BY ORDER OF THE SECRETARY OF THE AIR FORCE

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Personnel

OFFICER PROMOTIONS AND SELECTIVE CONTINUATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The instruction establishes the objectives and procedures for promoting active duty commissioned officers from second lieutenant to colonel (**PART 1**); outlines how to continue active duty officers twice non-selected for promotion (**PART 2**); and outlines promoting officers to the grades of brigadier and major general (**PART 3**). Portions of **PART 3** are marked when they apply to United States Air Force Reserve (USAFR) and Air National Guard of the United States (ANGUS). The instruction implements Title 10, United States Code (U.S.C.), *Armed Forces*, Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active Duty List*, Chapter 38, *Joint Officer Management*, Chapter 43, *Rank and Command*, Chapter 60, *Separation of Regular Officers for Substandard Performance of Duty or for Certain Other Reasons*, and Chapter 77, *Posthumous Commissions and Warrants*; Title 32, United States Code (U.S.C.) **Chapter 3**, *Personnel*; Executive Order 12396, *Defense Officer Personnel Management Act*; current Department of Defense Directives (DoDD) 1310.1, *Rank and Seniority of Commissioned Officers*, 1320.8, *Continuation of Regular Officers on Active Duty and Reserve Commissioned Officers on the Reserve Active Status List*, 1320.11, *Special Selection Boards*, 1320.12, *Commissioned Officer Promotion Program*, and 1334.2, *Frocking of Commissioned Officers*; Department of Defense Instructions (DoDI) 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate*, 1320.13, *Commissioned Officer Promotion Reports (CORPs) and Procedures*, and 1320.14, *Commissioned Officer Promotion Program Procedures*, and Chairman of the Joint Chiefs of Staff (CJCS) Instruction 1330.02(a)(b), *Review of Promotion Selection Board Results by the Chairman of the Joint Chiefs of Staff*. This instruction carries out Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, AFPD 36-25, *Military Promotion and Demotion, and* AFPD 36-26, *Military Force Management*.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in this instruction are Title 10, U.S.C., Sections 8013, *Secretary of the AF* and 8032, *The Air Staff General Duties*. System of Records Notice F036 AF-PC M, *Officer Promotion and Appointment*, and F036 AF-PC Q, *Personnel Data System (PDS)*, apply. Refer to **Attachment 1** for a glossary. Process supplements that affect any military personnel func-

tion as shown in Air Force Instruction (AFI) 33-360, Volume 1, *AF* Content *Management Program-Publications*. Ensure that all records created by this instruction are maintained and disposed of in accordance with AF Records Disposition Schedule ***(https://webrims.amc.af.mil)***..

Refer recommended changes and conflicts between this and other publications to the OPR at HQ AFPC/DPPPO, 550 C Street West, Suite 8, Randolph AFB TX 78150-4710 on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFPC/DPDXI, 550 C Street West, Suite 48, Randolph AFB IL 78150-4750.

Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their published and or posted supplement to the OPR at HQ AFPC/DPPPO and a courtesy copy to HQ AFPC/DPDXI.

SUMMARY OF CHANGES

This change replaces **Chapter 5**, Promotion Propriety Actions (Note: **Table 5.1.** has also been amended). It also deletes **Attachment 7**, Recommendation to Delay a Promotion (Sample) and 8, Removal from Promotion List (Sample). It also implements the use of AF Form 4363, *Record of Promotion Propriety Action*, and AF Form 4364, *Record of Promotion Delay Early Termination and/or Date of Rank Adjustment*. A margin bar (|) indicates newly revised material.

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PART 1

PROMOTION OF ACTIVE DUTY LIST OFFICERS TO COLONEL AND BELOW

Chapter 1

PRE-BOARD ORGANIZATIONAL INSTRUCTIONS

1.1. Secretary of the Air Force (SECAF).

1.1.1. Administers the promotion program through the Chief of Staff, USAF, and the Deputy Chief of Staff for Personnel (DCS/P); issues written instructions to selection boards; establishes competitive categories, promotion zones, eligibility and selection criteria, promotion opportunity and selection rates; appoints and convenes selection boards under Title 10, U.S.C., Sections 611, *Convening of Selection Boards* and 628, *Special Selection Boards*; and provides guidance to implement a captain promotion program to generate an all-fully-qualified-officer list when promotion opportunity is 100 percent under Title 10, U.S.C., section 624. The SECAF guarantees the independence and integrity of selection boards by prohibiting unauthorized communications to boards and ensures compliance with DoDD 1320.12, DoDI 1320.14 and applicable laws.

1.1.1.1. Conducts each year, on a random basis, interviews of Board Presidents, members, recorders, or the administrative staff assigned to support board deliberations. Conducts these interviews ensuring boards convened under Title 10, U.S.C., section 611(a) follow applicable laws, instructions, and administrative directives. Conducts interviews for promotion boards to major through colonel. Delegates this function only to subordinate civilian officials appointed by the President, by and with the advice and consent of the Senate.

1.1.1.2. Reviews annually the content of administrative briefings to the selection boards and ensures they are consistent with and do not alter Secretarial guidance.

1.1.1.3. Appoints qualified personnel (Board President, Board Members, Recorders, and Administrative Staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board.

1.1.1.3.1. Approves a course of instructions for Board Recorders to ensure they are properly trained on their duties and responsibilities.

1.1.1.4. Approves release from duty as board members.

1.1.1.5. Oversees the preparation of the Commissioned Officer Promotion Report.

1.1.1.6. Develops an annual promotion plan outlined in DoDI 1320.14, paragraph 5.3.3.

1.1.1.7. Establishes competitive categories to manage the career development and promotion of certain groups of officers whose specialized education, training, or experiences require separate consideration.

1.2. Deputy Chief of Staff for Personnel, Military Policy Division (HQ USAF/DPPP).

1.2.1. Annually prepares a promotion plan recommendation for the SECAF as specified in DoDI 1320.14, enclosure 3, and Title 10, U.S.C., sections 622 and 623.

1.3. Headquarters Air Force Personnel Center (HQ AFPC). Implements the promotion program approved by the SECAF through a fair and equitable process to ensure the officer corps has confidence in the integrity of the selection process.

1.3.1. Officer Promotions (HQ AFPC/DPPPO). Determines when officers are eligible for promotion as outlined in **Attachment 2**, manages the quarterly captain selection process, conducts pre-board support for officer promotions, and:

1.3.1.1. For promotion to major through colonel, announces the board convening date to major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and Military Personnel Flights (MPF) approximately 150 calendar days before a board convenes. The announcement will provide the eligibility criteria and the name and date of rank of the most junior and most senior officer eligible in-the-promotion zone (IPZ) as of the date of the announcement.

1.3.1.2. For promotion to captain, prepares and dispatches a memorandum each October providing a comprehensive overview of the captain promotion process and instructions for all pre- and post-selection actions. This memorandum will supplement the guidance provided at **Attachment 2**.

1.3.1.3. Flows Officer Preselection Briefs (OPB) for eligible officers to the MPFs approximately 140 days before the board convenes.

1.3.2. Selection Board Secretariat (HQ AFPC/DPPB) conducts the officer promotion boards. They will:

1.3.2.1. Schedule the boards.

1.3.2.2. Obtain the board members.

1.3.2.3. Notify the board president, members, recorders, and administrative support staff when nominated for board duties. In the notification, provide them access to a copy of DoDI 1320.14 and applicable chapters of this instruction via the Web. The board members will acknowledge receipt of these materials.

1.3.2.4. Brief board members on board operations.

1.3.2.5. Administer the oath in **Attachment 3** to board members before scoring records.

1.3.2.6. Process the board report.

1.4. MPF Career Enhancement Element.

1.4.1. Issues written notice to each eligible officer and to the local base media of the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible in the promotion zone (IPZ).

1.4.2. Identifies all assigned eligible officers and verifies eligibility status.

1.4.3. Ensures eligible officers receive the Officer Preselection Brief (OPB) and instruction sheet. Requests any missing OPBs through the Promotion Recommendation In-Board Management (PRISM) System as outlined in the pre-board Military Personnel Flight Memorandum (MPFM). If an officer believes the data is not correct, the MPF (or office primary responsibility (OPR) listed on the OPB instruction sheet) takes necessary corrective action and only when necessary notifies HQ AFPC/DPPPO, by message (MINIMIZE included), with an information copy to MAJCOM, FOA, or DRU.

The message must include PRISM board ID, the name, grade, Social Security Number (SSN), and a detailed description of the problem.

1.4.4. Makes the validated changes in-system and via message according to the MPFM, for incorrect OPB data.

1.4.5. Provides Senior Raters master eligibility lists, records of performance, duty qualification history briefs (DQHB), and other tools necessary to make an informed promotion recommendation, as outlined in the pre-board MPFM and as prescribed by AFI 36-2406, *Officer and Enlisted Evaluation System*.

1.5. Commander. Notifies officers of selection or nonselection for promotion and ensures selectees remain qualified for promotion through the promotion effective date. Generates Not Qualified for Promotion (NQP), removal, and or delay actions as appropriate. Commanders continuously determine the officer's suitability for selective continuation, should they not be selected for promotion.

1.6. Senior Rater. Reviews the officer's record of performance (including boards where promotion opportunity is 100%) and other information as outlined in the pre-board MPFM, prepares the AF Information Management Tool (IMT) 709, **Promotion Recommendation Form (PRF)**, and provides the officer a copy approximately 30 days before a Central Selection Board.

1.7. Eligible Officer.

1.7.1. Determines eligibility for consideration by various promotion zone considerations--below-the-promotion zone (BPZ), IPZ, and above-the-promotion zone (APZ).

1.7.2. Responsible for ensuring the accuracy of their MilPDS data and officer selection record, prior to board convening date. As a minimum, the officer must review the OPB for accuracy of personnel data and correct any discrepancies prior to the board.

1.7.3. Receives promotion recommendation from senior rater approximately 30 days prior to the board.

1.7.4. Reviews PRF and Officer Performance Reports (OPR) for accuracy and discusses any concerns with rating officials and points out any omissions of facts (e.g. significant achievements, wrong duty title and/or duty description).

1.7.5. Considers submitting a letter to the board if applicable (paragraph **2.10.**).

1.7.6. Reports any errors to the MPF Career Enhancement Element or other OPR listed on the OPB instruction sheet.

Chapter 2

CONDUCTING THE BOARD

2.1. Program Objectives. A promotion is not a reward for past service; it is an advancement to a higher grade based on past performance and future potential. The fundamental purpose of the officer promotion program is to select officers through a fair and competitive selection process that advances the best qualified officers to positions of increased responsibility and authority and provides the necessary career incentive to attract and maintain a quality officer force. Specific objectives are to:

2.1.1. Promote officers of the desired quality and quantity through a fair and equitable competitive selection system that advances those individuals considered by boards to be best qualified.

2.1.2. Provide opportunity for accelerated promotion BPZ for officers possessing exceptional potential.

2.1.3. Promote officers in sufficient numbers of each grade, as vacancies occur, to maintain the strength in each grade for each competitive category.

2.1.4. Provide reasonably stable, consistent, and visible career opportunities for each competitive category.

2.2. Rules Governing All Boards. When the board is in session, it works directly for the SECAF under the supervision of the board president. No person may:

2.2.1. Direct a particular individual be selected or not selected by the board.

2.2.2. Censure, reprimand, or admonish the board or any member of the board for recommendations or for exercising any function within the discretion of the board.

2.2.3. Attempt to coerce or influence, by any unauthorized means, any action of a board or any member of a board in formulating the board's recommendations.

2.3. Who Are Selection Board Members. SECAF ensures that board membership consists of at least five or more officers on the Active Duty List (ADL) who are senior in grade to the eligible officers, except that no member of a board may be serving in a grade below major. Rotate board duty between the maximum numbers of eligible officers over time.

2.3.1. At least one Reserve officer who meets all statutory criteria for board membership must serve if the board is considering Reserve officers.

2.3.2. If there are no officers of the competitive category on the ADL serving in a grade higher than the officers being considered, it is permissible to appoint retired officers, Reserve officers on active duty but not on the ADL, or members of the Ready Reserve.

2.3.3. There will be an officer currently serving in a joint duty assignment, designated by the CJCS, when considering officers serving in, or having served in, joint duty assignments.

2.3.4. An officer cannot serve as a member of two successive boards considering officers of the same competitive category and grade (except for SSBs when the second board is not considering the same officer or officers).

2.3.5. Central Selection Board membership will reflect the eligible population in terms of minority and women officers and MAJCOM of assignment when practical. Large MAJCOMs will not dominate the board membership; ensure reasonable representation of smaller commands over time.

2.3.5.1. Board membership will be structured to reflect career area and aeronautical rating for the line competitive category, when practical.

