **2.3.5.** for processing instructions and access to WAPS score notices. When a selectee data error is found that could result in nonselection, the MPF promptly corrects the per-

sonnel data system (PDS). The airman is notified of the error, in writing, and is informed not to assume the new grade until HQ AFPC confirms the selection status.

2.3.3. Immediate Commanders:

2.3.3.1. Distribute computer generated DVR to eligible airmen so they can review the data used in the promotion selection process.

2.3.3.2. Advise selectees the promotions are *tentative* pending verification by the MPF as outlined in AFCSM 36-699.

2.3.3.3. Advise airmen not to assume the grade when data verification discovers missing or erroneous data.

2.3.3.4. Initiate nonrecommendation and removal action when necessary.

2.3.3.5. Decide whether airmen who failed to report for officially scheduled promotion testing should be rescheduled or made ineligible for that cycle. If rescheduling is proper, commanders notify the airmen of the rescheduled testing using an AF Form 1566. Airmen will be rescheduled within 10 workdays. MPF Commander may approve rescheduling beyond 10 workdays for operational or emergency reasons. If wing commanders do not approve rescheduling, the airmen are ineligible for promotion consideration during that cycle ([Table 1.1.](#), rule 9).

2.3.3.6. May, within 5 workdays of being notified of a “second no-show” request a waiver, if the commander feels there was a valid reason for the absence. The request will include complete justification for both missed test schedules and will be sent through the base MPF commander to the host wing commander. The wing commander has final approval or disapproval authority. If the wing commander disapproves the request, the MPF will notify the airman through the unit commander.

2.3.4. To be eligible for promotion consideration, an airman must:

2.3.4.1. Meet all requirements in [Table 2.1.](#)

2.3.4.2. Review DVR and report any errors to the MPF.

2.3.4.3. Test for promotion as outlined in AFI 36-2605, *Air Force Military Personnel Testing System*. Failure to report for scheduled testing (which includes both tests if applicable to member) renders an airman ineligible for promotion consideration unless the immediate commander approves rescheduling within 10 workdays. Second time no-show is automatically ineligible for promotion unless the wing commander approves.

2.3.5. Preparing for promotion testing is solely an individual responsibility and should not be considered an item for enlisted professional development. WAPS score notices are a means to give airmen a report of their relative standing in the promotion consideration process and should never be provided to or used by anyone other than the individual and his/her commander. An airman’s scores cannot be disclosed without the airman’s written consent. Commander Support Staffs, first sergeants, supervisors, etc., are not authorized access to an airman’s WAPS scores. These personnel have no specific duties that require access to the scores. Commanders have the specific duty to notify airmen of promotion select/nonselect status and may need to review their score notices to determine status. Commanders must restrict their use of the scores to notification and advisory counseling on the airman’s behalf and must not allow further dissemination of scores or their use for purposes other than advisory counseling.

2.3.5.1. Commanders may help airmen interpret their scores and the importance of each WAPS factor, help airmen understand their areas of relative strength or deficiency on the score report, or discuss actions on the airmen's part that may boost their chance of success in the next promotion cycle. However, since score notices are provided to airmen for their personal records, suggestions will not be in the form of written comments directly on the score notice.

2.3.5.2. It is prohibited to make recommendations (to anyone other than the airman) or take personnel actions based on the score report, limit or expand the airman's scope of duties based on the score report, criticize the airman for poor scores, provide or allow access to the score report to anyone other than the airman, hold group counseling sessions (which may reveal scores to other airmen), establish or encourage group study sessions, require airmen to disclose their scores to a third party, or include score notices in informal personnel files.

2.4. SMSgt or CMSgt Promotions (see Table 1.3). Airmen compete and are selected for promotion in the superintendent level (for SMSgt) or the chief enlisted manager (CEM) code (for CMSgt) of their CAFSC. Individuals with a reporting identifier (RI) or special duty identifier (SDI), designated as their CAFSC, on the PECD will compete within that RI or SDI. Promotion selection for SMSgt and CMSgt is a two phase process consisting of WAPS factors and a central evaluation board. See Table 2.5. for WAPS factors and formulas.

2.4.1. HQ AFPC/CC:

2.4.1.1. Appoints board members for the SNCO evaluation board.

2.4.1.2. Convenes SNCO evaluation board.

2.4.1.3. Approves evaluation board results.

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

2.4.1.5. Notifies the parent MAJCOM of eligibles rendered not fully qualified (NFQ) for promotion by the central evaluation board. Definition of NFQ is a member who has not demonstrated the potential for advancement.

2.4.2. HQ AFPC/DPPPWM:

2.4.2.1. Announces eligibility cutoff and board convening dates annually.

2.4.2.2. Uses the promotion master file to rank airmen in order of merit within AFSC or CEM code using the combined evaluation board score (270 to 450 points) and the weighted factor score (360 points maximum).

2.4.2.3. Applies the quota equally to each promotion AFSC or CEM and ensures ESO, with the highest scores in each AFSC or CEM selected.

2.4.2.4. Make promotion selections using WAPS, Central Evaluation Board, and data in PDS.

2.4.2.5. Forwards the select list to the MPFs.

2.4.2.6. Prepares and forwards written NFQ notifications to AFPC/CC when the board finds an airman who is NFQ. The notification must be in writing. Panel members, when assessing the airmen's records, may recommend to the board president the airman be rendered NFQ for promotion if in their evaluation they do not believe the airman has demonstrated the potential for advancement. The board president will review the record of any airman a panel determines as NFQ. If the

board president believes the record has been inconsistently scored, the board president may send the record back to the panel for verification. For those AFSCs with only one airman eligible and that eligible airman is found NFQ, the AFSC will be deactivated from the promotion cycle.

2.4.3. HQ AFPC/DPPB:

2.4.3.1. Conducts the central evaluation board.

2.4.3.2. Prepares board proceeding reports and handles as FOR OFFICIAL USE ONLY, under AFI 37-131, and retains them for the period specified in AFMAN 37-139, *Disposition of Air Force Records-Records Disposition Schedule*.

2.4.3.3. Destroys panel members' papers when the board adjourns.

2.4.3.4. Provides a list of airmen rendered NFQ by the board to HQ AFPC/DPPPWM. If the board determines an airman is NFQ based on an evaluation of the record, the airman is rendered ineligible for promotion. Although the specific rationale behind the board's decision is not released, board members are typically vigilant for poor quality records that indicate the airman is not currently qualified for promotion. Factors contributing to this decision can be as general as an overall weak record and/or as specific as demonstrated performance and disciplinary problems and resultant negative documentation. Once a record is rendered NFQ, the airman will not receive a score notice and their name will not appear on either a select or nonselect listing.

2.4.4. The MPF:

2.4.4.1. Ensures each eligible airman is tested. An airman who fails to report for scheduled testing without a valid reason may become ineligible for promotion during the cycle ([Table 1.1.](#), rule M).

2.4.4.2. Notifies immediate commanders of each eligible individual's promotion status.

2.4.4.3. Handles score notices according to paragraph [2.3.5.](#)

2.4.5. The CSS:

2.4.5.1. Distributes computer generated DVRs to eligible airmen so they can review the data used in the promotion selection process.

2.4.5.2. Handles score notices according to paragraph [2.3.5.](#)

2.4.6. Airmen:

2.4.6.1. Must meet the eligibility criteria outlined in paragraph [2.3.4.](#) and have an EPR closing out within 12 months of the PECD.

2.4.6.2. Review DVRs, UPRG and senior NCO selection folder to ensure data is correct and notify the MPF of any errors. Senior NCO selection folder contents can be obtained by written request to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707.

2.5. Supplemental Promotions for SSgt Through CMSgt . HQ AFPC/DPPPWM conducts in-system promotion consideration during the first 3 - 5 months after initial promotion selection and announces supplemental selection board dates for eligible airmen. See paragraph [1.12.](#) for DOR and effective date corrections. Supplemental promotion consideration may not be granted if the error or omission appeared on member's DVR and no corrective or follow-up action was taken by the member prior to the promotion selection date for SSgt through MSgt and prior to the original evaluation board for SMSgt and CMSgt. Fully documented supplemental consideration requests will be submitted in writing containing the mem-

ber's unit commander's recommendation to the MPF. MPFs will forward requests to HQ AFPC/DPP-PWM. **NOTE:** A separate written request is not required when an individual has indicated his or her desire to apply for supplemental consideration in conjunction with the EPR appeal process. Supplemental board consideration is not provided when corrected data increases an airman's weighted factor score so that the total revised promotion score is at or above the cutoff needed for selection. In such cases, airmen become selectees without supplemental board evaluation. Supplemental promotion may be granted for those individuals who are recommended by their immediate commander and:

2.5.1. Are nonweighable, had a change to the weighted data elements (see [Table 2.2.](#)) (must be effective prior to PECDD), or had wrong or missing data for a specific cycle.

2.5.2. SNCO Supplemental procedures:

2.5.2.1. MSgts and SMSgts meeting one of the reasons in [Table 2.5.](#) can be considered supplementally. These individuals will receive a supplemental selection board consideration as necessary.

2.5.2.2. The airman's weighted score is subtracted from the score required for selection in the airman's AFSC, and this then determines what board score the airman needed to be selected by the original board. The record is then benchmarked with three records one-half point to a point and a half below the board score required for selection, if available, along with three additional records at the board score needed for promotion.

2.5.2.3. The panel then compares the supplemental record against the benchmarked records to determine their selection status.

2.5.2.4. To become a selectee under this process, the airman's record has to be better than all the records below the board score required for selection and equal to or better than at least one of the records that had the score needed for promotion.

2.5.2.5. Those personnel requiring a board score greater than the maximum allowable board score (450 points) will not be granted supplemental promotion consideration.

2.5.3. Score notices are not provided for airmen who receive supplemental board consideration to SMSgt and CMSgt, unless they were not considered by the original board. Then weighted scores are provided (not a board score). See paragraph [2.3.5.](#) for access to score notices.

2.5.4. Supplemental Processing Instructions:

2.5.4.1. Individuals supplementally selected for promotion to grades SSgt - CMSgt receive PSN with a .5 (unannounced future increment) or a .9 (increment announced) in accordance with paragraph [1.7.2.](#)

2.5.4.2. Individuals selected and assigned a .9 PSN are automatically projected for promotion the first day of the month subsequent to the month they were considered and selected in. This is to ensure data verification is completed and the commander recommends promotion prior to the promotion automatically consummating.

2.5.4.3. The MPF:

2.5.4.3.1. Notifies the immediate commander of selectees and reminds commanders that promotions are tentative pending data verification.

2.5.4.3.2. Conducts data verification within 7 workdays of receipt of data verification products.

2.5.4.3.3. Ensures selectees to the grades MSgt - CMSgt with 18 years or more TAFMS sign a statement of understanding in accordance with paragraph [1.9.1](#).

2.5.4.3.3.1. Selectees assigned a .9 PSN must get two years retainability from effective date of promotion and may apply for a change to their ETS once the retroactive effective date is processed.

2.5.4.3.4. Instructs commanders to make a written promotion recommendation upon completion of data verification.

2.5.4.4. The immediate commander:

2.5.4.4.1. Notifies selectees as soon as possible of supplemental selection for promotion and that promotions are tentative pending data verification by the MPF.

2.5.4.4.2. Instructs selectees with a .9 PSN that they are not to assume the higher grade until notification of data verification has been received from the MPF.

2.5.4.4.3. Makes a written promotion recommendation once the MPF has verified all data against source documents filed in the UPRG. Selectees with a .9 PSN may assume the higher grade on the date of written approval.

2.5.4.4.4. Forwards a copy of the approval letter to the MPF.

2.5.4.5. MPF publishes promotion orders for those with a .9 PSN. The DOR is the date PSN was announced and the effective date of promotion is the date of written approval from the commander.

2.5.4.6. MPF assists individuals in applying for a retroactive effective date correction to match their DOR in accordance with paragraph [1.13](#).

2.6. Promoting Airmen in Missing Status. For airmen declared "missing in action" (MIA) or "prisoner of war" (POW), the MPF files the immediate commander's promotion recommendation or nonrecommendation in the individual's UPRG, forwards a copy to HQ AFPC/DPPPWM, determines promotion eligibility using [Table 2.1](#), and waives all other requirements. The AFPC commander (deputy director in the commander's absence) determines promotion for these airmen. HQ USAF/DPFPP determines promotion for other categories of airmen declared in a missing status.

2.6.1. HQ AFPC/DPPPWM:

2.6.1.1. Promotes recommended airmen in the grades of A1C and below when they meet TIG and TIS requirements in paragraph [2.1](#) and [2.2](#).

2.6.1.2. Considers SrA/Sgt through SMSgt for promotion during the first or next normally scheduled cycle based on the TIG and TIS eligibility requirements. The airman's TIG and TIS must meet or exceed the average TIG and TIS phase points for those selected in their AFSC or CEM code. Selects those meeting or exceeding TIG and TIS for promotion, if recommended by the immediate commander, and assigns a PSN.

2.7. Promoting Under Stripes for Exceptional Performers (STEP). This program supplements existing airmen promotion programs and is designed to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion. It is intended to provide a means to promote airmen for compelling, although perhaps not quantifiable, reason. Isolated heroic acts or specific achievements should not be the sole basis for promotion under this program. Commanders should guard against using STEP as an enlisted below-the-promotion-zone (BPZ) program. Commanders should give WAPS the opportunity to promote our top performers and incline toward promoting deserving hard chargers who are behind their peers when comparing years of service to the number of stripes they wear. STEP promotions are to grades SSgt, TSgt, and MSgt. Airmen are not supplementally considered for STEP. DOR and effective date are the date the selection authority announces the promotion.

2.7.1. Eligibility requirements:

2.7.1.1. Airmen must complete the Airmen Leadership School or NCO Preparatory Course before being considered for STEP promotion to SSgt and the resident NCO Academy before being considered for STEP promotion to MSgt (this requirement cannot be waived).

2.7.1.2. A minimum of 12 months TIG is required for STEP promotion to TSgt and MSgt; promotions to SSgt must have a minimum of 6 months TIG.

2.7.1.3. Commanders may waive other promotion eligibility requirements in [Table 2.1](#).

2.7.2. Selections should be based on recommendations from subordinate commanders or personal knowledge of the individual. Time consuming administrative boards is discouraged.

2.7.3. HQ AFPC/DPPPWM:

2.7.3.1. Distributes STEP quotas to MAJCOMS, FOAs, DRUs and Air Force elements with 100 or more SrA through TSgt assigned.

2.7.3.2. In conjunction with the SMSgt Evaluation Board considers MAJCOMs, FOAs, and DRUs without a quota (less than 100 SrA through TSgt) and announces procedure approximately 90 days before board convening date.

2.7.3.3. Updates all STEP promotions into the PDS. The date the promotion authority announces the selections will be the effective date and DOR.

2.7.4. The MPF:

2.7.4.1. MPF or selection authority notifies HQ AFPC/DPPPWM by message of STEP selections within 72 hours. Include name, SSN, grade promoted to, effective date, CAFSC, assignment unit, special order number, and date.

2.7.4.2. Completes P-series orders and notifies HQ AFPC/DPPPWM via message of promotion.

2.8. Promoting USAF and US Air Force Space Command Band Members. HQ USAF/DPFPP provides procedures and instructions for promoting airmen who are assigned to USAF and US Space Command bands.

2.9. Promoting Medal of Honor Recipients. HQ AFPC/DPPPWM automatically promotes Medal of Honor recipient's 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 member is on a promotion selection list, the

effective date of the additional promotion is the 1st day of the month following the selection list promotion.

2.10. Promoting Prior-Service Airmen and Former Officers. HQ AFPC/DPPAE (Skills Management Branch) initially classifies airmen and identifies their skill-level on entry to active duty. **NOTE:** Initial classification and later skill-level upgrade are the only basis for satisfying the skill level requirement in **Table 2.1**. However, those personnel in retraining or upgrade training may qualify for a PAFSC skill-level waiver if they could have had the appropriate skill level by PECD had the current training not been interrupted.

2.11. Promoting Airmen during Declared National Emergency or War. The Air Force uses Title 37, U.S.C., Section 201; DoDD 1304.20; *War and Mobilization Plan, volume 1 (WMP-1)*, Annex G; Deputy Chief of Staff for Personnel (DCS/P) Emergency Actions Book (EAB) to determine enlisted promotions under emergency or war conditions.

2.11.1. The Air Force Combat Operations Staff/Contingency Support Staff, Military Personnel Readiness Center (AFCOS/CSS MPRC), with AFPC Personnel Readiness Center (PRC), implement instructions by priority message. Use the staff guidance and preformatted messages outlined in the DCS/P EAB whenever possible.

2.11.2. HQ USAF/DPFPP may:

2.11.2.1. Suspend existing promotion programs and accelerate existing promotion increments to meet emergency wartime grade requirements.

2.11.2.2. Initiate a decentralized system of temporary promotions. The selection authority is the MAJCOM commander, who may further delegate this authority. See **Table 2.1** for minimum TIG and TIS at the time of promotion to determine eligibility. **NOTE:** By law, airmen must have at least 10 years enlisted military service for promotion to CMSgt and 8 years for SMSgt.

2.11.2.3. Select airmen on a best-qualified basis subject to limitations or requirements specified by the major commander. HQ USAF specifies any changes from current eligibility requirements. Make promotions to fill vacancies (unit, wing commander, or MAJCOM depending on the level promotion authority delegated) in approved wartime grade requirements. Reservists mobilized from the inactive status list and recalled retirees must serve a minimum of 6 months continuous active duty following recall to be eligible for promotion. The DOR for promotion will equal the effective date.

2.12. Posthumous Promotions. Airmen who die before being promoted and have been officially recommended for promotion to grades Amn through SrA or selected for promotion to grades SSgt through CMSgt are eligible for posthumous promotion. Such promotion is authorized only if it is known they would have been promoted under normal circumstances. The MPF publishes special orders and forwards five copies to HQ AFPC/DPWCS, 550 C Street West, Suite 13, Randolph AFB TX 78150-4715 immediately upon notification. The effective date cited in the order is the date the airman died. No financial benefits accrue as a result of a posthumous promotion.

Table 2.1. Minimum Eligibility Requirements For Promotion (see note 1).