2.3.5.2. Board membership for the judge advocate, chaplain, and health profession competitive categories will be structured to ensure no more than two voting members (or not a majority or more for a larger board) are from the same competitive category under consideration. The remaining voting members will be line officers, except for boards considering health profession competitive categories where the other voting members will be officers from a health profession competitive category not under promotion consideration on that board, if such officers are available. This does not preclude Line of the Air Force (LAF) officers substituting for these other voting members when it is deemed impractical for other health profession categories to be present. For boards considering competitive categories other than LAF, the competitive category under consideration will under no condition form the majority of the board.

2.3.5.3. Board president and panel chairpersons will be LAF officers to meet board composition requirements of Air Force policy.

2.4. Organizing Boards. SECAF ensures, through the board recorder, that boards:

2.4.1. Consist of a president, panel chairpersons, panel members, recorders, and administrative support staff.

2.4.2. Distribute records to panels by competitive category to ensure as equitable a distribution of quality as feasible, (see paragraph **2.15.** below).

2.4.3. Are organized into enough panels to allow the board reasonable time to complete its work. Panels are subdivisions of the board and have as broad a representation of MAJCOMs, career areas, and aeronautical ratings as possible.

2.5. Board President. A nonvoting, nonscoring member of the board. He or she must be at least a major general (or select) for colonel and lieutenant colonel boards, and at least a brigadier general (or select) for major boards. The board president will:

2.5.1. Perform administrative duties in connection with the board proceedings.

2.5.2. Administer the oath in **Attachment 3** to board recorders and administrative staff before the board begins scoring records.

2.5.3. Not determine any matter that would constrain the board from recommending for promotion those officers fully qualified and best qualified to meet the prescribed needs of the Air Force established by the SECAF.

2.5.4. Oversee the conduct of the board, including approving "rescores," monitoring discussions, and resolving the "gray" records.

2.5.5. Conduct a quality review of the records one score category below the second cut line on each panel. See paragraph **2.28.**

2.5.6. Ensure the consideration of all eligible officers without prejudice or partiality in a consistent, fair, and equitable manner.

2.6. Board Members.

2.6.1. Will perform their duties based on the best interests of the Air Force.

2.6.2. Will not represent or sponsor any particular career field, command, or any other category of officers.

2.6.3. Will request relief from SECAF if they cannot, in good conscience, perform the duties without prejudice or partiality.

2.6.4. Will request relief from the SECAF or the Secretary of Defense (SECDEF) of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason.

2.6.5. Will report the basis for their belief to the SECAF or the SECDEF after release from board duties.

2.7. Board Recorders. The board recorders will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the board president and members on board processes and other administrative matters. Primarily, they ensure procedures outlined in this instruction and board proceedings meet all requirements of law and DoDIs. The board recorder will:

2.7.1. Complete a course of instruction during the previous 12 months, approved by the SECAF, on their duties and responsibilities to ensure compliance with law and DoD policy.

2.7.2. Ensure at least one board recorder is present during all board deliberations.

2.7.3. Not serve as a recorder on boards for which they are being considered.

2.7.4. Not serve as a board member and a recorder for the same board.

2.7.5. Request relief from the SECAF or the SECDEF as outlined in paragraph **2.6.4.**, and report as outlined in paragraph **2.6.5.**

2.7.6. Officers whose primary responsibilities involve career management of the officers eligible for consideration by a promotion selection board, or the career management of those officers once selected for promotion, may not serve as board recorders for promotion selection boards considering these officers for promotion.

2.8. Administrative Support Staff.

2.8.1. Board Secretariat Administrative Support Staff. The Administrative Support Staff will organize records for presentation to the board, account for records that have been rescored, answer administrative questions, maintain the order of merit established by the board members' scores, and follow standard written procedures governing the administrative support for boards.

2.8.2. Temporary Duty (TDY) Administrative Support Staff. These personnel, brought in TDY in support of the board, will assist the board secretariat administrative staff with the distribution and collection of records as well as other minor administrative tasks.

2.9. Rules Governing Communications With Boards. The board recorder ensures all communication with the board is in writing, to include guidance from the SECAF (for letters from eligible officers, see paragraph **2.10.**). Furnish all written communications to all board members and record it as part of the board's record. An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record.

2.9.1. No one other than the SECAF may appear in person to address a selection board on any matter. Should the SECAF address a board in person, HQ AFPC/DPPB provides a verbatim transcript of his or her remarks to every board member and includes it in the record of the board. This does not restrict the staff from furnishing administrative information to the board. Board members, recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

2.10. Writing Letters to a Board.

2.10.1. Officers eligible for promotion may write a letter to the board. Eligible officers:

2.10.1.1. Submit the letter in good faith, and ensure it contains accurate information to the best of their knowledge.

2.10.1.2. Sign and date the letter.

2.10.1.3. Send the letter to HQ AFPC/DPPPO so it arrives no later than (NLT) 2359 (Central Standard Time) the day prior to the board convening date. Letters arriving after 2359 the day prior to the board will not be presented to the board for consideration.

2.10.1.4. If the letter writer requests return of the letter, he/she must provide a stamped, self-addressed envelope.

2.10.2. HQ AFPC/DPPPO advises officers when letters do not meet the above requirements and either returns or destroys the letter.

2.10.2.1. Letters on behalf of other officers are not permitted, although individuals may provide relevant attachments to their own letters. Any attachments addressed directly to the board will cause the entire letter to be returned to the eligible officer.

2.10.2.2. Attachments or documents that can become a permanent part of the officer's record; e.g., draft/proposed/final PRFs considered by previous selection boards, unsigned draft/proposed officer performance reports or decoration narratives are not permitted.

2.10.2.3. Letters with attachments will not exceed 10 pages: 5 two-sided pages or 10 one-sided pages. Letters exceeding 10 pages will be returned to the officers.

2.10.3. Title 10, U.S.C., Section 617, *Reports of Selection Boards* requires that the board shall include in its report the name of any officer the board did not recommend for promotion who requested not to be promoted or otherwise caused nonselection through written communication to the board.

2.10.3.1. Letter writer determination. After gray resolution, the record of each nonselect containing a letter from the member is returned to the panel that originally scored it. The panel is instructed to rescore each record as if the letter did not exist.

The hypothetical score is compared to the original panel order of merit. If the hypothetical score would have made the record a clear select, then the officer will be identified as having caused his/her nonselection in the board report. If the hypothetical score would have placed the record into that panel's gray, the letter is removed and the record competes head to head within the original panel against the I/APZ select record from the lowest select aggregate gray score category. If more than one letter writer is hypothetically placed within the panel's gray, all of the nonselect letter writers' records will be rescored (with letters removed) along with lowest select using a 6-10 scoring scale. Normal rules for split scores will apply. The name of any officer whose record beats the I/APZ select record will be added to the board report as having caused his/her nonselection.

2.10.3.2. An officer who causes his/her non-selection through communication to a selection board is not entitled to involuntary separation pay.

2.11. What Information Meets the Board.

2.11.1. The name and officer selection record (OSR), outlined in AFI 36-2608, *Military Personnel Records System*, of each eligible officer, including the Officer Selection Brief (OSB).

2.11.2. Letters submitted to selection boards by eligible officers (see paragraph **2.10.**).

2.11.3. Information not part of the official military personnel record of an officer, but which the SECAF or a civilian official, appointed by the President by and with the advice and consent of the Senate and designated by the SECAF, determines as substantiated and which could reasonably and materially affect board deliberations. The SECAF, or designee, must ensure the procedures for identifying and proposing such information for consideration apply to all eligible officers IPZ, APZ, or BPZ for the board concerned. In these cases, the SECAF ensures the officer:

2.11.3.1. Is notified and provided a copy of the information.

2.11.3.2. Is allowed a reasonable opportunity to submit written comments.

2.11.3.3. Is provided a factual summary of the information, if it is not totally available for reasons of national security, or other lawful reasons.

2.11.4. Administrative information to amplify or clarify the official military records, instructions, and information provided to the board (e.g., pre-board discrepancy reports).

2.11.5. Information described in paragraph **2.11.3.** will not meet a subsequent board unless the information is in the official military personnel record of the officer, or the SECAF or designee, makes a new determination. When rendering a new determination, the officer will have the opportunity to comment upon notification.

2.12. Instructing Boards. The board president will read the SECAF instructions verbatim to the board on the convening date and provide a written copy to each board member. These instructions will not contain information on particular officers. Do not modify, withdraw or supplement the instructions after the board submits its report to the SECAF. The instructions will contain the following information:

2.12.1. The text of DoDI 1320.14, enclosure 4.

2.12.2. Guidelines to ensure the board considers all eligible officers without prejudice or partiality.

2.12.3. Information or guidelines on the needs of the Air Force for officers with particular skills (if necessary), including the need for a minimum or maximum number of officers with particular skills in a competitive category. Information or guidelines on officers with particular skills must be furnished to the board as part of the written instructions provided to the board at the time the board is convened.

2.12.4. Guidelines to ensure the marital status of an officer or the decision by a spouse concerning employment, education, or volunteer service will have no effect on his or her promotion opportunity.

2.12.5. Guidelines to ensure the board appropriately considers the performance of officers who are serving, or who have served, in joint duty assignments. The pertinent records of those officers who should receive appropriate consideration for performance in joint duty assignments shall be identified to the members of the selection board.

2.12.6. Guidelines to ensure the board appropriately considers the performance of officers who are members of the acquisition corps. The pertinent records of those officers who should receive appropriate consideration as members of the acquisition corps shall be identified to the members of the selection board.

2.12.7. Directions for boards convened to consider officers for promotion to a grade below colonel in the Nurse Corps (NC), Biomedical Sciences Corps (BSC), Medical Corps (MC), and Dental Corps (DC) competitive categories to give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives to that officer's administrative and management skills.

2.12.8. Guidelines to prohibit board members, recorders, and administrative staff or people acting on their behalf from receiving, starting, or participating in communications or discussions involving information that DoDI 1320.14 or this instruction does not allow.

2.12.9. Guidelines on actions if a board member or recorder believes someone is exerting, or attempting to exert, inappropriate influence over the board or its proceedings.

2.12.10. The maximum number of officers the board can recommend IPZ or APZ and BPZ in each competitive category. Determine this number by using the guidelines in DoDI 1320.14, enclosure 3. No increase in the number may be made after the selection board convenes without the written approval of the SECDEF.

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

2.14. Conducting Trial Runs. The board recorder provides board members pre-identified records to set their scoring standard and to acquaint them with some situations they may encounter during the actual scoring for the record. The trial run records will not be actual records of officers being considered by the board.

2.14.1. After the trial run, the board discusses scoring to ensure all members have a similar scoring baseline. There is no requirement for absolute uniformity of scores; the trial run and discussion are valuable tools to help resolve differences.

2.14.2. The board members make the determination if a subsequent trial run is needed.

2.15. Record Distribution Procedures. On multiple panel boards, the following safeguards will be used to ensure an equal distribution of the quality spectrum of records to each panel. Each eligible record will be assigned a record number which is based on the reverse of the member's social security number. All records will then be numerically sequenced using these numbers, and then distributed evenly, in blocks of 20 records to the extent possible, to make lots equivalent to the number of panels (i.e., records 1 through 20 to panel lot 1, 21 through 40 to panel lot 2, 41 through 60 to panel lot 3, etc.). Recognizing that after such a distribution each panel may not have the exact same number of records and/or distribution of PRF ratings (i.e., Definitely Promote, Promote, Do Not Promote), the number of records and associated PRF ratings will be compared by panels to determine general parity in quality and numbers across the panel lots. If imbalances exist, records will be redistributed among the panels using a computer program that will randomly determine changes to be made in the panel distributions until a reasonably equal distribution of the spectrum of records by number and PRF ratings is achieved.

2.16. Reviewing Records.

2.16.1. Panels consider records in the same competitive category.

2.16.2. Panels receive a pro rata portion of the total board quota that corresponds to the total number of records reviewed by the panel.

2.17. Scoring Records. Records are scored on a best-qualified basis unless otherwise directed by SECAF. Board members will ensure that officers selected for promotion are fully qualified to assume the next higher grade. In-the-promotion zone (IPZ) and above-the promotion zone (APZ) records will be scored together. BPZ records will be scored separately from IPZ and APZ records. Records will be scored separately by competitive category; officers within the same competitive category compete only among themselves for promotion.

2.17.1. Scores are based on the following:

2.17.1.1. The material in each officer's OSR.

2.17.1.2. Any information the SECAF may provide to that board according to DoDI 1320.14.

2.17.1.3. Any information communicated by letter from the officer concerning his or her own record.

2.17.2. Generally, scoring is by secret ballot and without benefit of discussion, unless a significant disagreement (a “split”) occurs in the scores on a particular record.

2.17.2.1. If a board member identifies a record-based matter that causes concern, he/she will surface the matter to the Board Recorder who may discuss it with the BP. The BP may approve bringing that matter to the attention of the board members.

2.17.2.2. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers as long as they discuss only matters documented in the

OSR or permitted by law, DODI 1320.14, this instruction, or Secretarial guidance and instructions.