R U L E	If promotion is the grade of (see note 2)	and the PAFSC as of PECD is at the	and time in current grade computed on the first day of the month before the month promotions are made	and the TAFMSd on the first of the last month of the promotion cycle (see note 3)	and the member has	then
1	SrA (see paragraph 2.2.)	3 level (see note 4)	not applicable (see paragraph 2.2.1. for requirements)	1 year (see paragraph 2.2.1. for TIS or TIG rqmts)		the airman is eligible for promotion if recommended, in writing, by the promotion authority. He or she must serve on AD in enlisted status as of the PECD, serving continuous AD until the effective date of promotion, and is not in a condition listed under Table 1.1. on or after the PECD. The individual must be in PES code X on effective date of promotion (see note 6).
2	SSgt (see paragraph 2.3.)	5 level (see note 4)	6 months	3 years		
3	TSgt (See paragraph 2.3.)	7 level (see note 4)	23 months effective Cycle 95A6	5 years		
4	MSgt (see paragraph 2.3.)	7 level	24 months	8 years		

5	SMSgt (see paragraph 2.4.)	7 level (see note 4)	20 months	11 years	8 yrs cumulative enlisted service (TEMSD) creditable for basic pay (see note 5)
6	CMSgt (see paragraph 2.4.)	9 level (see note 4)	21 months	14 years	10 yrs cumulative enlisted service (TEMSD) creditable for basic pay (see note 5)

NOTES:

1. Use this table to determine standard minimum eligibility requirements for promotion consideration. HQ USAF may announce additional eligibility requirements. The individual must serve on enlisted AD and have continuous active duty as of PECD.
2. The high year tenure policy applicable as of PECD may affect promotion eligibility in grades SrA and above.
3. Use years of satisfactory service for retirement in place of TAFMSD to determine promotion eligibility for Air National Guard and Air Force Reserve airmen ordered to active duty (Exception: Active Guard Reserve (AGR or Statutory tours). Reserve or Guard airmen are eligible for promotion if EAD is on or after PECD.
4. Airmen must meet skill level requirements by the effective date of promotion for SrA and by the PECD for SSgt. SSgts test and compete for promotion to TSgt if they have a 5-skill level as of PECD; however, they must have a 7-skill level before promotion. MSgts and SMSgts must meet minimum skill-level requirements listed above. You may waive this according to [Table 2.3.](#) to allow them to compete for promotion. Airmen demoted to SrA and who are past their HYT for that grade will be given one promotion opportunity based on TIG requirements only. This is regardless if they are eligible to compete for promotion or not. The HYT will be the 4th month after selections are made for the first SSgt promotion cycle the airman is TIG eligible.
5. Service in a commissioned, warrant, or flight officer status is creditable for pay. Such service does not count for this requirement (38 Comptroller General 598). You may consider promotion for airmen who meet this requirement on the 1st day of the last month promotions are normally made in the cycle. Actual promotion does not occur earlier than the 1st day of the month following the month the airman completes the required enlisted service. This applies if the selectee had a sequence number in an earlier promotion increment; however, if the airman meets the required enlisted service on the first day of the month, the DOR and effective date is that date.
6. If a TDY student meets the requirements of this table but does not maintain satisfactory proficiency, the MPF that services the airman's TDY unit informs the MPF servicing the airman's unit of assignment.

Table 2.2. Calculating Points And Factors For Promotion To SSgt Through CMSgt.

	A	B	C	D
R U L E	For SSgt thru MSgt	For SMSgt and CMSgt	and the factor is	then the maximum score is
1	X		SKT	100 pts. Base individual score on percentage correct (two decimal places) (see note 1).
2	X		PFE	
3		X	USAF Super- visory Exam	
4	X		TIS	40 pts. Award 2 pts for each year of TAFMS up to 20 years, as of the last day of the last month of the promotion cycle. Credit 1/6 point for each month of TAFMS (15 days or more = 1/6 pt; drop periods less than 15 days). EXAMPLE: The last day of the last month of the cycle (31 Jul 93) minus TAFMSD (18 Jul 86) equals 7 years, 14 days (inclusive dates considered equals 7x2 = 14 pts). (See note 1.)
5		X	TIS	25 pts. Credit one-twelfth point for each month of TAFMS, up to 25 years, computed as of the last day of the cycle (See note 1.)
6	X	X	TIG	60 pts. Award 1/2 pt for each month in grade up to 10 years, as of the first day of the last month of the promotion cycle (count 15 days or more as 1/2 pt; drop periods less than 15 days). EXAMPLE: The first day of the last month of the promotion cycle (1 Jul 93) minus current DOR (1 Jan 90) equals 3 years, 6 months, 1 day (inclusive dates considered) equals 42 x .5 = 21 pts. (See note 1.)
7	X	X	Decorations	25 pts. Decoration point value is based on order of precedence. (See note 2.) 15 pts. Medal of Honor 11 pts. AF/Navy/Distinguished Service Crosses 9 pts. Defense Distinguished Svc Medal, Distinguished Svc Medal, Silver Star 7 pts. Legion of Merit, Def Superior Svc Medal, Distinguished Flying Cross 5 pts. Airman's/Soldier's/Navy-Marine Corps/Coast Guard/Bronze Star/Defense Meritorious Service Medals, Purple Heart 3 pts. Air/Aerial Achievement/AF/Army/Navy/Joint Services/Coast Guard Commendation Medals 1 pt. AF/Navy/Army/Coast Guard/Joint Service Achievement Medals

8	X	X	EPR score	<p>135 pts. Multiply each Enlisted Performance Report/Airman Performance Report rating that closed out within 5 years immediately preceding the PECD, not to exceed 10 reports, by the time weighted factor for that specific report. The time weighting factor begins with 50 for the most recent report and decreases in increments of five (50-45-40-35-30-25-20-15-10-5) for each report on file. Multiply that product by the Enlisted Performance Report/Airman Performance Report conversion factor (27 for Enlisted Performance Reports or 15 for Airman Performance Reports). Repeat this step for each report. After calculating each report, add the total value of each report for a sum. Divide that sum by the sum of the time weighted factors added together for the promotion performance factor (129.60). (See note 1.)</p> <p>EXAMPLE: Enlisted Performance Report/Airman Performance Report string (most recent to oldest): 5B-4B-9A-9A-9A-9A</p> $5 \times 50 = 250 \times 27 = 6750$ $4 \times 45 = 180 \times 27 = 4860$ $9 \times 40 = 360 \times 15 = 5400$ $9 \times 35 = 315 \times 15 = 4725$ $9 \times 30 = 270 \times 15 = 4050$ $9 \times 25 = 225 \times 15 = 3375$ <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">225</td> <td>29160</td> </tr> </table>	225	29160
225	29160					

NOTES:

1. Cut scores off after the second decimal place. Do not use the third decimal place to round up or down.
2. The decoration closeout date must be on or before the PECD. The “prepared” date of the DECOR 6 recommendation for decoration printout (RDP) must be before the date AFPC makes the selections for promotion. Fully document resubmitted decorations (downgraded, lost, etc.) and verify they are placed into official channels prior to the selection date. When the date of the special order is prior to the month promotion selections are made, the decoration will automatically update the promotion master file. If the date of the special order is the month selections are made or later, send the following documents to HQ AFPC/DPPPWM:
 - Special order.
 - Citation.
 - DECOR 6 (both pages).
 - Amendments, if any.
 - Documentation when decoration was placed into official channels.

Table 2.3. PAFSC Skill Level Waivers (See note 1).

R U L E	A	B
	If the airman does not possess the required PAFSC skill level	then a PAFSC skill level waiver is
1	and performs duties in RI or SDI (except for RIs 9S100, 9S200, then rule 2)	authorized (see note 2 and 6).
2	and performs duties in RI 9S100, or 9S200 (see note 3).	
3	and is an A1C through SMSgt in retraining or pending retraining (RI 9A000) and would have upgraded by the PECD for promotion to SSgt through SMSgt, or the last day of the month for A1C eligibles for SrA were identified, had the airman not retrained (see note 4).	
4	and is an A1C 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	
5	and is a SrA through TSgt in normal upgrade training (see note 5).	not authorized.
6	and returns to duties from an RI, SDI, or another awarded AFSC, to another AFSC	authorized (see note 2 and 6).

NOTES:

1. Do not allow prior service enlistees and former officers' skill level waivers except as indicated in paragraph **2.10**.
2. Process PAFSC skill-level waivers as outlined in AFCSM 36-699, Volume 1.
3. Airmen in these RIs as of the PECD must meet skill levels established by the Air Force Technical Applications Center (AFTAC). Airmen who fail to meet the requirements imposed by the unit commander are ineligible for a skill-level waiver. Airmen with these RIs as their PAFSC must meet the skill-level criteria indicated on the certificate from AFTAC. You must have the certificate before promotion to MSgt.
4. Since the majority of airmen are in a retraining status (SSgt through MSgt) and promotion to SMSgt and CMSgt are routinely approved for a PAFSC skill-level waiver, the promotion record is built as "eligible" during the promotion file build. The promotion authority may still deny the airman promotion consideration by disapproving a PAFSC skill-level waiver.
5. Normally, do not permit airmen in normal upgrade training a skill-level waiver. Grant PAFSC skill level-waivers for documented interruptions in current training that prevents the airman from upgrading. Commanders may waive the 7-skill level requirement for TSgt selectees (at the time when PSN is announced for promotion) when the airman has completed upgrade requirements and is waiting to attend, or is currently enrolled in the 7-level school.
6. Demote airmen promoted with a PAFSC waiver who fail to obtain or maintain grade skill relationship as outlined in AFI 36-2503.

Table 2.4. SKT Exemptions (see note 1 and paragraph 2.3.1).

R U L E	A	B
	If on or before the PECD the airman is	then an SKT exemption is
1	performing duties in RI 9S100, 9S200 (see note 2)	not authorized.
2	disqualified (RI 9A000) and awaiting retraining	authorized.
3	in normal upgrade training (see note 3)	not authorized.
4	awaiting retraining and their CAFSC has changed to the new AFSC as outlined in AFI 36-2101, <i>Classifying Military Personnel (Officers and Airmen)</i> (Training Status Code "M" applies)	authorized.
5	SrA through TSgt in retraining status (see note 4)	
6	returned to duty in a fully qualified AFSC from another awarded AFSC (dual qualified) (see note 5)	
7	returned to duty in another awarded AFSC not fully qualified (see note 6)	

NOTES:

1. Consider airmen who are SKT exempt for promotion in one of two promotion AFSCs, one for non-chronic critical skills (non-CCS) and another for CCS. When there is not an SKT for the specialty, then all airmen in that AFSC compete for promotion together, regardless of their training status (i.e., retrainees, etc.). All airmen who are SKT exempt and are in an AFSC where an SKT exists can take the SKT by signing a statement. Once signed, do not reverse the decision without unit commander and MPF Commander concurrence. Once you administer promotion test, do not reverse the decision. Refer to TCO memorandums for other SKT exemptions.
2. Airmen must fulfill PAFSC skill-level requirements according to [Table 2.3](#).
3. Allow airmen who return to a previously awarded AFSC for which they are not assigned within the last year and do not have the required skill level a 24-month SKT exemption. Approve a PAFSC skill-level waiver according to [Table 2.3](#).
4. Allow SKT exemptions for 24 months regardless of training status. Airmen can take the SKT by signing a statement. Do not reverse the airman's decision to take, or not to take the SKT without unit commander and MPF commander concurrence. Do not reverse the decision once you administer the promotion test.
5. MPF updates PDS Training Status Code (TSC) "I" with a Date Initially Entered Retraining (DIERT) equal to the date of return into the previous awarded AFSC if within 6 months of PECD. Members may elect to take the SKT. Do not place prior service airmen or former officers in TSC "I".
6. If the period of time the airman was outside the AFSC is more than 1 year, the airman is SKT EXEMPT for 24 months (see note 4 if airman elects to take SKT). For periods of less than 1 year, ensure the airman takes the SKT.

Table 2.5. Reasons For Senior NCO Supplemental Promotion Board Consideration (See note 1).

R U L E	If the item	and correction is to	then consideration by supplemental evaluation board is	and rescoring is
1	PME (see note 2)	add the Senior NCO or NCO academy course	authorized.	Mandatory
2	EPR	add, remove, or make significant change		
3	academic education	show increased academic level		Optional (see note 3)
		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 3)
5	projected retirement data (individuals who are eligible and considered by original board)	delete a projected retirement that is not valid at the time board met		Mandatory
		delete a projected retirement that was valid when the board convened but later withdrawn	not authorized.	N/A
		change the projected retirement date		
6	any eligibility factor	render an airman eligible (as of the PECD) who was erroneously ineligible when the board convened	authorized.	Mandatory
7	projected HYT date (individuals who were ineligible because of an HYT date and not considered by the original board)	show approved extension of HYT date (and reason is best interest of the Air Force)	authorized	Mandatory

NOTES:

1. Do not allow supplemental consideration for airmen needing more than the maximum board score (450 points) for selection.
2. Credit is given if the airman takes the end of course (EOC) examination on or before the PECD and successfully completes the course, even if it is not scored until after the PECD (HAF files will not change, only the promotion and WAPS Information Retrieval [WIRE] files). PME was last used for CMSgt during cycle 94E9 and for SMSgt during cycle 96E8.
3. Prior to rescoring the record, panel members consider the type of error, the degree of impact on the promotion score, and the number of points needed for selection. Records the panel considers and chooses not to rescore are nonselectees.

Table 2.6. SrA Below the Zone Processing Months and Board Dates.

I T E M	A	B	C
	Processing Months	Board/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

ACTIVE DUTY AIRMEN PROMOTION ACTIONS

3.1. Officer Training Candidates:

3.1.1. The MPFs:

3.1.2. Notify airmen they are ineligible for promotion consideration when entering Air Force commissioning programs on or before PECD.

3.1.3. Notify airmen promotion eligibility may be reinstated (see paragraph 3.3.) if they are eliminated from training through no fault of their own. The training facility commander must make a recommendation for reinstatement.

3.1.4. Promote airmen entering the Airman Education and Commissioning Program (AECP), Officer Training School (OTS), Physician Assistant (PA) or Academy of Military Science (AMS) programs as follows:

3.1.4.1. Promote airmen in grades SrA and below to SSgt effective 1 day before departure, but no earlier than 11th day before report no later than date.

3.1.4.2. Remove the projected promotions of SSgt selects or above from PDS when the PSN is after program entry. Place letters in their records indicating grade, cycle, and PSN.

3.1.5. Demote eliminated airmen to their former grades per AFI 36-2503 and then promote them to the highest grades entitled effective the day following demotions. The DOR of the higher grades are the original DORs (AFI 36-2014, *Commissioning Education*).

3.1.6. Promote airmen selected for the Air Force Academy with a PSN before entry. Do not promote airmen with PSNs after program entry; place memorandums in their records to show selected grade, cycle, and PSN. Prior service disenrolled airmen receive their former grade and DOR with the effective date as the disenrolled date; second year disenrolled airmen receive the grade determined by AFI 36-2604.

3.1.7. Discharge airmen selected for the Airman Scholarship and Commissioning Program (ASCP) and then enlist them into the AF Reserves. Airmen with a PSN prior to entry will assume the grade. Place letters with PSNs in the records of airmen who have PSNs after entry (listing grade and cycle). For those who do not complete ASCP, see AFI 36-2604 to determine active duty grade and DOR.

3.2. Nonrecommending, Deferring, and Withholding Promotions. In all instances, the action may be initiated by the immediate commander, but must be approved by the promotion authority for airmen in grades MSgt and SMSgt. Commanders:

3.2.1. Inform airmen of adverse actions in writing or verbally before promotion effective date (confirm verbal notification in writing within 5 workdays). The notification memorandum must include reasons, dates, occurrences, and duration of the action. If the airman is notified verbally prior to effective date, and written notification is followed up after effective date of promotion, include a statement confirming the airman was verbally notified not to assume the higher grade prior to the effective date of promotion. For SrA through CMSgt include the affected promotion cycle.

3.2.2. Obtain the airmen's written acknowledgment.

3.2.3. Forward the written notification to the MPF for file in the airmen's UPRG.

3.2.4. For nonrecommendation (removal) actions:

3.2.4.1. Written nonrecommendations are not required for airmen otherwise ineligible according to **Table 1.1.** (except for rule L).

3.2.4.2. A1Cs and below ineligible for promotion under **Table 1.1.** (except for rule L) will become eligible for promotion upon completion of the ineligibility condition if otherwise eligible and recommended by the commander.

3.2.4.3. Promotion DOR will be the date member became eligible and the effective date will be the date of written recommendation by the commander for those exceeding TIG/TIS requirements. A retroactive promotion effective date may be requested according to paragraph **1.12.**

3.2.4.4. Nonrecommend A1Cs and below in monthly increments up to 6 months at a time (**Table 1.1.**, rule L).

3.2.4.5. Promotion DOR and effective date are the anniversary date of the original promotion date after written recommendation.

3.2.4.6. Remove BTZ selectees from a selection list and inform them they remain ineligible until fully qualified (see paragraph **2.2.**).

3.2.4.7. Nonrecommend SrA and above for a particular cycle.

3.2.4.8. MPFs notify HQ AFPC/DPPPWM via message when the promotion authority approves nonrecommending a MSgt or SMSgt for promotion (to include testing).

3.2.5. For deferring promotion to SSgt through CMSgt:

3.2.5.1. The duration is 1 to 3 months.

3.2.5.2. Deferral action delays the promotion and pay past the original effective date to determine if the airman meets acceptable behavior or performance standards.

3.2.5.3. Wing or equivalent level commanders may approve deferring promotion beyond 3 months. Equivalent level commander is the first senior rater in a commander's position in the airman's reporting chain.

3.2.5.4. The promotion authority approves deferring promotions to SMSgt and CMSgt beyond 3 months.

3.2.5.5. The promotion authority must make a promotion decision, in writing, upon completion of the deferral period. DOR and effective date is the 1st day of the month after the deferral period ends.

3.2.6. For withholding promotions:

3.2.6.1. Written notifications are required for all conditions listed in **Table 1.2.** Commanders will clearly state specific reasons for all withholding actions. MPF will return memorandums not stating the specific reasons for withholding actions to commanders and reference this paragraph. Advise commanders while they are provided reasonable time to gather facts, they cannot delay airmen's promotions by placing them in withhold status pending improved behavior or performance by the airmen. Withholding action is taken after promotion selection but before the effective date of promotion.

3.2.6.2. Wing or equivalent level commanders may approve withholding promotions longer than 1 year. Equivalent level commander is the first senior rater in a commander's position in the airman's reporting chain.

3.2.6.3. The immediate commander may initiate and terminate withhold action for periods of less than 1 year for A1C through CMSgt. The promotion authority approves withholding promotions to SMSgt and CMSgt and for periods longer than 1 year.

3.2.6.4. Airmen receive their original DOR and the effective date is the date the commander terminates withhold action and recommends promotion. See paragraph 1.13. for effective for effective date corrections.

3.2.6.5. Airmen whose promotion was withheld and later changed to a deferral will receive a DOR and effective date as the 1st day of the month after termination of the deferral period.

3.3. Promotion Reinstatement. This procedure is used to reinstate promotion eligibility to all grades. This includes promotion testing, consideration for promotion if tests are on file, or for previous selects who become ineligible.

3.3.1. Wing or equivalent level commander (equivalent level commander is the first senior rater in a commander's position in the airman's reporting chain) may: (**EXCEPTION:** Reinstatement to the grades of SMSgt or CMSgt must be forwarded to the promotion authority.)

3.3.1.1. Approve reinstatement request for airmen who were found ineligible because their records had incomplete or wrong data. DOR is the date of original increment and effective date is date of reinstatement approval. Individuals may request a retroactive promotion effective date according to paragraph 1.12.