2.17.2.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under DODI 1320.14.

2.18. Scoring Scales.

2.18.1. Boards will use the following scoring scale when the promotion opportunity is less than 100%:

Score	Potential
10.0	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

2.18.2. Some boards use a "yes" or "no" scoring system. This method is explained in following paragraphs, as it applies to various situations.

2.19. Defining "Splits." A "split" is a significant disagreement between board members about the score of a record. A "split" is considered a difference in a score of 2 or more points between any two panel members (e.g., 6 and 8, or 8 and 10). When using a "yes" or "no" scoring system for promotion decision, a "split" occurs when the vote is not unanimous.

2.20. Resolving "Splits." All voting panel members must be present and may discuss the record involved in a "split." Only panel members with split scores may change their scores in the process of resolving a split. When using a "yes" or "no" scoring system and a "split" cannot be resolved, the majority vote will rule.

2.21. New Documents. If new information (e.g., decoration citation, officer performance report, updated officer selection brief) concerning an individual's record is acquired during panel scoring, the affected records will be brought back to the same panel for rescoring.

2.22. Identifying "Show Cause" Records. During the scoring process, board members are required to identify the records of officers who, in their opinion, should "Show Cause" for retention on active duty. They do this by voting "SC" on the scoring ballot for each record of this type. Paragraph **2.34.** below addresses resolution of Show Cause records.

2.23. Promotion Quota Computation. The board promotion quota is computed by multiplying the SECAF-authorized promotion opportunity, expressed as a decimal, by the number of IPZ officers being considered. Quota calculation for Medical Corps and Dental Corps may apply an APZ opportunity. In that

case, the board promotion quota is calculated as the sum of the IPZ opportunity multiplied by number of IPZ eligibles added to the APZ opportunity multiplied by the number of APZ eligibles. If BPZ is applicable on a given board, the quota is then reduced by the maximum number of SECAF-authorized BPZ quotas. The resulting number of quotas is then distributed across the panels based on fair share principle, establishing a quota for each panel. Each panel's quota is then reduced by multiplying the panel quota by a specified percentage to be approved for each board by the SECAF, acting on the AF/DP's recommendation; the result will be "adjusted panel quotas". (For example, SECAF could approve reduction percentages of 96.5% for Major boards, 97.5% for Lt Col boards, and 99.5% for Colonel boards to be multiplied [in decimal form] by the panel quotas, to reach the adjusted panel quotas, rounding down). The adjusted panel quota step is done to ensure approximately 5% of the board quota will be available for use in the gray/aggregate gray process, discussed in paragraph **2.25.**

2.24. Establishing "Cut Lines."

2.24.1. Establishing the Initial Cut Line. After panel scoring is complete, establish an order of merit for each panel. An initial cut line is then drawn on the panel order of merit at the bottom of the score category that comes closest to filling the adjusted panel quota without exceeding it. A "score category" consists of all records having the same aggregate score (the aggregate score is the total of individual scores determined by each panel member for each record). Since all scores are determined at half-point increments, a "score category" will normally represent a half-point spread in the order of merit. The records above this initial cut line will be recommended for promotion unless the objective quality review (see paragraph **2.26.**) results in placing them below the cut line. If the cut line is at a point where the number of cumulative records equal the adjusted panel quota, this is referred to as a "clean cut".

2.24.2. Establishing the Second Cut Line. For each panel having a "clean cut", draw a second cut line at the bottom of the score category immediately below the initial cut line. For all other panels, draw the second cut line at the bottom of the second score category below the initial cut line.

2.25. Establishing the "Gray." The "gray" initially includes all records scored below panel initial cut lines and above panel second cut lines. For multi-panel boards, each panel's gray is then consolidated into an aggregate gray for resolution by the entire board. For I/APZ, if the number of records in the aggregate gray is fewer than 5% of the eligibles, the next lower score category from all panels will successively be added to the gray until the number of records in aggregate gray is equal to, or more than 5% of the eligibles. On single panel boards, the panel's score categories below the second cut line will be successively added to gray as necessary to ensure the number of records in gray is equal to or more than 5% of the eligibles.

2.26. Objective Quality Review. This process will be done by the Board Secretariat and results are briefed to the BP. Panel members will be advised of the reason (see below) the record is being returned for rescore, but will also be advised that there is no intention to drive any particular result; a simple validation of their original score may be an appropriate result. For all records returned for rescoring, the second score will be the score used.

2.26.1. Identify and return to their original panels for rescoring, all selection records **above** the second cut line which have any of the following characteristics within them: A court-martial, an Article 15, a letter of reprimand (LOR), a do not promote (DNP) PRF, a not qualified for promotion (NQP) letter, a "do not promote me" letter, current prisoner or appellate leave, and referral OPR on top.

2.26.2. Identify and return to their original panels for rescoring, all selection records **below** the initial cut line which have any of the following characteristics within them: Members assigned to developmental education (DE) anytime from Day 150 to the board convening date (I/APZ); awarded definitely promote (DP) promotion recommendations (I/APZ); awarded promote (P) promotion recommendations for boards with 100% promotion opportunity (I/APZ), categorized as prisoners of war (POW), former POWs, missing in action (MIA), or formerly MIA (all zones); medal of honor recipients (all zones), and/or astronauts (all zones).

2.27. Re-establishing the "Cut Lines." If necessary, after completion of the objective quality review, the cut lines will be redrawn to ensure 5% of the records are in gray. Repeat steps in **2.26.1.** if necessary.

2.28. BP Quality Review. The BP conducts a quality review of all records one score category below the second cut line on each panel. This allows the BP to review records which are about to be removed from further consideration by the board, but which are generally competitive. The purpose of this quality review is to determine whether the records of individuals from special skill or career groups identified in the MOI, such as joint duty officers, acquisition corps officers and highly specialized officers who have had a comparatively narrow range of duties, have been scored in a manner consistent with the MOI. The purpose of this review is also to determine whether the record of every officer in this range has been afforded fair and equitable consideration in the initial scoring, as directed by the MOI. If the BP determines that there is a rational basis to conclude, from any such record together with its aggregate score, that the record may not have been scored in a manner consistent with the MOI, the BP may direct that such record be added to the "gray" for rescoring by the entire board along with all other records in the gray. The BP may also add to the aggregate gray any record with a DP PRF, regardless of where it falls in the order of merit below the second cut line.

2.29. Gray/Aggregate Gray Resolution. After the BP has conducted quality review, any records he/she adds to the gray, as well as the grays from each panel, will then be aggregated for the entire board to score. Scoring will be done as described in paragraph **2.18.** After scoring, an order of merit will be established and the remaining quotas applied to it. If records are tied at the score that would result in promotion, this establishes a new "gray" zone. Continue to resolve any "gray", without further BP quality review, until all available promotion opportunities are filled.

2.29.1. Prior to scoring any records in the gray/aggregate gray, the BP will personally instruct all members to re-read the SECAF's MOI. On single panel boards considering multiple competitive categories, the BP will only be required to instruct the panel to re-read the MOI during the first gray resolution. For subsequent gray resolutions, the recorder will instruct the panel to re-read the MOI. Board members will be made aware of this requirement during the first day briefing.

2.29.2. During aggregate gray, records will be moved in stacks, panel to panel, when there are multiple panels; resolve splits within panels before moving records to the other panels.

2.29.3. After resolving the gray, as necessary, break any ties immediately below the final cut line to determine the #1 I/APZ nonselect.

2.29.4. Tentative I/APZ order of merit is now finalized pending BPZ scoring and BPZ displacement.

2.30. Scoring BPZ Records. Determine which of the BPZ records are Exceptionally Well Qualified (EWQ) by voting "yes" or "no". After completion of EWQ process, score BPZ records that received a

majority "yes" vote from a panel, using the 6 to 10 scoring scale. Upon completion of BPZ 6 to 10 scoring, establish cut lines, complete an objective quality review, complete a BP quality review, establish the gray and resolve the gray using the same procedures outlined in paragraph **2.29.** above for the I/APZ records.

2.31. BPZ Displacement. The board will be advised that they are to determine whether the BPZ quota will be used. The board is provided two records: the #1 I/APZ nonselect, and the bottom BPZ select. (If necessary, break ties at the bottom of the BPZ select list to determine the record to be compared to the #1 I/APZ nonselect.) Each board member identifies the name of the officer that they determine to be best qualified for promotion. The process is by secret ballot, without discussion, and majority vote decides the issue.

2.31.1. If the BPZ record is determined to be best qualified the process ends, and the full BPZ quota will be used. This is because the board will have determined that the least meritorious BPZ selected record is better than the best nonselect I/APZ record, and therefore all BPZ selected records are better than all I/APZ nonselects. If the #1 I/APZ record is determined to be best qualified, this record becomes a select and the BPZ record is a nonselect. Then go to the new #1 nonselect I/APZ record and the new bottom BPZ select and repeat the process. Continue as necessary.

2.31.2. The displacement process ends when a BPZ record is determined to be best qualified or the board runs out of BPZ quotas.

2.32. PME Candidacy. Apply PME selection numerical criteria guidance to order of merit(s) to determine who will be given PME in residence opportunities. Resolve PME gray, if necessary.

2.33. Fully Qualified Select List. The board must confirm that all records selected for promotion are fully qualified for promotion. To do this, have the entire board vote on whether the #1 I/APZ nonselect record is fully qualified for promotion. If a majority of the board votes "yes", the officers above the #1 I/APZ nonselect and any BPZ selects are now considered "fully qualified" for promotion. If a majority of the board vote "no", conduct a fully qualified determination on both the bottom I/APZ select and bottom BPZ select records (when BPZ applies). Continue voting on the lowest remaining selects until the record receives a majority "yes" vote. The I/APZ and BPZ records that received a majority "no" vote will not be recommended for promotion.

2.34. Resolution of Show Cause. After scoring is complete and a select/non-select list is established, return to the original panel all records that were previously identified for Show Cause determination. If a record is nominated for Show Cause during aggregate gray/gray resolution, the record will be returned to the original panel for majority rule vote. Panel members will discuss all Show Cause nominations and a majority rule vote will determine whether the officer’s name will be included in the board report to the SECAF recommending he/she be required to Show Cause for retention. If the panel makes a Show Cause recommendation, the panel chairperson completes a Show Cause worksheet outlining the factors for the recommendation. The BP reviews the results. If the BP determines that there is a rational basis to conclude that any of these records may not have been voted upon in a manner consistent with the SECAF MOI, he/she may direct that such records be returned to the original panels for revote. The second vote will be used. If a record is recommended for promotion, that recommendation overrides any pending Show Cause action and the record will not be returned to the original panel.

2.35. Selective Continuation. Selective continuation ballots are generated for records that meet SECAF eligibility criteria.

2.35.1. Ensure letters to the promotion board and PRFs are removed from the records for the selective continuation board.

2.35.2. Selective continuation board is briefed on the continuation eligibility criteria, SECAF policy, the relevant portions of the SECAF MOI, and applicable paragraphs in DODD 1320.8.

2.35.3. When continuation opportunity is 100%, score records using yes/no votes. If voting is not unanimous on a record, and a split cannot be resolved, majority vote rules. If the continuation opportunity is less than 100%, use a 6 to 10 point scoring scale, resolving any splits or gray as described above.

2.35.4. The BP reviews results. If the BP determines that there is a rational basis to conclude that any of these records may not have been voted in a manner consistent with the applicable guidance, he/she may direct that such records be returned to the original panels for rescoring. The second score will be used.

2.36. Board Report. Board members, recorders, and administrative assistants will sign a board report that conforms with the law and DoDI 1320.14 and includes lists of those selected, those identified as causing their own nonselection by communication to the board, and those selected to Show Cause for retention.

2.37. Additional Reports. After the board has completed and signed the reports, the Air Force Selection Board Secretariat will prepare, for review by the SECAF and CSAF, a report of selection rates for the following segments of the eligible population of officers (when applicable): joint duty officers, acquisition corps officers, and race/ethnic group, gender.

2.38. Outbriefing Board Members. Recorders outbrief the board members (discuss cautions and collect all notes). It is important that personal observations not jeopardize the credibility of the board process and that Airmen receive a consistent Air Force message.

2.38.1. The Selection Board Secretariat staff will inform board members and administrative assistants that all involved with the board process are prohibited from ever sharing their observations board proceedings (i.e., how many members voted, discussions about members' records, lists or statistics of results, who served on which panel).

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

2.39. Board Anomalies. Procedural anomalies occurring during a board that may require variation from established procedures require BP resolution. During the board, the BP may bring any matter to the attention of the SECAF, or designated representative, if he or she determines that SECAF-level decision is required. The BP will advise the SECAF of any significant procedural anomalies during his or her outbrief of the board. These responsibilities of the BP do not limit in any way the right of a board member or Board Secretariat member to communicate with the SECAF as provided by other authority. The Board President will make determinations on availability of a primary board member if an alternate board mem-

ber is required. The Board President is the authorizing official for directing that a SECAF-approved alternate replace the primary board member. The need for an alternate board member being called to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph.