3.3.1.2. Approve reinstatement for airmen removed from the control roster, completion of Article 15 suspended reduction, or for airmen currently meeting standards in the WMP previously found to be ineligible due to an unsatisfactory weigh in (WSC "2").

3.3.2. Commanders:

3.3.2.1. Should initiate reinstatement requests for airmen ineligible for promotion to the grades SSgt through CMSgt for only the most deserving cases (including airmen who were selectees).

3.3.2.2. Send reinstatement requests they support to the MPF for further processing. The request will include in the justification the reason the airmen were placed on the control roster, or under suspended reduction, the inclusive dates, and a brief summary of past and current performance. For individuals who were placed in WSC "2" include the entire WMP case file and all pertinent documents. The MPF Commander will provide a recommendation when forwarding a case file to the wing commander. The case file will include commander's memorandum requesting reinstatement and all related documents. Requests for reinstatement should not be approved solely because commanders reverse decisions that originally rendered the airmen ineligible.

3.3.2.3. DOR and effective date for approved reinstatements to grades SSgt through CMSgt are the 1st day of the month subsequent to the month the commander initiated reinstatement action if promotion (increment) has passed. MPFs send a message to HQ AFPC/DPPPW providing the airman's name, SSN, cycle, date commander initiated reinstatement, date reinstatement approved, and circumstances surrounding the reinstatement. HQ AFPC/DPPPW will provide testing instruc-

tions if tests were not previously administered, supplemental consideration if tests are on file, or update grade data in the PDS if a previous select.

3.3.3. An airman or the airman's immediate commander may request reinstatement for reasons not covered above. MPFs forward fully documented requests through the airman's wing commander. Wing commanders or MAJCOM DPs may disapprove these requests and discontinue further processing. DOR and effective date for approved reinstatements to grades SSgt through CMSgt are the 1st day of the month subsequent to the month the commander initiated reinstatement action.

3.4. Publishing/Revoking Special Orders. The MPF:

3.4.1. Publishes "P" series special orders or AF Form 2096, **Classification/On-The-Job Training Action** (can only be used when the order previously existed), no earlier than 35 calendar days prior to the effective date of promotion. Include name, SSN, grade, DOR and effective date, and PAS code. For SSgt through CMSgt grades, include PSN and cycle. The MPF commander must designate officials within the MPF to issue, approve, and authenticate special orders.

3.4.2. Uses AF Form 973, **Request and Authorization for Change of Administrative Orders**, or a composed order to amend, rescind, or revoke a promotion order.

3.4.3. Will screen all incoming UPRGs and verify promotion eligibility to ensure promotion orders have been issued. The losing MPF will publish promotion orders if, on the effective date of promotion, the airman was under their jurisdiction. Verbal orders are published when orders were not previously issued, reflecting DOR and effective date as the date of the original promotion date. See AFI 37-128, *Administrative Orders*. The MPF completes AF Form 2096 if all other sources have been exhausted.

3.4.4. Distributes special orders to each listed individual, unit of assignment, and UPRG.

3.4.5. Announces MIA/POW promotions via series AE special orders published by HQ AFPC/DPP-PWM.

3.5. Applying for Correction of Records. Airmen who believe they have suffered injustices in their promotion consideration may apply to the Air Force Board for Correction of Military Records (AFBCMR) under AFI 36-2603. The application for correction of military records should be filed within 3 years after discovering the alleged error or injustice; however, the AFBCMR can waive untimely filing in the interest of justice.

Chapter 4

USAF RESERVE AIRMEN PROGRAM ELEMENTS

4.1. The Military Personnel Flight (MPF).

4.1.1. Identifies a MSgt or above to certify the promotion eligibility of USAFR unit assigned airmen on an AF Form 224, **Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force**, Section II.

4.1.2. Prepares the AF Form 224 for the unit commander's signature.

4.2. Promotion Authority. Use [Table 4.1](#). to determine the promotion authority.

4.2.1. Instructions:

4.2.1.1. Notify the airman of the reasons for denying promotion.

4.2.1.2. Do not promote airmen above the grade of SSgt in overage codes except Code V.

4.2.1.3. Promote unit assigned airmen selected for Air Reserve Technician (ART) positions to SrA or the Unit Manpower Document (UMD) grade, whichever is lower, concurrent with their assignment to ART positions, unless they are serving in a higher grade and the UMD ART position reflects a grade equal to or higher than the grade in which currently serving. Do not promote individuals who are moved to fill slots where the incumbent is projected for retirement, separation or reassignment until the promotion cycle after the incumbent physically departs. Also, do not promote personnel within 6 months of unit deactivation or within 6 months of member's position being deleted.

4.2.1.4. Do not promote airmen in retraining status in their new AFSC until they complete technical training, if required, and have been awarded a 3-skill level in the AFSC.

4.3. Who Disapproves a Promotion. Any command level may deny promotion for unit members and recruiters when the promotion authority is not the immediate commander. The promotion authorities in [Table 4.1](#). can deny promotions for Individual Mobilization Augmentees (IMA) and Category E, participating Individual Ready Reservists (IRR).

4.4. Promotion Eligibility. Use [Table 4.2](#). to determine promotion eligibility. To be eligible for promotion, USAFR airmen have to meet the satisfactory participation requirements that AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures* prescribes and weight standards that AFI 40-502, *The Weight Management Program*, prescribes.

4.4.1. Non Prior Service (NPS) Enlistees not attached to AFRC Units. The promotion authority may promote NPS enlistees ordered to an initial active duty tour (IADT) after completion of both basic military training and six months TIS, or to the next higher grade, provided the individual meets the requirements in [Table 4.2](#). TIS for promotion begins the date the enlistee entered IADT. The effective date of promotion is the date of the promotion order unless a later date is stated. If the order cites a later date, do not use a date later than the release date from IADT.

4.4.2. USAFR One Grade Over the Unit Manning Document (UMD) Position Promotions and the Extended Promotion Program. These programs authorize the promotion authority defined in [Table](#)

4.1., to promote Unit Reserve, IMAs, Category E, and participating IRR members, to the grade of TSgt. Members must meet the promotion eligibility criteria listed below.

4.4.2.1. Must complete 16 years of service for retirement as of the closeout of their last retention/retirement year.

4.4.2.2. Must be blocked for promotion under the unit vacancy promotion program. **NOTE: Does not apply to CAT E and participating IRR members.**

4.4.2.3. Must meet all other eligibility criteria as specified in [Table 4.2](#).

4.5. Processing Promotions of IMAs and Participating IRR.

4.5.1. HQ ARPC/DPJA identifies airmen eligible for promotion in January, March, May, July, September, and November by Direct English Statement Information Retrieval System (DESIRE) using [Table 4.2.](#), [Table 4.3.](#) to determine promotion eligibility. HQ ARPC/DPJA provides two copies of the eligibility roster to the MAJCOMs, FOAs, DRUs, and ARPC central program managers. One copy is, in turn, forwarded to the MPF, if appropriate.

4.5.2. The MPF places a suspense on the rosters to unit of assignment to ensure it arrives at the MAJCOM, FOA or DRU by the first of the month prior to the promotion month.

4.5.3. Unit Commander for assigned IMAs and participating IRR:

4.5.3.1. Coordinates with IMAs or participating IRR unit of attachment regarding promotion potential.

4.5.3.2. Lines through the IMAs or participating IRR names not recommended for promotion and briefly states the reasons for nonrecommendation.

4.5.3.3. Establishes and annotates ineligibility expiration dates (not to exceed 6 months) for each IMA or participating IRR not recommended for promotion.

4.5.3.4. Desires to promote a member not on the eligibility roster(s), and member meets all requirements in [Table 4.2.](#) or [Table 4.3.](#), adds individual(s) NAME, SSN, and Promotion to GRADE, above the certification statement.

4.5.3.5. Signs the following statement after the last name on the roster: "I certify and recommend the airmen indicated on this roster for promotion. I have lined through the names of airmen not recommended for promotion and annotated the reasons for nonrecommendation."

4.5.3.6. Returns the roster to the servicing MPF who forwards it to the appropriate MAJCOM, FOA, or DRU indicated on the roster.

4.5.4. Promotion Authority:

4.5.4.1. Lines through the names on the master roster of individuals not selected for promotion. Annotates the reasons for nonselection and the ineligibility period (not to exceed 6 months).

4.5.4.2. Notifies the unit of assignment of the nonselection and the reasons.

4.5.4.3. Desires to promote a member not on the eligibility roster(s), and member meets all requirements on [Table 4.2.](#) or [Table 4.3.](#), add individual(s) NAME, SSN and Promotion to GRADE, above the certification statement.

4.5.4.4. Includes the statement listed in paragraph [4.5.3.5](#).

4.5.4.5. Forwards the annotated or certified original copy of the master promotion roster to HQ ARPC/DPJA and ensures it arrives by the 20th of the month preceding the promotion cycle month.

4.5.5. HQ ARPC/DPJA (Enlisted Promotions):

4.5.5.1. Returns late master rosters to the promotion authority.

4.5.5.2. Verifies and authenticates the master promotion eligibility roster, updates the personnel data system as indicated on the roster, and publishes orders (see paragraph 4.12.).

4.6. Processing Promotions of Airmen Assigned to AFRC Units. (Does not apply to NPS enlistees or Title 10, U.S.C., Section 12310 Active Guard Reserve [AGR] personnel.)

4.6.1. MPF:

4.6.1.1. Identifies airmen eligible for promotion in January, March, May, July, September, and November by DESIRE. Uses **Table 4.2.** to determine promotion eligibility.

4.6.1.2. Sends the list to unit commanders before each unit training assembly (UTA) the month preceding the month the promotion is to be effective.

4.6.2. Unit Commander:

4.6.2.1. Processes the promotion eligibility rosters prior to UTA completion.

4.6.2.2. Lines through the names of airmen not recommended for promotion and annotates a period of ineligibility not to exceed 6 months.

4.6.2.3. Completes the AF Form 224 in duplicate (mandatory for promotions to SMSgt and CMSgt; optional for promotions to TSgt and MSgt).

4.6.2.4. Adds the following statement after the last name on the promotion roster: "I certify and select the airmen on this roster for promotion. I have lined through the names of those airmen not selected for promotion."

4.6.2.5. Forwards the roster and the AF Form 224 to the MPF by the end of the UTA.

4.6.3. MPF:

4.6.3.1. Verifies the information on the promotion rosters and AF Form 224.

4.6.3.2. Reviews enlisted performance reports of airmen recommended for promotion to TSgt through CMSgt and ensure they qualify for promotion.

4.6.3.3. Forwards AF Form 224 to the promotion authority for signature.

4.6.3.4. Authenticates section IV of AF Form 224 following promotion authority signature.

4.6.3.5. Processes AF Form 224 by the first day of the promotion cycle month.

4.6.3.6. Issue promotion orders and assigns a date of rank as the first day of the promotion cycle month when airmen meet eligibility requirements. **EXCEPTION:** Promotions effected under paragraph 4.5.

4.7. Processing Promotions of USAFR Title 10, U.S.C., Section 12310, Airmen (Excluding AFRC Recruiters):

4.7.1. The immediate supervisor recommends promotion on AF Form 224 for airmen who meet eligibility requirements in **Table 4.2**.

4.7.2. The MPF verifies the AF Form 224 and forwards it to the airmen's immediate commander.

4.7.3. The commander:

4.7.3.1. Recommends airmen for promotion by completing the first block, section III of AF Form 224 and sending it to the appropriate MAJCOM/FOA DP.

4.7.3.2. Notifies airmen nonselected for promotion, in writing, of the reasons for nonselection.

4.7.3.3. Ensures promotion recommendations arrive at the MAJCOM/FOA DP no later than the tenth of the month preceding the month promotion is effective.

4.7.4. For AGR Amn not assigned to HQ AFRC, HQ ARPC, or Base IMA Administrators, the MAJCOM/FOA DP sends promotion recommendations to HQ USAF/REP. For AGR Amn assigned to HQ AFRC, sends promotion recommendations to HQ AFRC/DP. For AGR Amn assigned to HQ ARPC or Base IMA Administrator, send to HQ ARPC/DPJA.

4.7.5. HQ USAF/RE:

4.7.5.1. Approves or disapproves all promotion recommendations except those personnel assigned to HQ AFRC, HQ ARPC and Base IMA Administrators.

4.7.5.2. Sends approved AF Form 224 to ARPC, AFRC, or the MAJCOM/FOA for publication of orders.

4.7.5.3. Returns disapproved AF Form 224 to the immediate supervisor, through channels, indicating the reasons for disapproval.

4.7.6. HQ ARPC/CC:

4.7.6.1. Approves or disapproves all promotion recommendations for personnel assigned to HQ ARPC and Base IMA Administrators.

4.7.6.2. Sends approved AF Form 224 to HQ ARPC/DPJA for publication of orders.

4.7.6.3. Returns disapproved AF Form 224 to the immediate supervisor, through channels, indicating the reasons for disapproval.

4.7.7. HQ AFRC/DP:

4.7.7.1. Approves or disapproves all promotion recommendations for personnel assigned to HQ AFRC.

4.7.7.2. Sends approved AF Form 224 to HQ AFRC/DPMB for publication of orders.

4.7.7.3. Returns disapproved AF Form 224 to the immediate supervisor, through channels, indicating the reasons for disapproval.

4.8. Processing Promotion of AFRC Recruiters .

4.8.1. HQ AFRC/RS:

4.8.1.1. Appoints promotion board consisting of officers and chief master sergeants.

4.8.1.2. Approves or disapproves the promotion board's recommendations.

4.8.2. HQ AFRC/RSP:

- 4.8.2.1. Pulls the promotion list and verifies eligibility.
- 4.8.2.2. Contacts the RS Numbered Air Force Flight Commander and Senior Recruiter on eligible personnel for promotion recommendation.
- 4.8.2.3. Schedules a promotion board on or about 25 days prior to promotion date.
- 4.8.2.4. Convenes the promotion board and provides recommendations to HQ AFRC/RS.
- 4.8.2.5. Completes the AF Form 224, signs MPF verification and forwards to immediate supervisor for signature and return.
- 4.8.2.6. Notifies airmen in writing of nonselection for promotion and states the reason for nonselection.
- 4.8.2.7. Receives the AF Form 224 from immediate supervisor and forwards to HQ AFRC/RS for signature.
- 4.8.2.8. Publishes promotion orders, makes distribution and updates personnel data system (PDS).

4.9. Revoking Promotions.

- 4.9.1. The promotion authority makes the request to revoke promotions. The request must include:
 - 4.9.1.1. The effective date of promotion and the reason the promotion took effect.
 - 4.9.1.2. Training periods the airman was paid in the higher grade, if applicable. To allow reservists to retain pay already received, add the date the airman was told of the erroneous promotion action and statement to show that the airman actually discharged the higher grade's function in good faith and served without knowledge of the error in the promotion. (Refer to DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowance System (ARPAS)* and *DoD Military Pay and Allowances Entitlement.*)
 - 4.9.1.3. Copy of the PDS report on individual personnel (RIP).
 - 4.9.1.4. Copy of promotion order.
- 4.9.2. The promotion authority sends promotion revocation requests to:
 - 4.9.2.1. HQ AFRC/DPMB for unit airmen.
 - 4.9.2.2. HQ ARPC/DPJA for IMAs and participating IRR.
- 4.9.3. HQ AFRC/DPMB (for unit members) advises units of the revocation request approval or disapproval.
- 4.9.4. HQ ARPC/DPJA (for IMAs and participating IRR) advises the unit of approval or disapproval request and publishes orders.

4.10. Missing Data. The commander may ask HQ ARPC/DRS to provide information from the master personnel record group. ARPC enters information into PDS as outlined in AFCSM 36-699.

4.11. National Emergency or War.

4.11.1. Promotion authorities promote enlisted MIA or captured members based on the completion of TIG, total enlisted service, and satisfactory years of service outlined in **Table 4.2**. The same provisions apply to reservists captured or kidnapped while training overseas.

4.11.2. Promotion authorities promote mobilized IMAs and IRRs as outlined in **Table 4.2**, when under the promotion administration of the Reserve components.

4.11.3. Commanders will ensure airmen who are returned to their unit after being in an MIA or captured status retain their rank as an overage, or are assigned to another position in the higher grade.

4.12. Publishing Promotion Orders. HQ ARPC/DPJA issues and distributes orders to arrive within 5 workdays after the promotion date. MPFs promote airmen selected for OTS serving in the grade of SrA or below to SSgt effective 1 day before the airman's projected departure date:

4.12.1. The order will include grade, name, SSN, AFSC, functional code, position control number, designation and address of the Reserve unit of assignment, Reserve of the Air Force grade to which promoted, and the authority.

4.12.2. MPFs prepare composed or computer generated orders on AF Form 224 or AF Form 2096.

4.12.3. Use Air Force Form 224 for promotions made under Title 10, U.S.C., Section 12310, *Reserves: for organizing, administering, etc., reserve components* and for AFRC unit assigned reservists promoted to SMSgt and CMSgt. **EXAMPLE:** The Air Force promotes SGT ARTHUR WILSON, 123-45-6789, AFSC: 3A051; Functional Code: 1100; Position Control Number: MM04012M, as Reserve of the AF to grade of SSgt. Authority: AFI 36-2502.

4.13. Form Prescribed. Air Force Form 224, **Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force.**

Table 4.1. USAFR Promotion Authorities (see note 1).

R U L E	Unit of Assignment	Affected Individuals	Promotion Authorities
1	USAFR Unit Members	SMSgt and CMSgt	Wing or detached group commander
		Amn through MSgt	Commander of unit of assignment may delegate promotion authority to detachment unit commander
2	Title 10, U.S.C., Section 12310 AGR (see note 3)	AFRC Recruiters Amn through CMSgt	Deputy Chief of Staff Recruiting
		Amn assigned to AFRC except Reserve recruiters	HQ AFRC/DP
		Amn assigned to ARPC and Base IMA Administrators	HQ ARPC/CC
		Other Amn except for AFRC and ARPC Amn	HQ USAF/RE
3	Individual Mobilization Augmentees (IMAs)	Category E participating IRR managed by HQ ARPC/DRM	HQ ARPC/DR
		IMAs managed by HQ ARPC/DRM	HQ ARPC/DR

4	Title 10, U.S.C., Section 12301, EAD	All other IMAs	See note 2
		Amn assigned to 9025 ARS	HQ ARPC/JA
		Amn assigned to 9021 ARS	HQ ARPC/SG
		Amn assigned to 9004 ARS	HQ USAF/MSPR
		Amn returned to active duty (not AGR)	See note 4

NOTES:

1. Numbered Air Force (NAF) commanders may delegate promotion authority to the Vice Commander or Director of Staff for unit personnel reporting directly to the NAF. Designate all authority delegations in writing and provide it to the servicing MPF chief.
2. Commanders/Directors of the MAJCOM, FOA, DRU and ARPC central managers (or if delegated, no lower than lieutenant colonels), provide, in writing, one or more official's names to certify the eligibility list to enlisted promotions, HQ ARPC/DPJA.
3. Individuals assigned as Title 10, U.S.C., Section 12301 are reservists on AD and remain under the Air Force Reserve promotion system.
4. Individuals assigned as Title 10, U.S.C., Section 12301 are AD and therefore fall under the AD promotion system. These individuals will test under WAPS.