2.40. Lists. Lists will be made of all individuals whose records are within the initial "gray" established statistically, all individuals who were considered by the BP during the BP Quality Review, and all individuals who were added to the gray as a result of the BP's Quality Review. These lists will not reflect specific scores or ranking within each category. These lists will be filed with the formal record of the Board, but not made part of that record. They will be marked "For Official Use Only". These records need not be released under Freedom of Information Act (FOIA) or the Privacy Act but could become subject to discovery in litigation.

2.41. Summary. These selection board procedures were developed to give all eligible officers fair and equitable consideration, not for ease of administration.

2.42. Removing an Officer From a Board Report. If the SECAF or the SECDEF intends to recommend removing an officer from a board report, under Title 10, U.S.C., Section 618, Action on Reports of Selection Boards and the recommendation would include information not presented to the board, make the information available to the officer. The authority to remove an officer from a board report rests with the President. The officer will have a reasonable opportunity to submit comments on that information to the officials making and reviewing the recommendation. If the officer cannot have access to the information for reasons of national security, or other lawful reason, the officer will, to the maximum extent practical, be provided with an appropriate summary of the information. Specific procedures for commander initiated actions are outlined in paragraph 5.13.

2.43. Releasing Board Information. HQ AFPC/DPPB and DPPPO release only the recommendations of the board. They do not disclose board proceedings, including specific information on how the board scored each record, to any individual not a member of the board, except as required for the official processing of board results. They release information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members and their names, grades, and service components.

Chapter 3

POST-BOARD INSTRUCTIONS

3.1. PDUSD (P&R).

3.1.1. Approves board reports for promotion to all grades below the grade of brigadier general for all Central and Special Selection Boards.

3.1.2. Reviews the Commissioned Officer Promotion Report, RCS: DD-P&R(A)1621, *Defense Officer Promotion Report*.

3.2. HQ USAF/DPPP. Prepares the Commissioned Officer Promotion Report, RCS: DD-P&R (A)1621. Prepares this report according to DoDD 1320.12, and DoDI 1320.13 and 1320.14. The report will contain a narrative and statistical summary of promotion opportunity and timing compared to the Defense Officer Personnel Management Act objectives and DoD guidelines. Submit report (through channels) to the PDUSD (P&R) by 15 January of each year.

3.3. Board Recorders.

3.3.1. Collect all score rosters, internal working papers, etc., and ensure board members do not retain copies of any such documents.

3.3.2. Destroy all score rosters and internal working papers associated with the board that are not part of the board report. Do not do this until approval of the board results by PDUSD (P&R) and the requirements contained in paragraph **3.3.3.** are met.

3.3.3. Identify five benchmark records (provided there is sufficient quota) from among the lowest scoring selects and five benchmark records from among the highest scoring nonselects (IPZ or APZ and BPZ).

3.4. Board President. Provides feedback to the SECAF on how well the board complied with the Secretarial instructions to the board (for example, joint experience, acquisition experience, etc.).

3.5. HQ AFPC.

3.5.1. HQ AFPC/DPPB:

3.5.1.1. Prepares board reports as specified in DoDI 1320.14, enclosure 6, and Title 10, U.S.C., Section 617.

3.5.1.2. Prepares Title IV--Joint Officer Personnel Policy Promotion Report that shows promotion comparisons as a measure of the quality of officers assigned to joint duty required by Title 10, U.S.C., Section 662, Promotion Policy Objectives for Joint Officers.

3.5.1.3. Includes in the board report for the approval authority's review, the race and ethnic profile data of the population considered by selection boards for promotion to major, lieutenant colonel and colonel (all competitive categories).

3.5.1.4. Immediately after approval of the board by the approval authority, HQ AFPC/DPPBR removes the letters to the promotion board from the OSR and forwards them to HQ AFPC/

DPFFCM for inclusion in the master personnel record. Access will be confined to those who have a need to know and will be used for historical, legal, and appeal purposes only.

3.5.2. HQ AFPC/DPPPO:

3.5.2.1. For fully qualified captain selections, identify benchmark records from among the IPZ and APZ selects and nonselects for each competitive category, if available.

3.5.2.2. Establishes the public release date for the promotion list after PDUSD (P&R) approves captain select lists and DepSecDef approves select lists for promotion to major and above and the results are transmitted to the President.

3.5.2.3. Provides instruction to MPF Career Enhancement Element for effecting promotion releases.

3.5.2.4. Publishes promotion orders.

3.5.2.5. Publishes promotion increment sequence numbers, by competitive category, for monthly projected promotions to grades of major through colonel.

3.6. MPF.

3.6.1. Effects promotion releases in accordance with this instruction and as instructed by HQ AFPC/DPPPO.

3.6.2. Servicing MPFs are responsible for notifying commanders of promotion notification (selection and nonselection) and must coordinate with gaining MPFs/TDY locations when necessary to ensure 100% notification.

3.6.3. Prepares the required nonselection letters and sends signed letters of acknowledgment on first and second time nonselectees to MPF Customer Service for file in the Unit Personnel Record Group (UPRG). On second time nonselectees, also send a copy to HQ AFPC/DPPRS.

3.6.4. Ensures receipt of a copy of the notification letter acknowledged by the officer.

3.7. Determining Promotion Sequence.

3.7.1. Position officers with the same date of rank in order of seniority based on the following criteria (in order listed):

3.7.1.1. Previous grade date of rank (if applicable).

3.7.1.2. Total Active Federal Commissioned Service.

3.7.1.3. Total Federal Commissioned Service.

3.7.1.4. Regular officers before Reserve officers.

3.7.1.5. Regular officers will rank among themselves based on date of Presidential nomination for appointment as a Regular officer.

3.7.1.6. Regular Air Force acceptance date (AF IMT 133, **Oath of Office [Military Personnel]**).

3.7.1.7. Academy Class Standing.

3.7.1.8. Date of birth, with the earliest date taking precedence.

3.7.1.9. Reverse SSN, with the lowest number taking precedence.

3.8. Notifying Officers Selected for Promotion.

3.8.1. First Lieutenant. The commander notifies the officer of the projected promotion effective date at least 30 days in advance and advises him or her to assume the grade on the effective date, unless otherwise directed.

3.8.2. When instructed by HQ AFPC/DPPPO (see paragraph **3.5.2.2.** above) for promotion to captain through colonel, commanders notify officers either verbally or in writing (optional) of their selection status.

3.8.3. After selection announcement:

3.8.3.1. Captain. The commander advises the officer at least 30 days in advance of the date he or she can assume the higher grade.

3.8.3.2. Major and Above. The commander advises the officer of the promotion after announcement of the monthly promotion increments or 30 days prior to the projected promotion date for MC and DC officers.

3.9. Notifying Officers Not Selected for Promotion. The commander notifies the officer of promotion nonselection on the public release date, or as soon afterward as possible. Notify first and second time nonselected officers to captain, major, or lieutenant colonel in writing and have them acknowledge receipt within 5 workdays. (See paragraph **3.6.3.** for processing instructions after letter is signed by officer.) Commanders:

3.9.1. Verbally notify officers not selected three or more times for promotion to major or lieutenant colonel, unless HQ AFPC/DPPPO provides other instructions.

3.9.2. Verbally or in writing (optional) notify officers not selected for promotion to colonel.

3.9.3. Do not notify officers nonselected for promotion BPZ.

3.9.4. Ensure the notification memorandum for officers not selected IPZ and those not selected their first time APZ are informed of their option to receive nonselect counseling from HQ AFPC. HQ AFPC provides sample notification letters prior to each promotion release.

3.10. Effects of Nonselection for Promotion. Generally, officers not selected for promotion to captain through lieutenant colonel for the second time are separated in accordance with AFI 36-3207, *Separating Commissioned Officers*, unless they:

3.10.1. Are retirement eligible or within 2 years of qualifying for retirement (i.e., in the sanctuary) as of the mandatory date of separation (DOS) established for officers twice nonselected for promotion by that board.

3.10.2. Are selected for continuation.

3.10.3. Have an earlier established DOS.

3.11. Publishing Promotion Orders. HQ AFPC/DPPPO publishes orders to announce the effective date of promotions.

3.12. When to Promote the Officer. Promote first lieutenant through colonel on the effective date of the order announcing the promotion unless the officer declines the promotion.

3.13. Conducting Promotion Ceremonies. Hold pin-on ceremonies on the last duty day before the effective date of an officer's promotion. Hold such ceremonies as close to the end of the duty day as possible. The promotion is not effective until the date specified on the promotion order and the early ceremony will not affect the officer's pay, seniority, or entitlements. Commanders may use **Attachment 4** and **Attachment 5** in planning the ceremony.

3.14. Retirement Restrictions for Promotion. Officers promoted to the grade of lieutenant colonel or colonel must serve satisfactorily on active duty in that grade for at least 3 years to retire in the higher grade. Officers promoted to the grade of major must serve satisfactorily on active duty in that grade for at least 6 months to retire in the higher grade. Waivers are addressed through channels to HQ AFPC/DPPRS.

3.15. Active Duty Service Commitment for Promotions. No Active Duty Service Commitment will be incurred for officer promotions (see paragraph **3.14.** for restrictions on retirement eligibility).

Chapter 4

SPECIAL PROMOTION ISSUES

4.1. Declining a Promotion. An officer may decline a promotion, in writing, NLT 2400 hours on the day prior to the effective date of promotion. MPF Career Enhancement Element notifies HQ AFPC/DPPPO, with information copy to AF/DPO and MAJCOM/A1 (colonel selects only), when an officer initiates a declination. HQ AFPC/DPPPO will not honor declinations signed on or after the effective date of promotion. ***EXCEPTION:*** An Officer selected for retroactive promotion by an SSB, AF Board for Correction of Military Records (AFBCMR), or because of an administrative error, may decline the promotion NLT 2400 hours on the day following notification of selection.

4.1.1. Officers must sign two copies of a Declination of Promotion Statement (**Attachment 6**).

4.1.2. Officers who submit a declination statement and later decide to accept the promotion may request withdrawal of the declination statement if they have remained continuously on the ADL.

4.1.2.1. Prior to the effective date of the promotion, an officer selected for promotion to lieutenant colonel and below, can submit a letter through the unit commander to MPF Career Enhancement Element, requesting withdrawal of the declination statement an officer who has declined promotion to the rank of colonel must submit a request to withdraw his or her declination through the Wing CC or equivalent and AF/DPO, prior to gaining MAJCOM approval. If the unit commander and/or MAJCOM commander approves, MPF Career Enhancement Element notifies HQ AFPC/DPPPO to promote the officer. If the unit commander and/or MAJCOM commander does not want to promote the officer, he or she disapproves the request and initiates promotion propriety action.

4.1.2.2. After the effective date of promotion, an officer can submit a letter through the unit commander and MPF Career Enhancement Element to the MAJCOM commander requesting withdrawal of the promotion declination (AF/DPO must coordinate on all colonel selects). If the MAJCOM commander approves the request, HQ AFPC/DPPPO will promote officers with an effective date and date of rank effective of the approval date. If disapproved by the MAJCOM commander, return the case file to the unit commander for promotion propriety action.

4.1.3. Officers who decline a promotion remain on the promotion list for which they were selected.

4.2. Frocking (Early Pin-On).

4.2.1. When to frock.

4.2.1.1. Air Force policy is to not allow early pinning (commonly referred to as frocking), except only in specific circumstances where it is essential to effectively perform duties in the higher grade (usually in an international environment).

4.2.1.2. Send requests for exception to these guidelines to HQ AFPC/DPPPO for frocking to major and lieutenant colonel, or to AFSLMO, Support Division, for frocking to colonel and above (see paragraph **12.1.**). Fully justify requests that do not meet the criteria below.

4.2.2. Who approves Frocking.

4.2.2.1. The Director, Senior Leadership Management Office (AFSLMO), approves/disapproves requests for early pinning of colonels and above.

4.2.2.2. The Commander, Air Force Personnel Center (HQ AFPC/CC) approves/disapproves requests for early pinning to major and lieutenant colonel.

4.2.3. Restrictions for Early Pining. Officers cannot pin on the higher grade before the Senate confirms the list that contains the officer's name. Additionally, officers are not authorized early pinning if selected for reassignment (i.e., permanent change of station/assignment (PCS/PCA)) and have an assignment selection date (ASD) where the projected billet is for the higher grade. Approval of early pinning requests does not normally occur if officers are in the position, performing these duties effectively, or are known in the lower grade.

4.2.3.1. Prior to consideration for frocking, it should be determined if the officer was the "best qualified" and/or sole volunteer for the higher graded position. In most instances frocking requests are only approved when an officer is being assigned to one of the following priority assignments:

4.2.3.1.1. Positions with significant international involvement.

4.2.3.1.2. Joint-duty positions where the officer is required to supervise more senior sister service officers.

4.2.3.1.3. Group commander or above when the officer supervises higher grade officers.

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

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

4.2.4.2. Those instances where officers are already filling a permanent position or move to another position within the same organization.

4.2.4.3. Frocking for TDY assignment or deployment, except in those cases where according to AFI 10-403, *Deployment Planning and Execution*, paragraph 5.3.3.2.3, the Air Component through line remarks prohibits the officer grade requirements from being filled by a person having a grade lower than the required grade.

4.2.5. Approval of early pin on:

4.2.5.1. Allows the officer to wear the higher grade and benefit from the protocol of that grade.

4.2.5.2. Does not authorize the officer to receive higher pay or entitlements.

4.2.5.3. Does not authorize the officer to gain seniority on the active duty list.

4.2.5.4. Frocked officers (except for general officers) will not receive performance reports or sign performance reports, recommendations, or similar administrative actions in the higher grade until actually promoted by sequence number.

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

4.2.5.6. Frocked officers and commanders should consult local staff judge advocate to resolve questions concerning other documents.

4.3. Posthumous Promotions. Title 10, U.S.C., section 1521(a) authorizes the posthumous promotion of officers whose appointment or recommendation for promotion has been approved by the SECAF, but the member was unable to accept because of death in the line of duty. No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous promotion.

4.3.1. Basic Criteria/Restrictions:

4.3.1.1. Officer must be approved for promotion by the SECAF.

4.3.1.2. A promotion propriety action must not be in effect against the officer.

4.3.2. Only the President of the United States may authorize a posthumous promotion and processing may take a few months.

4.3.3. Commanders send requests through command channels to the MPF Career Enhancement Element. The MPF Career Enhancement Element sends a priority message (MINIMIZE included) to the officer's MAJCOM/FOA/DRU, with an information copy to HQ AFPC/DPPPO. The message must state the criteria in paragraph **4.3.1.** has been met and verify family members have been advised no financial entitlements accrue as a result of a posthumous promotion. The MAJCOM/FOA/DRU forwards their recommendation to HQ AFPC/DPPPO for processing to the President for approval. MAJCOM/FOA/DRU may disapprove posthumous requests.

4.3.4. The effective date for the posthumous promotion is the day the promotion board that selected the officer for promotion adjourned.

4.4. Transfering Promotions to an Active Duty Promotion List.

4.4.1. An officer on the Reserve Active Status List (RASL) who is on a promotion list as a result of selection for promotion by a mandatory promotion board or an SSB and, who before being promoted is placed on the Active Duty List (ADL) of the same Armed Force and placed in the same competitive category, shall be placed on an appropriate promotion list for officers on the ADL. The effective date of promotion and date of rank shall be the same as if the officer had been selected to the grade concerned by the promotion board for ADL officers and sequenced according to paragraph **3.7.1.**

4.4.1.1. Promotions by a Position Vacancy (PV) or Federal Recognition Board may not be transferred to the ADL unless the officer is ordered to active duty as a member of the unit in which the vacancy exists when that unit is ordered to active duty.

4.4.2. An officer transferred from another Military Service in the same competitive category who is on a promotion list to the next higher grade may be placed on an appropriate promotion list for officers on the Air Force ADL based on the officer's DOR in his or her current grade in the losing Military Service. They will be sequenced according to paragraph **3.7.1.**

4.4.2.1. Officers will provide HQ AFPC/DPPPO documentation from the losing military branch verifying their selection for promotion to the higher grade.

Chapter 5

PROMOTION PROPRIETY ACTIONS

5.1. When to Question Promotions. Promotion is not a reward for past service. It is advancement to a position of greater responsibility based on the requirements of the Air Force and the officer's future potential. If an officer has not met the requirement for exemplary conduct set forth in 10 U.S.C. §8583 or is not mentally, physically, morally, or professionally qualified to perform the duties of the next higher grade, it is in the best interest of the Air Force for the proper authority to initiate action to delay the promotion, to find the officer not qualified for promotion, or to remove the officer's name from the promotion list. Early identification of the officer and proper documentation are essential. Formal rules of evidence do not apply to a promotion propriety action.

5.1.1. If cause to believe an officer is not suited for promotion has arisen, do not await completion of disciplinary action, trial, or other administrative process to initiate promotion propriety action. Such action does not require proof beyond a reasonable doubt. If one can fairly conclude from the evidence already at hand that an officer is unsuited for promotion, a removal action should be immediately initiated. If, on the other hand, circumstances suggest that an officer "may" not be suited for promotion, and time is needed to develop more evidence on the question, a promotion delay should be initiated.

5.1.2. Where removal action is appropriate, even if an officer declines a promotion, initiate removal action because the officer's name otherwise remains on the list. (Declination procedures are outlined in AFI 36-2501, paragraph **4.1.**)

5.2. How to Document Reasons for the Action. A propriety action must clearly state the reasons for the action and be accompanied by documentation substantiating those reasons. In stating the reasons, be as specific as possible; do not rely on generalization. Moreover, if an officer has been the subject of an adverse action, the stated reasons should focus on what it is the officer did or failed to do for which the adverse action was imposed. Do not merely recount that the officer was the subject of an adverse action. For example, one should state, "You posted a photo of yourself in the nude on the internet, for which you received an Article 15" and NOT an over-generalized "You engaged in conduct unbecoming," or a reference only to the adverse action such as, "You received an Article 15."

5.2.1. To create a sufficient record supporting the action, attach documentation consisting of primary source material such as ROI (report of investigation) extracts, witness and member statements or memos for records, ROT (record of trial) extracts (like stipulations of fact and guilty plea statements), incriminating e-mail correspondence or video recordings, and copies of forged/falsified/fraudulent statements or financial documents. Do not merely attach an AF Form 3070, Record of Nonjudicial Punishment Proceedings, or other disciplinary or adverse action without also attaching reasonably available evidence of the underlying misconduct or substandard duty performance.

SECTION A – Promotion List Removals and Delays

5.3. Initiating Authorities. An officer's immediate commander normally initiates a promotion list removal or delay recommendation. (An officer's higher level Air Force military commanders have concurrent authority to initiate such actions). ***Note:*** A squadron section commander is not the officer's com-

mander for purposes of these actions unless the commander is equal to or senior in grade to the affected officer.

5.3.1. The next superior commander serves as the reviewing commander. The "next superior commander" is the first military commander in the initiating commander's Air Force chain of command who is at least a wing-level or equivalent commander. Where actions are initiated by a wing commander or equivalent or higher commander, the initiating commander is also the reviewing commander.

5.3.2. The 11th Wing Commander serves as the initiating and reviewing commander for all officers assigned to: Headquarters U.S. Air Force; Office of the Secretary of the Air Force; Office of the Joint Chiefs of Staff; Department of Defense; all Field Operating Agencies and Direct Reporting Units identified in Department of the Air Force Special Order GA-014, 12 Sep 97 (or successor order); and Agencies and activities outside the Air Force where the officer is neither assigned nor attached to an Air Force element commanded by an Air Force O-6 or higher ranking Air Force officer.

5.4. Delaying a Promotion. Delaying an officer's promotion is applicable to officers eligible for promotion to first lieutenant and captain, or selected for promotion by a Central Selection Board or SSB to the grades of captain through colonel. A commander takes action to delay a promotion if there is cause to believe that the officer has not met the requirement for exemplary conduct set forth in Title 10, U.S.C. 8583 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. Promotions can also be delayed if: (1) sworn charges against an officer have been received by an officer exercising general court-martial jurisdiction over the officer and such charges have not been disposed of; (2) an investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer; (3) a board of officers has been convened under Title 10, U.S.C., Chapter 60, to review the record of an officer; (4) a criminal proceeding in a Federal or State court is pending against the officer; or (5) substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the Secretary of Defense or the Secretary of the Air Force. A commander takes action to delay the promotion until it is determined whether an officer should be promoted. The delay of promotion is effective when the commander notifies the officer of the delay, either verbally or in writing. Accomplish this notification prior to the effective date of the promotion**.** ***Note:*** When an officer has a projected date of rank and effective date prior to public release of a board, notification should be made on the day prior to public release date. A commander initiates action to delay an officer's promotion by following the steps detailed in paragraphs **5.6.** and **5.7.**

5.4.1. Initial Delays: The reviewing commander may approve an initial delay, up to 6 months from the officer's original effective date of promotion. The officer may make a written statement in memorandum format to the SECAF, via the reviewing commander, in response to the recommended delay action. Alternatively, the reviewing commander may convert the action from a recommended delay to a recommended removal by simply recommending removal and processing the file as a removal in accordance with paragraph **5.7.3.** After indorsement, the reviewing commander sends the memorandum electronically to AF/A1PPP (**afa1ppp.workflow@pentagon.af.mil**) for AF/JA and SAF/GC coordination and SECAF (or designee) action.

5.4.2. Extension of Delays: SAF/MRB must approve all extensions of the initial delay (even if the initial delay was less than 6 months). SAF/MRB may grant extensions (in 6 month increments) up to 18 months (initial delay plus extension) from the effective date of the officer's original promotion. Alternatively, SAF/MRB may forward the case file to SECAF (or designee) with a recommendation that

the proposed extension of delay be converted to a removal action. Timely initiation of a recommendation for delay extension automatically extends a previously approved delay until SECAF (or designee) makes a decision on the action.

5.4.3. Ending (Terminating) a Promotion Delay Early. Commanders may initiate action to end the delay at any time by using AF Form 4364 and following the steps detailed in paragraphs **5.6.** and **5.7.**

5.4.3.1. If the delay action ends before the original promotion projected effective date, promote the officer as originally scheduled.

5.4.3.2. If the delay action ends after the original projected effective date, promote the officer as soon as possible.

5.4.3.3. The officer's promotion effective date and date of rank is the original date as if the delay action never occurred.

5.4.4. Adjustment of Date of Rank. Upon termination of a delay or removal action, SECAF (or designee) may determine the officer did not meet standards for promotion during part of any period of delay during which the action was processed. In that event, SECAF (or designee) may adjust the officer’s promotion effective date and date of rank to reflect the date upon which the officer ultimately did meet standards.

5.4.4.1. If, upon expiration or termination of a promotion delay, the commander determines the officer was unqualified for promotion during part of the delay period, the commander may recommend an adjustment to the officer's date of rank and effective date. The commander initiates the action by following the steps detailed in paragraphs **5.6.** and **5.7.** prior to the end of the promotion delay. Commanders document the reason(s) why, as of the recommended adjusted date of rank, the officer meets standards and is qualified for promotion.

5.4.4.2. Advise the officer that on the day following expiration or termination of the delay, he or she may assume the higher grade. The notification states the officer's date of rank is tentative pending SECAF’s (or designee’s) decision on the recommended adjustment.

5.5. Removing First Lieutenants through Lieutenant Colonels from a Promotion List. A commander initiates action to remove an officer’s name from a promotion list when a preponderance of the evidence shows that the officer has not met the requirement for exemplary conduct set forth in Title 10, U.S.C. 8583 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. Even if the officer declines the promotion, initiate removal action since his or her name remains on the list (declination procedures are in paragraph **4.1.**).

5.5.1. A commander initiates action to remove an officer's name from a promotion list by following the steps detailed in paragraphs **5.6.** and **5.7.** SECAF (or designee), acting for the President, approves all removal actions. SECAF (or designee) may, in lieu of removal, also approve a delay, terminate the action, or terminate the action with a date of rank adjustment. If SECAF (or designee) disapproves the removal action, but determines the officer did not meet standards for promotion during part of the delay period during which the removal was processed, SECAF (or designee) may adjust the officer's promotion effective date and date of rank as described in paragraph **5.4.4.** Initiation of removal action automatically delays an officer’s promotion until SECAF makes a decision on the action.

5.5.2. When an officer is considered and selected IPZ or APZ, but later removed from a report of a selection board or a promotion list, the removal is deemed a non-selection for promotion.

5.5.2.1. Promote officers selected by the next board, upon Senate confirmation, based on his or her seniority on the new promotion list.

5.5.2.2. Officers not selected by the next board, or if selected and again removed from a report of a selection board or the promotion list, are determined to have been twice non-selected for promotion.

5.5.2.3. Officers considered and selected BPZ but subsequently removed do not incur a non-selection for promotion.

5.6. How to Initiate a Promotion List Removal or Delay Action. The initiating commander informs the officer of the recommendation using AF Form 4363, *Record of Promotion Propriety Action*, (with applicable supporting documentation) for promotion removal, delays, and extension of delays before the effective date of promotion. When the officer is not immediately available, verbal notification is sufficient, however, written notification (AF Form 4363/4364) must follow as soon as possible. An action begun as a delay may be converted by higher authority to a removal. An action begun as a removal may also be converted by higher authority to a delay. Accordingly, the AF Form 4363 notifies the member that regardless of the initiating commander's recommendation, the action may result in a delay or a removal. AF Form 4364, *Record of Promotion Delay Early Termination and/or Date of Rank Adjustment*, is used for actions as indicated in the title of the form.