Table 4.2. Unit Vacancy Promotions (see note 1).

R	A	B	C	D	E	F	G	H
U L E	If the promotion to the grade of (see note 10)	and the PAFSC is (see note 2)	and the member's months TIG is (see note 3)	and the member's enlisted service is (see note 4)	and the member's satisfactory years service for retirement is (see note 5)	and the member completes PME in residence or by correspondence	and (See Note 11)	then promote the member when (see note 9)
1	Amn	none required	6	NA	NA	NA	is a satisfactory participant in accordance with AFMAN 36-8001 including weight/body standards in AFI 40-502 Category E, participating IRR must accrue 50 points in the preceding retirement or retention (R/R) year.	Recommended by the Supervisor and approved by the promotion authority.
2	A1C		6 (see note 6)					
3	SrA	3-skill level	8		1			
4	SSgt	5-skill level or a 3-skill level when 5-skill level does not exist in AFSC	12 (see note 7)		4	(see note 7)		
5	TSgt	7-skill level	18		5			
6	MSgt	7-skill level	24	8	8	Cmd NCO Academy (see note 8)		
7	SMSgt	7- or 9-skill level		10	11	SNCO Academy		
8	CMSgt	9-skill level			14	Not applicable		

NOTES:

1. The airman must meet eligibility requirements as of the last day of the month prior to the promotion month. A vacancy exists within an AFSC (excluding prefix and suffix) if the number assigned in the next higher grade in that AFSC is less than the number authorized. There does not have to be a higher grade position vacancy for promotion to the grades of Amn through SSgt. Compute authorized and assigned figures separately for ART members (paragraph 4.2.). Do not promote individuals who are moved to fill slots where the incumbent is projected for retirement, separation, or reassignment until the promotion cycle after the incumbent physically departs. Also, do not promote personnel within 6 months of unit deactivation or within 6 months of member's position being deleted. Do not include airmen projected for reassignment, separation, or retirement within 6 months from the promotion date (these individuals are ineligible for promotion). Do not count retired flight engineers, loadmasters, and boom operators in the assigned strength for promotion purposes to determine if a vacancy exists. If AFRC or ARPC determines the authorized strength in a particular grade or grades will exceed the allowed number, then suspend promotions in the grade or grades using this table. The use of local boards to select airmen for unit vacancy promotion is prohibited. Commanders may, however, seek information from subordinate raters, either verbally or in writing, regarding an individual's duty performance to assist them in the promotion process.
2. The promotion authority may waive the PAFSC skill level requirement for airmen performing in a Special Duty Identifier (SDI) (for example, SDI 8R000 Recruiter). On reassignment from duty in an SDI, airmen must qualify for the skill level that column B requires within the time limits AFI 36-2201, *Developing, Managing, Conducting, and Training* specifies.
3. Airmen must complete basic military training. TIG for airmen enlisted in the grade AB, Amn, or A1C begins on the date the airmen enters the IADT tour.
4. This includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status in computing basic pay. Such service does not count for promotion.
5. Includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status. Category E participating IRR must accrue 50 retirement points in the preceding R/R year to be recommended for promotion.
6. Commanders conducting formal training courses listed in AFCAT 36-2223, *USAF Formal Schools*, or courses otherwise approved by HQ USAF, may promote an AB on IADT to Amn or an Amn on IADT to A1C. The airman must maintain a satisfactory scholastic record in the course and is otherwise eligible for promotion.
7. Do not promote an enlisted member to the grade of SSgt unless the individual completes either the NCO Preparatory Course (PDS Code X), the NCO Leadership School (PDS Code U), the Airman Leadership School (PDS Code O), or the NCO Orientation Course (PDS Code 9). This PME requirement was effective 2 May 1991.
8. Do not promote an enlisted member to MSgt unless they complete the command NCO Academy. **EXCEPTION:** If the airman satisfactorily serves in a higher grade and completes the SNCO Academy Course requirement.
9. Title 10, U.S.C., Section 12310 Airmen (excluding AFRC recruiters) must serve in the position for at least 90 days and be recommended for promotion by the immediate supervisor. **EXCEP-**

TION: If extraordinary circumstances exist and the recommending official provides specific justification, the promotion authority may waive the 90-day requirement.

10. Personnel are ineligible for promotion:

- a. If training status code equals "T,"
- b. For 1 year if last EPR is referral or a rating of 2 or less, unless a new EPR is rendered with at least an overall rating of 3, whichever occurs first, or
- c. For 1 year from the date of a court martial order, or the longest period of punishment, whichever is later.

11. IMAs and Category E, participating IRR, have been assigned to the MAJCOM, FOA, DRU or central manager program at least 6 months, promotion authority may waive this requirement with appropriate justification annotated on the promotion roster(s).

Table 4.3. USAFR One Grade Over UMD Position Promotions (see note 1-Does Not Apply To USAFR Unit Member).

R	A	B	C	D	E	F
U						
L						
E						
	If the promotion is to the grade of (see note 4 & 5)	and the PAFSC equals (see note 2)	and the months TIG the member completes	and the member's satisfactory years of service for retirement is (see note 3)	and	then promote the member when
1	TSgt	7-skill level	18	12	is a satisfactory participant in accordance with AFI 36-8001 including weight/body fat standards defined in AFI 40-502 Category E, participating IRR must accrue 50 points in the preceding retirement or retention year (R/R).	recommended by the supervisor and approved by the promotion authority.
2	MSgt		24	20		

NOTES:

1. Promote members one grade over their authorized UMD position to which assigned. HQ ARPC/DAA (Assignment Management) assigns the proper coverage code. ARPC monitors monthly the authorized strength in a particular grade projected to exceed the allowed number. If the strength exceeds the allowed number, then suspend the promotion to that grade. The airman must meet eligibility requirements by the last day of the month prior to the promotion month. Airmen within 6 months of reassignment, separation, or retirement are ineligible for promotion.
2. The promotion authority may waive the PAFSC skill-level requirement for airmen performing in an SDI (for example, SDI 8R000 Recruiter). On reassignment from duty in an SDI, airmen must qualify for the skill level that column B requires within the time limits that AFI 36-2201 specifies.
3. Members must complete the required number of satisfactory years for retirement as of their last retention or retirement date.
4. Commands cannot promote participating IRR above the grade of MSgt.
5. IMAs and Category E, participating IRR whom have been assigned to a MAJCOM, FOA, DRU or Central Program Manager program at least 6 months. Promotion Authority may waive this requirement with appropriate justification annotated on the promotion roster(s).

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- Title 10, United States Code, Section 517 - *Authorized Daily Average: members in pay grades E8 and E9*
- Title 10, United States Code, Section 12310 - *Reserves: for organizing, administering, etc., reserve components*
- Title 37, United States Code, Section 201 - *Pay Grades: assignment to; general rules*
- DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowance System (ARPAS) and DoD Military Pay and Allowances Entitlement*
- DoD Directive 1304.20, 19 December 1984 - *Enlisted Personnel Management System*
- AFCAT 36-2223, *USAF Formal Schools*
- AFCSM 36-699 Volume I, *Personnel Data Systems*
- AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*
- AFMAN 37-139, *Disposition of Air Force Records-Records Disposition Schedule*
- AFPD 36-25, *Military Promotion and Demotion*
- AFI 36-2014, *Commissioning Education*
- AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*
- AFI 36-2201, *Developing, Managing, Conducting, and Training*
- AFI 36-2403, *The Enlisted Evaluation System*
- AFI 36-2503, *Administrative Demotion of Airmen*
- AFI 36-2604, *Service Dates and Dates of Rank*
- AFI 36-2605, *Air Force Military Personnel Testing System*
- AFI 36-2626, *Airman Retraining Program*
- AFI 36-2907, *Unfavorable Information File*
- AFI 36-3204, *Procedures for Applying as a Conscientious Objector*
- AFI 36-3208, *Administrative Separation of Airmen*
- AFI 37-128, *Administrative Orders*
- AFI 40-502, *The Weight Management Program*

Abbreviations and Acronyms

- AB**—Airman Basic
- ADT**—Active Duty Training
- A1C**—Airman First Class

AECP—Airman Education and Commissioning Program
AFCSM—Air Force Communication System Manual
AFBCMR—Air Force Board for Correction of Military Records
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFRC—Air Force Reserve Center
AFSC—Air Force Specialty Code
AFTAC—Air Force Technical Applications Center
Amn—Airman
APDS—Advanced Personnel Data System
APR—Airman Performance Report
ARPAS—Air Reserve Forces Pay and Allowance System
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
ASCP—Airman Scholarship and Commissioning Program
BPZ—Below-the-Promotion-Zone
BTZ—Below-the-Zone
CAFSC—Control Air Force Specialty Code
CC—Commander
CCS—Chronic Critical Shortage
CCT—Combat Controller
CEM—Chief Enlisted Manager
CMSgt—Chief Master Sergeant
CSS—Commander’s Staff Support
DCS/P—Deputy Chief of Staff for Personnel
DIERT—Date Initially Entered Retraining
DoD—Department of Defense
DoDD—Department of Defense Directive
DOR—Date of Rank
DPPPW—Enlisted Promotions (Off Sym)
DPPPWM—Promotion Management Section (Off Sym)
DRU—Direct Reporting Unit