5.7. How to Process Promotion List Removal or Delay Actions.

5.7.1. Initiating Commander:

5.7.1.1. Consults with servicing personnel advisor and staff judge advocate (SJA) prior to notifying the officer.

5.7.1.2. Ensures case file contains all supporting documentation. Reproduced or electronically transmitted copies are encouraged, and must be legible.

5.7.1.3. Notifies the officer, who acknowledges receipt.

5.7.1.4. Allows the officer 5 working days to respond to the notification. Only the initiating commander may grant an extension to the response time. Written delay requests and indorsements become part of the case file.

5.7.1.5. Immediately notifies HQ AFPC/DPSOO by sending the AF Form 4363 to **off-promo@randolph.af.mil** electronically to prevent erroneous pay in MilPDS. Note: HQ AFPC/DPSOO will forward the AF Form 4363 to AF/DPO if the officer is a colonel select.

5.7.1.6. Ensures officer marks his or her response on AF Form 4363 and includes the officer's written response, if any, as part of the case file.

5.7.1.7. After the officer has responded to the initial notification, either terminates the action or forwards to servicing SJA for a legal sufficiency review. If the action is terminated, the commander notifies the officer and provides an e-mail update to HQ AFPC/DPSOO.

5.7.2. Staff Judge Advocate: Determines legal sufficiency. Signs AF Form 4363 and forwards case file to the reviewing commander for action. (No independent written legal review is prepared. If the file is not legally sufficient, the initiating commander is orally advised as to necessary corrective actions.)

5.7.3. Reviewing Commander (Wing Commander or Equivalent):

5.7.3.1. Gives the officer an opportunity to comment on all derogatory information added after the officer first reviews and acknowledges the initial recommendation, unless the information originated solely from the officer's personnel record.

5.7.3.2. Reviews the officer propriety action and renders a final decision (initial delay or termination) or forwards a recommendation to AF/A1PP for action by SECAF (or designee) (removal, delay extension, early termination of delay, or date of rank adjustment).

5.7.3.3. Immediately notifies HQ AFPC/DPSOO by sending the AF Form 4363 to **offpromo@randolph.af.mil** electronically.

5.7.3.4. If the reviewing commander approves an initial delay or terminates the action, the case file is returned to the initiating commander who obtains the officer's acknowledgment of the action on the form. For initial delay actions, the initiating commander then sends the original hard copy case file with attachments to HQ AFPC/DPSOO. For terminations, the initiating commander provides a scanned copy of the acknowledged form to HQ AFPC/DPSOO.

5.7.3.5. If the reviewing commander recommends action by SECAF, the case file, with attachments, is forwarded electronically, to AF/A1PPP. Records less than 25 pages should normally be scanned and routed electronically.

5.7.3.5.1. If the case file is forwarded electronically to AF/A1PPP, the original case file with attachments is mailed to HQ AFPC/DPSOO.

5.7.3.5.2. If the entire case file is more than 25 pages or cannot feasibly be scanned and sent electronically, then forward the signed AF Form 4363/4364 electronically to AF/A1PPP and express mail the entire original case file, with attachments, to AF/A1PPP.

5.7.4. AF/A1PPP: Upon receipt, provides copy to AF/A1P and forwards package to AF/JA and SAF/GC.

5.7.5. AF/JA & SAF/GC: Review for legal sufficiency, provide comments as necessary, and annotate the AF Form 4363.

5.7.6. SECAF (or designee): Makes final decision, completes AF Form 4363 and returns case file to AF/A1PPP.

5.7.7. AF/A1PPP: Forwards the completed package to HQ AFPC/DPSOO.

5.7.8. HQ AFPC/DPSOO: Notifies initiating commander of the SECAF's (or designee's) decision by sending the commander the completed AF Form 4363. Final MilPDS updates are made at this point and a copy of the case file is maintained at AFPC.

5.7.9. Initiating Commander: Notifies the officer of the SECAF's (or designee's) final decision by providing a completed copy of the AF Form 4363, obtaining the officer's acknowledgement on the form, and returns the copy of the acknowledged form to HQ AFPC/DPSOO.

5.8. Address for sending promotion list removal and delay actions. If mailing these officer propriety actions use the appropriate addresses indicated below:

– AFPC/DPSOO, 550 C. Street West, Suite 8, Randolph AFB, TX 78150-4710. Email: **offpromo@randolph.af.mil**

– AF/A1PPP, 1040 AF Pentagon, Room 4E221, Washington DC 20330. Email: **afa1ppp.workflow@pentagon.af.mil**.

SECTION B – Not Qualified for Promotion (NQP) Actions

5.9. Recommending a Second Lieutenant NQP. When the preponderance of the evidence shows an officer has not met the requirement for exemplary conduct set forth in Title 10, U.S.C. 8583 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, the commander recommends in writing that the SecAF find him or her NQP.

5.9.1. An officer's commander initiates a NQP recommendation. See sample notification letters at **Attachment 9** and **Attachment 10.** The major commander reviews these actions as outlined in **Table 5.1.**

5.9.1.1. The commander informs the officer of the NQP recommendation, either verbally or in writing, before the promotion effective date (see definition, **Attachment 1**), unless the promotion has been effectively delayed according to paragraph **5.4.** The notification must state if it is necessary for special processing under AFI 31-501, *Personnel Security Program Management* (concerning sensitive compartmented information [SCI] access). Once the officer is notified (verbally or in writing) the commander immediately notifies HQ AFPC/DPSOO to prevent erroneous pay in MilPDS.

5.9.1.2. If involuntary separation or court-martial is pending, the NQP action must be flagged to permit SECAF to hold decision on the NQP action in abeyance pending resolution of the other action. This will avoid automatic discharge of the officer. If the other action does not result in separation, the NQP action will be processed to completion.

5.9.1.3. Separate an officer within 18 months of the date first found NQP if he or she is NQP. Commanders should give them a reasonable opportunity to overcome the basis for their non-qualification before taking separation action. Try to retain on active duty for 6 months a second lieutenant found NQP, starting on the date the promotion would have occurred, unless retention is inconsistent with good order and discipline.

5.9.1.4. The commander can request SECAF approval to retain the officer beyond 6 months for additional observation. Initiate request to arrive at HQ AFPC/DPSOO NLT 45 days before expiration of the initial 6-month period. SECAF can retain the officer for up to 18 months from the date first found NQP.

5.9.1.5. If the commander determines the officer is NQP by the end of the 6-month period, separate him or her according to AFI 36-3207.

5.9.1.6. If during the retention period, the commander determines the officer is qualified for promotion, then promote the officer upon major commander approval. The promotion is effective upon meeting time-in-grade requirements or the date the major commander determined the officer fully qualified for promotion, whichever is later.

5.9.1.7. The commander informs the officer when retention is inconsistent with good order and discipline. Advise the officer of the rationale supporting the belief, in writing, and that he or she is subject to immediate separation, as determined by the SECAF.

5.10. Recommending Captains through Lieutenant Colonels NQP. (For officers meeting a central selection board). Process the case file in time to arrive at HQ AFPC/DPSOO before the board convenes. This recommendation is valid for only one selection board.

SECTION C – Other Promotion Proprietary Actions

5.11. Removing an Officer from a Report of a Selection Board. The following guidelines apply for removing an officer from a report of a selection board after the board has adjourned, but prior to the board report being approved by the President. It is applicable to officers selected for promotion to major through colonel.

5.11.1. When a commander becomes aware of any derogatory information concerning an officer who met a selection board, the commander should contact his servicing staff judge advocate to determine if the evidence is sufficient to support removal of the officer's name from the selection board report. The evidence should focus on the officer's conduct and/or performance; it should not focus on the fact (or status) of any other disciplinary or administrative action that might also be going on.

5.11.2. If there is sufficient evidence to support the removal of the officer's name from the report of the selection board, the commander must immediately report the information for expeditious processing.

5.11.2.1. Notify the MPF Commander, who will immediately up channel to the MAJCOM Director of Personnel (A1). ***Note:*** MAJCOMs may develop their own internal reporting procedures; however, it is essential the MPF is made aware of the situation.

5.11.2.2. The MAJCOM A1 will immediately contact HQ AFPC/DPSOO and apprise them of the situation. The key point is to ensure the most expeditious notification to HQ AFPC.

5.11.2.3. The information received will be provided to the SECAF for action. If the evidence is deemed sufficient to support a removal action, the Secretary will then forward a letter of intent to the commander with a proposed letter of notification from the commander to the officer. Any information that was not presented to the board will be attached to the notification letter. Afford the officer a reasonable opportunity to submit comments on that information to the officials making and reviewing the recommendation. If the officer cannot be given access to the information for reasons of national security, the officer shall, to the maximum extent practicable, be provided with an appropriate summary of the information.

5.11.2.4. Once the officer has responded to the letter of intent to remove his name from the report of the selection board, the commander will forward the notification letter and its attachment(s), along with the officer's response, through the MAJCOM commander, to HQ AFPC/DPSOO. The Secretary will review all the information presented and make a recommendation to PDUSD (P&R) who, in turn, will notify the President. The President is the approval authority for removing an officer's name from the reports of selection boards. If the recommendation is to remove the officer's name from the report of the selection board, the Secretary will deem whether the adverse information will be reported to the Senate.

5.11.2.5. The officer will be notified through appropriate channels of the final decision.

5.11.2.6. Refer to paragraph **5.5.2.** for what a removal does.

5.12. Promotion Deviation from Sequence Number Order. Officers on a promotion list may have their nominations or confirmations held up for many reasons. If a situation arises where an officer is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officers. Once confirmation occurs, this bypassed officer's promotion effective date will be established, for all purposes, to restore this officer to his or her original place on the promotion list.

Table 5.1. Processing a Recommendation to Find an Officer Not Qualified For Promotion.

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
1	Com-mander initiating action	Contact MPF and JA staff members for counsel and assistance.	X	X
2		Notify the officer, in writing, of action being started (see note 1). The letter of notification will include: one or more specific reasons for the action with supporting documents attached; that the officer must acknowledge receipt and understanding within a reasonable period of time (usually 5 workdays); that the officer may submit a statement in his or her behalf, including supporting documents.	X (see note 6)	X
3		Notify the officer, in writing (see note 1), that the officer's promotion won't become effective until the approval authority makes a decision; that the officer may not assume the higher grade even if his or her name appears on a promotion order.	X	

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
4		Notify the officer, in writing (see note 1) not later than the expiration of the NQP, if the initiating commander determines the officer did not meet standards during any part of the NQP period. The letter of notification shall include that the initiating Commander is recommending adjustment of the officer's effective date of promotion and CGDOR (both dates must be the same), that the officer may assume the higher grade and give a tentative effective date of promotion and CGDOR equal to the expiration NQP, pending adjustment decision by the SECAF, confirm the effective date of promotion and CGDOR through command channels from the SECAF.	X	
5		Notify the officer, in writing (see note 1), that if the recommended action is approved, the officer is subject to discharge under AFI 36-3207.	X	
6		Notify the officer, in writing (see note 1), that if the major commander or delegated authority (see note 4) supports the recommended action, the selection board will use the correspondence in evaluating the officer's selection folder.		X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
7	Servicing MPF/ DPMPE	As soon as the officer is notified, send the following information by email to HQ AFPC/DPSOO (**offpromo@randolph.af.mil**): type of action started; officer's name, grade and SSN; projected effective date of promotion, name, grade, and unit of the commander initiating action; one or more reasons for the action; date action started; and date officer notified (if notified verbally, also include date officer notified in writing). Include date AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, action initiated, or rationale for why action was not initiated. Send information copy of message to intermediate commanders. ***Note:*** HQ AFPC/ DPSOO updates MilPDS. Refer to **Chapter 7** of this AFI if continuation is applicable.	X (see note 7)	X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
8	Officer	Acknowledge receipt of the letter of notification and attach a statement in his or her behalf, if desired. If a statement isn't submitted, include a statement that the officer is declining to submit it in the written acknowledgment of receipt. Return all correspondence with attachments to the commander who started the action. Only the commander initiating the action can permit extensions to the suspense date to respond to the propriety action (see note 2).	**X**	
9	Comander initiating action	Send all correspondence to the MPF/DPMPE.	X	X
10	Servicing MPF/ DPMPE	Review processing and complete the above steps.	X	X
11		Obtain a written legal review by JA and include it in case file.	X	X
12		Send correspondence through command channels to the officer's MAJCOM.	X (see note 8)	X (see note 4)
13		Comply with note 3, if applicable.	X	X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
14	Interme-diate com-mander, i.e., NAF (This step is optional at MAJCOM discretion.)	Review correspondence and send to officer's MAJCOM of assignment, through channels, with recommendations (see note 4). Commander, vice commander, or staff director must sign the forwarding indorsement. ***Note:*** Legal review is optional.	X	X (see note 4)
15	Major commander (see note 4)	Review correspondence and get review by JA to ensure the case file is complete and the evidence is legally sufficient. ***Note:*** Include a copy of the written JA review in the case file.	X	X
16		Disapprove the action and return all correspondence through channels to the commander who started the action, if the recommended action is determined inappropriate; inform HQ AFPC/DPSOO, in writing, of decision and date action ended; request the initiating commander to notify the officer, in writing, that the recommendation was disapproved.	X	X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
17	Major commander (see note 4)	Send correspondence to HQ AFPC/DPSOO if the recommended action is appropriate (see note 5). Consider notifying the initiating commander so he or she can advise the officer concerned that recommendation is being forwarded (see note 5).	X	X
18		If the major commander or lower level commander determines the officer did not meet standards for promotion during the NQP period, the major commander may recommend to the SECAF an adjustment to the officer's effective date of promotion and CGDOR (both dates must be the same). Notify the officer, in writing, of the recommended adjustment not later than the expiration of NQP period. The officer will acknowledge receipt of the letter of notification and may attach a statement in his or her behalf, if desired. Provide a copy of the letter of notification to HQ AFPC/DPSOO to include in the case file for further processing to the SECAF for decision on the adjustment.	X	
19	HQ AFPC/DPSOO	Review correspondence for compliance with this instruction and update MilPDS, as appropriate.	X	X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**To Find an Officer Not Qualified - To 1st Lt**	**To Find an Officer Not Qualified - All Others**
20		Notify the Selection Board Secretariat and provide case file for inclusion in the officer's selection folder, as appropriate. ***Note:*** When selection board is over, the Secretariat returns the case file to HQ AFPC/DPSOO.		X
21		Send case through channels to the approval authority.	X	
22		Following decision by the SECAF, notify the servicing MPF, with information copy to the major command of the decision; and request the MPF notify the officer, in writing, of the decision to include effective date of promotion and CGDOR (if an adjustment has been approved.).	X	
23		Inform HQ AFPC/DPSOS if a recommended action was approved.	X	
24		Update MilPDS and promote officer as soon as practical (when he or she is eligible) or comply with other instructions from the SECAF if the recommended action was not approved. Return case file to the major commander	X	
25	HQ AFPC/ DPSOS	Take action according to paragraph **5.12.** if SECAF approved the action to find a second lieutenant not qualified.	X	

NOTES:

1. If there is not enough time to prepare a written notification because of the officer's projected effective date of promotion, the commander may inform the officer verbally that action has been

or will be started. Provide written confirmation as soon as possible (usually within 24 duty hours). Once the officer is notified (verbally or in writing), the commander immediately notifies HQ AFPC/DPSOO to prevent erroneous pay in MilPDS (see **Table 5.1.**, rule 7). See processing guidelines in **Table 5.1.**

2. The officer must acknowledge receipt and submit any statements on his or her behalf within a reasonable period of time (usually 5 workdays) after receiving written notification. Officers send fully justified requests to extend the date required to respond to the propriety action to the initiating commander, in writing, prior to the date listed on the notification memorandum. Initiating commanders indorse this request in writing; however, they have the option to disapprove extensions after consulting with the SJA and/or ADC. Commanders provide MPF Career Enhancement Element a copy of the extension to monitor the status of the action. The response delay requests/approval become part of the case file as it is forwarded through channels to HQ AFPC.

3. For reassignments, the losing MPF Career Enhancements Element notifies the gaining MPF, with information to the gaining MAJCOM, that promotion propriety action has been started. The officer's parent MAJCOM at the time of initiation of the propriety action is the command channel for processing the action.

4. Unless otherwise directed by SECAF, a commander (down to and including wing or equivalent commanders) may terminate an action to find an officer NQP, or adjust the CGDOR and effective date, anytime before the major commander reviews the case.

5. Construct in chronological order a case file before sending it to HQ AFPC/DPSOO. It must include all necessary documents and they must be easy to read. Include a detailed case synopsis suitable for review by the approval authority (SECAF) that references pertinent and tabbed documents, statements, or other significant matters as part of the case file. Prepare all not qualified to first lieutenant cases to arrive at HQ AFPC/DPSOO in two legible copies (original plus one). For all other NQPs, forward only the original copy.

6. Commanders considering NQP action on a second lieutenant having access to SCI (to include an officer debriefed within 3 years), Single Integrated Operations Plan--Extra Sensitive Information (SIOP-ESI), or other special access programs must comply with AFI 31-501 and ensure the access granting authority reviews the proposed promotion propriety action as in paragraph **5.9.1.1.** The commander's letter of notification must indicate coordination with the access granting authority is complete, will be completed, or that such action is not applicable.

7. MPFs must state in the message actions taken under AFI 31-501, or state that such action is not applicable.

8. MPFs must hold the case file in abeyance if coordination with the access granting authority is required but not yet received. The case file should indicate completed coordination when forwarded to the next echelon.

Chapter 6

SPECIAL SELECTION BOARDS (SSB)

6.1. Holding SSBs. HQ AFPC/DPPB conducts promotion SSBs to consider officers who were improperly considered, or not considered, by one or more Central Selection Boards or quarterly captain selection processes. Use SSBs for active duty, separated, or retired officers if eligible according to paragraph **6.3.** SSBs replicate central selection boards, to include pre- and post-board procedures and policies as outlined in **Chapter 1** through **Chapter 5** of this instruction, to the maximum extent possible.

6.2. SSB Approval Authority.

6.2.1. The Air Force Board for Correction of Military Records (AFBCMR) or a federal court can direct an officer for consideration by SSB.

6.2.2. The Chief, Promotion, Evaluation, and Recognition Division (HQ AFPC/DPPP) can approve an eligible officer for consideration by SSB.

6.3. Conditions That May Warrant an SSB. Grant SSBs for promotion to the grade of captain through colonel based on:

6.3.1. Legal, Administrative, and Material Errors. Acting on behalf of the SECAF, HQ AFPC/DPPP and HQ AFPC/DPPPO can direct an SSB for an officer if it is determined:

6.3.1.1. The action of the board that considered the officer was contrary to law or involved material error of fact or material administrative error; or

6.3.1.2. The board did not consider material information that should have been available in compliance with pertinent Air Force directives and policies.

6.3.1.3. An eligible officer did not meet a board or met the board in an incorrect promotion zone or competitive category.

6.3.2. Pursuant to Formal Appeal. The AFBCMR can grant SSBs when they determine an officer's nonselection for promotion resulted because of an error or injustice in the officer's record.

6.3.3. Exercising Reasonable Diligence. Do not have an SSB if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened.

6.4. Submitting Appeals for SSBs. Officers submit applications for SSBs using DD Form 149, **Application for Correction of Military Record,** under the provisions of Title 10, U.S.C., Section 1552 and AFI 36-2603, *Air Force Board For Correction of Military Records*; or, AF IMT 948, **Application for Correction/Removal of Evaluation Report,** under the provisions of AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*.

6.5. SSB Procedures. SSBs:

6.5.1. Consist of officers who meet qualifications outlined in paragraph **1.1.1.3.** and who are a diverse representation of MAJCOMs, career areas, and for the line competitive category, aeronautical rating.

6.5.2. Consider the records of officers as they would have appeared to the original board had the officers been properly considered. Compare the officers' records with benchmark records from the original boards (paragraph **3.3.3.**).

6.5.3. Use the scoring procedures outlined in paragraphs **2.17.** and **2.18.**

6.5.4. Select an officer if the SSB finds him or her fully qualified for promotion and if his or her record scores higher than all the nonselect records and ties at least one of the selected records from the original board.

6.5.5. Identify any officer considered by the board whose record, in the opinion of the majority of the members of the board, indicates the officer should "Show Cause" for his or her retention on active duty (AFI 36-3206).

6.5.6. Provide a report according to paragraph **2.36.** A separate board report is written for each board being reconstituted.

6.6. Selection by an SSB. Normally, an officer considered by an SSB is selected if the SSB finds him/her fully qualified for promotion and if his/her record scores higher than all the nonselect benchmark records and ties, or beats at least one of the select benchmark records.

6.6.1. When SECAF determines it is necessary, he/she may, prior to the convening of the SSB, direct the use of a different selection methodology.

6.6.2. When the promotion opportunity at the original board was 100% (fully qualified method of selection), an officer considered by an SSB is selected if the SSB finds him/her fully qualified for promotion.

6.7. Time Limits.

6.7.1. SECAF will either convene an SSB or deny SSB consideration within six months of receipt of a complete and properly executed request for SSB consideration.

6.7.2. SECAF will take final action on the Report of an SSB, in accordance with Title 10, U.S.C, Section 618(a), within six months of convening the board.

6.7.3. SECAF may extend the time limits in paragraphs **6.7.1.** and **6.7.2.** in a particular case or category of cases, for not more than an additional six months each, when he/she determines that a longer period for consideration is warranted. SECAF may not delegate the authority to make this determination.

6.8. Writing Letters to SSBs.

6.8.1. Mail letters to the SSB Program Section (HQ AFPC/PBX) to arrive not later than 2359 Central Standard Time (CST) the day prior to the board convening date.

6.8.2. For individuals meeting more than one SSB, prepare and mail separate letters to each board.

6.8.3. Address letters to: CY (insert the appropriate year and grade), HQ AFPC/DPPPO, 550 C Street West, Suite 8, Randolph AFB TX 78150-4710. *(**NOTE:** To preserve anonymity, do not date the letter and do not address the letter to the "Special Selection Board".)*

6.8.4. Letters with attachments will not exceed 10 pages total combined: 5 two-sided pages or 10 one-sided pages. Letters and attachments exceeding 10 pages total will be returned to the officers.

6.9. Commander Actions on SSBs.

6.9.1. Advise officers of SSB results.

6.9.2. Determine the propriety of promotion and, if appropriate, initiate action outlined in **Chapter 5**. This applies even if the officer's date of rank will be effective upon public release (promotion to captain) or Senate confirmation (for promotion to major and above). This does not apply to those officers who have served or are already serving in the selected grade.

6.10. Promoting Officers by SSB. PDUSD (P&R) is the approval authority for all SSBs. Promote officers upon PDUSD (P&R) approval (to Captain only) or Senate confirmation (if required). Promote the officer with a date of rank and effective date he or she would have received if considered and selected by the original board. The member, based on his or her retroactive promotion by SSB, may be eligible for further consideration by selection boards, provided he or she meets the eligibility criteria.

6.10.1. When promotion results in the actual or constructive reinstatement on active duty of an officer who had been separated, any entitlement to back active duty pay and allowances accruing to the officer will be subject to an appropriate offset for civilian earnings, and other offsets authorized by law.

6.11. Disclosing SSB Proceedings. Release of information is the same as central selection boards (see paragraph **2.43.**).

PART 2

SELECTIVE CONTINUATION OF PROMOTION DEFERRED OFFICERS

Chapter 7

SELECTIVE CONTINUATION PROGRAM

7.1. SECAF Responsibilities. Determines when to hold a continuation board based on Air Force requirements, establishes continuation quotas, approves termination of continued officers (prior to expiration of term), approves continuation propriety actions and board reports.

7.2. Competitive Category Corps Chiefs and Line of the Air Force (LAF) Functional Managers. Submit requests to HQ USAF/DPPP if continuation is desired based on "critical skill needs" prior to SECAF approval to hold a continuation board.

7.3. HQ USAF/DPPP.

7.3.1. Contacts non-LAF competitive category corps chiefs to determine if continuation is necessary prior to processing the request to hold the board.

7.3.2. Recommends to SECAF quotas for each competitive category based on Air Force requirements and recommendations from competitive category corps chiefs and LAF functional managers.

7.4. Air Force Senior Leaders Management Office (AFSLMO).

7.4.1. Indorses request for continuation of brigadier general or major general to the SECAF for approval and to the President for lieutenant general and above. This action is used to retain them on active duty beyond their maximum years of service based on the needs of the Air Force.

7.4.2. Indorses requests for continuation of colonels beyond their mandatory retirement due to age and years of service, updates the acceptance or declination in the MilPDS, flows new DOS, processes retirements and files the original document in the Master Personnel Records Group.

7.5. HQ AFPC/DPPB.

7.5.1. Conducts Selective Continuation Board and processes board report to SECAF for approval.

7.5.2. Ensures SecDef is notified when majors within 6 years of retirement are not selected for continuation by a Selective Continuation Board in compliance with DoDD 1320.8, paragraph 4.3.

7.6. HQ AFPC/DPPPO. Processes officers for continuation and performs the following actions for lieutenant colonel and below:

7.6.1. Identifies officers eligible for selective continuation.

7.6.2. Releases selective continuation board results to MPFs and establishes public release date. ***NOTE:*** When selective continuation is held in conjunction with the member's promotion selection board, the release of continuation results will be concurrent with release of promotion results.

7.6.3. Monitors status of officers who accept, decline, or have not responded to continuation offer.

7.6.4. Updates acceptance or declination in MilPDS and files the original document in the Master Personnel Records Group.