DVR—Data Verification Record
EAB—Emergency Action Book
EAD—Extended Active Duty
EPR—Enlisted Performance Report
ESO—Equal Selection Opportunity
FOA—Field Operating Agency
GS—General Schedule
HYT—High Year Tenure
IADT—Initial Active Duty Training
IAW—In Accordance With
IMA—Individual Mobilization Augmentee
MAJCOM—Major Command
MPF—Military Personnel Flight
MSgt—Master Sergeant
MSP—Chief of Military Personnel
MSPPP—Promotions and Testing Unit (Off Sym)
NCO—Noncommissioned Officer
NFQ—Not Fully Qualified
NPS—Non Prior Service
OJT—On-the-Job Training
OTS—Officer Training School
PA—Physician Assistant
PAFSC—Primary Air Force Specialty Code
PCS—Permanent Change of Station
PDS—Personnel Data System
PECD—Promotion Eligibility Cutoff Date
PES—Promotion Eligibility Status
PFE—Promotion Fitness Examination
PJ—Pararescue
PME—Professional Military Education
PMF—Promotion Master File
PSN—Promotion Sequence Number

RDP—Recommendation for Decoration Printout
REXP—Reserve Personnel Plans and Policy Branch
RI—Reporting Identifier
RRS—Reserve Recruiting Squadron
SART—Substance Abuse Rehabilitation Treatment
SDI—Special Duty Identifier
SKT—Specialty Knowledge Test
SMSgt—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SrA—Senior Airman
SSgt—Staff Sergeant
STEP—Stripes For Exceptional Performers
TAFMSD—Total Active Federal Military Service Date
TDY—Temporary Duty
TIG—Time-in-Grade
TIS—Time-in-Service
TSC—Training Status Code
TSgt—Technical Sergeant
UCMJ—Uniform Code of Military Justice
U.S.C.—United States Code
UIF—Unfavorable Information File
UMD—Unit Manpower Document
UPRG—Unit Personnel Record Group
USAFR—United States Air Force Reserve
UTA—Unit Training Assembly
WAPS—Weighted Airman Promotion System
WMP—Weight Management Program
WMP-1—War and Mobilization Plan, Volume 1

Attachment 2

IC 2001-1 TO AFI 36-2502, AIRMAN PROMOTION PROGRAM

20 AUGUST 2001

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2001-1 (**Attachment 2**). This change is to **Table 4.2.**, rule 4E and increases the number of satisfactory years from three to four years an Air Force Reserve (AFR) member must complete in order to be eligible for promotion to the grade of SSgt. This change does not pertain to AFR members ordered to extended active duty under the provisions of Title 10, United States Code 12301. These individuals are Limited Active Duty (LEAD) Recallees and are considered for promotion by the Weighted Airman Promotion system. The effective date for this change is 1 October 2001. See the last attachment of the publication, IC 2001-1, for the complete IC. A bar (/) indicates revision from the previous edition.

Table 4.2. Unit Vacancy Promotions (see note 1).

R	A	B	C	D	E	F	G	H
U L E	If the promotion to the grade of (see note 10)	and the PAFSC is (see note 2)	and the member's months TIG is (see note 3)	and the member's enlisted service is (see note 4)	and the member's satisfactory years service for retirement is (see note 5)	and the member completes PME in residence or by correspondence	and (See Note 11)	then promote the member when (see note 9)
1	Amn	none required	6	NA	NA	NA	is a satisfactory participant in accordance with AFMAN 36-8001 including weight/body standards in AFI 40-502 Category E, participating IRR must accrue 50 points in the preceding retirement or retention (R/R) year.	Recommended by the Supervisor and approved by the promotion authority.

2	A1C		6 (see note 6)			
3	SrA	3-skill level	8		1	
4	SSgt	5-skill level or a 3-skill level when 5-skill level does not exist in AFSC	12 (see note 7)		4	(see note 7)
5	TSgt	7-skill level	18		5	
6	MSgt	7-skill level	24	8	8	Cmd NCO Academy (see note 8)
7	SMSgt	7- or 9-skill level		10	11	SNCO Academy
8	CMSgt	9-skill level			14	Not applicable

NOTES:

1. The airman must meet eligibility requirements as of the last day of the month prior to the promotion month. A vacancy exists within an AFSC (excluding prefix and suffix) if the number assigned in the next higher grade in that AFSC is less than the number authorized. There does not have to be a higher grade position vacancy for promotion to the grades of Amn through SSgt. Compute authorized and assigned figures separately for ART members (paragraph 4.2.). Do not promote individuals who are moved to fill slots where the incumbent is projected for retirement, separation, or reassignment until the promotion cycle after the incumbent physically departs. Also, do not promote personnel within 6 months of unit deactivation or within 6 months of member's position being deleted. Do not include airmen projected for reassignment, separation, or retirement within 6 months from the promotion date (these individuals are ineligible for promotion). Do not count retired flight engineers, loadmasters, and boom operators in the assigned strength for promotion purposes to determine if a vacancy exists. If AFRC or ARPC determines the authorized strength in a particular grade or grades will exceed the allowed number, then suspend promotions in the grade or grades using this table. The use of local boards to select airmen for unit vacancy promotion is prohibited. Commanders may, however, seek information from subordinate raters, either verbally or in writing, regarding an individual's duty performance to assist them in the promotion process.

2. The promotion authority may waive the PAFSC skill level requirement for airmen performing in a Special Duty Identifier (SDI) (for example, SDI 8R000 Recruiter). On reassignment from duty in an SDI, airmen must qualify for the skill level that column B requires within the time limits AFI 36-2201, *Developing, Managing, Conducting, and Training* specifies.
3. Airmen must complete basic military training. TIG for airmen enlisted in the grade AB, Amn, or A1C begins on the date the airmen enters the IADT tour.
4. This includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status in computing basic pay. Such service does not count for promotion.
5. Includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status. Category E participating IRR must accrue 50 retirement points in the preceding R/R year to be recommended for promotion.
6. Commanders conducting formal training courses listed in AFCAT 36-2223, *USAF Formal Schools*, or courses otherwise approved by HQ USAF, may promote an AB on IADT to Amn or an Amn on IADT to A1C. The airman must maintain a satisfactory scholastic record in the course and is otherwise eligible for promotion.
7. Do not promote an enlisted member to the grade of SSgt unless the individual completes either the NCO Preparatory Course (PDS Code X), the NCO Leadership School (PDS Code U), the Airman Leadership School (PDS Code O), or the NCO Orientation Course (PDS Code 9). This PME requirement was effective 2 May 1991.
8. Do not promote an enlisted member to MSgt unless they complete the command NCO Academy. **EXCEPTION:** If the airman satisfactorily serves in a higher grade and completes the SNCO Academy Course requirement.
9. Title 10, U.S.C., Section 12310 Airmen (excluding AFRC recruiters) must serve in the position for at least 90 days and be recommended for promotion by the immediate supervisor. **EXCEPTION:** If extraordinary circumstances exist and the recommending official provides specific justification, the promotion authority may waive the 90-day requirement.
10. Personnel are ineligible for promotion:
 - a. If training status code equals "T,"
 - b. For 1 year if last EPR is referral or a rating of 2 or less, unless a new EPR is rendered with at least an overall rating of 3, whichever occurs first, or
 - c. For 1 year from the date of a court martial order, or the longest period of punishment, whichever is later.
11. IMAs and Category E, participating IRR, have been assigned to the MAJCOM, FOA, DRU or central manager program at least 6 months, promotion authority may waive this requirement with appropriate justification annotated on the promotion roster(s).

Attachment 3

IC 2002-1 TO AFI 36-2502, AIRMAN PROMOTION PROGRAM

6 AUGUST 2002

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1. This change affects the USAFR, One Grade Over the Unit Manning Position Promotion and the Extended Promotion Program (EPP) only. This change deletes **Table 4.3.** and references to **Table 4.3.** throughout this instruction, eliminates promotion to the grade of MSgt, authorizes promotion to the grade of TSgt only and increases the required satisfactory years from 12 to 16 years for promotion eligibility. A bar (|) indicates revision from the previous edition. The entire text of the IC is at the last attachment

4.4. Promotion Eligibility. Use **Table 4.2.** to determine promotion eligibility. To be eligible for promotion, USAFR airmen have to meet the satisfactory participation requirements that AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures* prescribes and weight standards that AFI 40-502, *The Weight Management Program*, prescribes

4.4.1. Non Prior Service (NPS) Enlistees not attached to AFRC Units. The promotion authority may promote NPS enlistees ordered to an initial active duty tour (IADT) after completion of both basic military training and six months TIS, or to the next higher grade, provided the individual meets the requirements in **Table 4.2.** TIS for promotion begins the date the enlistee entered IADT. The effective date of promotion is the date of the promotion order unless a later date is stated. If the order cites a later date, do not use a date later than the release date from IADT

4.4.2. USAFR One Grade Over the Unit Manning Document (UMD) Position Promotions and the Extended Promotion Program. These programs authorize the promotion authority defined in **Table 4.1.**, to promote Unit Reserve, IMAs, Category E, and participating IRR members, to the grade of TSgt. Members must meet the promotion eligibility criteria listed below

4.4.2.1. Must complete 16 years of service for retirement as of the closeout of their last retention/retirement year

4.4.2.2. Must be blocked for promotion under the unit vacancy promotion program. **NOTE: Does not apply to CAT E and participating IRR members**

4.4.2.3. Must meet all other eligibility criteria as specified in **Table 4.2.**