7.6.5. Sends a copy of declination statements to HQ AFPC/DPPRS for involuntary separation processing.

7.6.6. When officer accepts, updates officer's DOS in MilPDS.

7.6.7. Processes Not Qualified for continuation recommendations per paragraph **7.19.**, and Removal from the Continuation List according to paragraph **7.20.**

7.7. MPF Career Enhancement Element.

7.7.1. Prepares the continuation acceptance or declination statement to accompany the letter that notifies the officer of continuation. ***NOTE:*** Selective Continuation Program definitions are located at **Attachment 1** for review.

7.7.2. Ensures commanders notify selected officers of continuation upon public release.

7.7.3. Ensures officers return signed continuation letter to MPF within 60-calendar days from public release date.

7.7.4. Forwards a copy of declination statement to MPF Relocations Element to initiate separations/retirement processing.

7.7.5. Returns all acceptance/declination statements (original only) to HQ AFPC/DPPPO, signed or unsigned. Annotates circumstances of unsigned statements, i.e., "member failed to return letter." ***NOTE:*** Involuntary separation actions will be initiated by HQ AFPC on officers who fail to sign the statement within 60 days from public release.

7.7.6. (For overseas locations only) Ensures MPF Relocations Element corrects the officer's date eligible to return from overseas (DEROS) after update of DOS from HQ AFPC/DPPPO.

7.8. Commanders. Notify officers, in writing, of selection for continuation and advise them to return acceptance statement or declination to the MPF within 60 calendar days of release date.

7.9. Who is Eligible for Continuation. Based on the needs of the Air Force, SECAF determines eligibility criteria for continuation.

7.9.1. Generally, subject to SECAF approval, fully qualified captains and majors identified for separation because of twice failing promotion to the next higher grade are eligible, unless the officer:

7.9.1.1. Can retire, or is in the retirement sanctuary, as a commissioned officer by the mandatory date of separation for the associated promotion board. ***EXCEPTION:*** Officers possessing a critical skill may be offered continuation beyond their mandatory retirement date. Individuals not selected, or those who decline the continuation offer, will revert to their previous sanctuary or retirement status.

7.9.2. Commanders, based on mission essential needs, can also request the continuation of lieutenant colonels or colonels past mandatory date of separation (see paragraph **7.12.**). Requests must include the officer's concurrence.

7.10. Selecting an Officer for Continuation. All officers recommended for continuation must meet a selective continuation board that will ultimately be forwarded to SECAF for final approval. Normally, the Central Selection Board that nonselected the officer for promotion a second time also considers the officer for continuation. Depending on Air Force requirements, stand alone continuation boards may be held to continue officers past their mandatory retirement date.

7.10.1. Lieutenant colonels and colonels recommended for continuation by commanders will meet the first available selective continuation board after the package is received at HQ AFPC/DPPPO in accordance with paragraph **7.12.** below.

7.11. Determining Continuation Period.

7.11.1. The SECAF determines the actual length of the continuation period. The continuation period may differ dependent upon the individual's grade and specialty. Captains, who possess critical skills, will not be continued longer than the last day of the month in which they complete 20 years total active commissioned service.

7.11.2. Continue majors until the last day of the month in which he or she is eligible to retire as an officer (normally upon completion of 20 years of total active military service). Majors who possess critical skills may not be continued any longer than the last day of the month in which they complete 24 years of active commissioned service. ***EXCEPTION:*** Initially continue MC/DC majors for three years. Further continue MC/DC officers for 3-year periods until they are within 6 years of retirement. When MC/DC officers are within 6 years of retirement, continue them until the last day of the month in which they can retire as an officer.

7.11.3. Normally, the continuation period begins on the 1st day of the 7th month from the approval of the board results. For officers being further continued, the continuation period begins on the first day following the completion of their initial continuation period. For officers who are in the retirement sanctuary or retirement eligible, the continuation period normally begins on the first day following the 20-year DOS.

7.11.4. Twice-deferred officers who are offered selective continuation to normal (20 year) retirement and turn it down are not authorized to receive involuntary separation pay.

7.12. Requesting Continuation For Officers In The Grade of Lieutenant Colonel or Colonel. The SECAF is final approval authority for all continuation recommendations. To be eligible, an officer must possess a unique skill or knowledge required for a special project whose loss would have a severe impact on the Air Force.

7.12.1. Commanders forward the request (with subject officer's concurrence statement) through the chain of command to the MAJCOM commander. ***NOTE:*** Any commander in the chain of command can disapprove the request.

7.12.2. If the MAJCOM commander recommends approval, the request is indorsed and sent to HQ AFPC/DPPPO for lieutenant colonels or AFSLMO for colonels. HQ AFPC/DPPPO will forward requests on lieutenant colonels to HQ AFPC/DPA to validate the justification and obtain their indorsement. AFSLMO will validate the justification on colonels and indorse the request to HQ AFPC/DPPPO. DPPPO will process the request to meet the next scheduled selective continuation board.

7.12.3. The selective continuation board recommends approval or disapproval; recommendation is forwarded to the SECAF for final decision.

7.12.3.1. If approved, the officer remains on active duty for the shortest period needed to complete the specific project, but for no longer than a maximum of 5 years beyond mandatory retirement. Also, do not extend any officer beyond their 62nd birthday (60th birthday for Reserve officers).

7.13. Active Duty Service Commitment (ADSC) Agreement. There is no ADSC associated with continuation**.**

7.14. Status of Continued Officers. Continued officers will remain eligible for subsequent promotion boards provided they remain otherwise eligible. They also remain eligible for reassignment, TDY, schools, and training if the officer(s) completes the associated ADSC before his/her mandatory retirement date or DOS. Do not assign to education or training courses of more than 30 consecutive days unless they have the retainability to fulfill the ADSC associated with assignment and education or training according to AFI 36-2110, *Assignments*. Continued officers not promoted or continued shall be discharged or retired on the first day of the first month following the month in which the officer completes their period of continued service.

7.15. Continuation to Retirement Eligibility. For retirement purposes, continuation is to 20 years TAFMS.

7.16. Termination of Continued Status. Terminate continuation when the officer is discharged; released from active duty, and retired; or the officer is selected for promotion to a higher grade; or when terminated by the SECAF due to change in “critical skill needs” of the Air Force.

7.17. Terms For Involuntary Separation of Selectively Continued Officers. Consider officers for further continuation when continuation ends before an officer enters the retirement sanctuary or becomes eligible to retire. If an officer is not selected for further continuation, they will have at least 6 months notice before involuntary separation or discharge. Involuntarily separate officers who decline further continuation on the expiration of their current contract. If the officers request an earlier date of separation and receive approval under AFI 36-3207, *Administrative Separation of Commissioned Officers*, then the separation is voluntary and the officer does not receive separation pay. Officers identified for, or serving in a continued status, are subject to separation under other applicable laws and policies.

7.18. Early Termination of Continuation. The period of continuation on active duty may be reduced by the SECAF due to subsequent changes in the "critical skill needs" of the Air Force.

7.19. Continuation Propriety Actions. Commanders initiate propriety actions when a preponderance of the evidence shows an officer is not mentally, physically, morally, or professionally qualified for continued active duty.

7.20. Recommending Captains and Majors Not Qualified For Continuation. Commanders should recommend officers not qualified for continuation before the officer is recommended by a selective continuation board for continuation. Final approval authority is MAJCOM commander**.**

7.20.1. Commander initiates by notifying the officer, in writing, of the not qualified recommendation (**Attachment 11**). Initiates action sufficiently in advance to process through MAJCOM channels and reach HQ AFPC/DPPPO before the central selection or continuation board convenes.

7.20.2. Ensures the officer has opportunity to respond to the recommendation and include the officer's statement, if any, with the recommendation case file.

7.20.3. Forwards case to MPF who will obtain legal review and forward through channels to the MAJCOM commander.

7.20.4. The MAJCOM commander approves (if appropriate) and forwards to HQ AFPC/DPPPO for file in the officer's continuation selection folder. If the MAJCOM commander disapproves the recommendation, it is returned to the servicing MPF who advises the initiating commander of the decision.

7.21. Initiating Removal From a Continuation List. Commanders can also recommend removal from a continuation list as long as action is initiated before the officer accepts continuation, but no later than the 60 day suspense. The SECAF is approval authority for removal.

7.21.1. Commander initiates by notifying the officer, in writing, of the removal recommendation (**Attachment 12**). If necessary, verbal notification is permissible but must be followed with written notification as soon as possible. In either case, notice must be served before the officer accepts continuation.

7.21.2. Ensures the officer has the opportunity to respond to the recommendation and include statements, if any, with the recommendation case file to SECAF. Advises the officer not to accept continuation until the SECAF makes a final decision.

7.21.3. Forwards case file to the MPF who will acquire the legal review and forward through channels to MAJCOM commander. MPF must notify HQ AFPC/DPPPO immediately upon officer's notification.

7.21.4. The MAJCOM commander recommends approval (if appropriate) and forwards to HQ AFPC/DPPPO. If the MAJCOM commander disapproves the recommendation, it is returned to the servicing MPF who advises the initiating commander of the decision.

7.21.5. HQ AFPC/DPPPO will process case file to SECAF for final determination.

7.21.6. The SECAF approves or disapproves the action. If removal action involves an officer in the grade of major, the SECAF must notify and provide rationale to PDUSD (P&R).

7.21.7. HQ AFPC/DPPPO notifies the commander and HQ AFPC/DPPRS of SECAF decision to remove the officer from the continuation list. The officer will be separated not later than the last day of the 6th month after approval of board results.

Table 7.1. Processing a Recommendation to Find an Officer Not Qualified For Continuation, or Remove an Officer From a Continuation List.

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**Find an Officer Not Qualified for Continuation**	**Remove Officer From Continuation List**
1	Commander initiating action	Contact MPF and JA staff members for counsel and assistance.	X	X
2		Notify the officer, in writing, of action being initiated (see note 1). The letter of notification will include: one or more specific reasons for the action with supporting documents attached; that the officer must acknowledge receipt and understanding within a reasonable period of time (usually 5 workdays); that the officer may submit a statement in his or her behalf, including supporting documents.	X (see **Attachment 10**)	X (see **Attachment 11**)
3		Notify the officer, in writing of not qualified for continuation recommendation. Initiate action sufficiently in advance to process through MAJCOM channels and reach HQ AFPC/DPPO before the central selection or continuation board convenes.	X (see **Attachment 10**)	
4		Notify the officer in writing (see note 1), that if the MAJCOM/CC or delegated authority (see note 4) supports the recommended action, the continuation selection board will use the correspondence in evaluating the officer's selection folder.	X (see **Attachment 10**)	

RULE	A Who Takes Action	B Sequence of Instructions	C Find an Officer Not Qualified for Continuation	D Remove Officer From Continuation List
5	Servicing MPF/ DPMPE	Forward information by message (includes MINIMIZE) or email to HQ AFPC/DPPPO (**mailto:offpromo@randolph.af.mil**): type of action initiated; officer's name, grade and SSN; name, grade, and unit of the commander initiating action; one or more reasons for the action; date action started; and date officer notified (if notified verbally, also include date officer notified in writing). Include date AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, action initiated, or rationale for why action was not initiated. Send information copy of message to intermediate commanders.	X	X
6	Officer	Acknowledge receipt of the letter of notification and attach a statement on his or her behalf, if desired. If a statement isn't submitted, include a statement that the officer is declining to submit it in the written acknowledgment of receipt. Return all correspondence with attachments to the commander who started the action. Only the commander initiating the action can permit extensions to the suspense date to respond to the propriety action (see note 2).	X	X
7	Commander initiating action	Send all correspondence to the MPF/DPMPE.	X	X
8	Servicing MPF/ DPMPE	Review processing and complete the below steps.	X	X
9		Obtain a written legal review by JA and include it in case file.	X	X
10		Send correspondence through command channels to the officer's MAJCOM.	X (see note 4)	X (see note 4)
11		Comply with note 3, if applicable	X	X

RULE	A Who Takes Action	B Sequence of Instructions	C Find an Officer Not Qualified for Continuation	D Remove Officer From Continuation List
12	Intermediate commander, i.e., NAF (This step is optional at MAJCOM discretion.)	Review correspondence and send to officer's MAJCOM of assignment, through channels, with recommendations (see note 4). Commander, vice commander, or staff director must sign the forwarding indorsement. ***NOTE:*** Legal review is optional.	X	X
13	Major commander (see note 4)	Review correspondence and get review by JA to ensure the case file is complete and the evidence is legally sufficient. ***NOTE:*** Include a copy of the written JA review in the case file.	X	X
14		Disapprove the action and return all correspondence through channels to the commander who started the action, if the recommended action is determined inappropriate; inform HQ AFPC/DPPPO, in writing, of decision and date action ended; request the initiating commander to notify the officer, in writing, that the recommendation was disapproved.	X	X
15		Approve the action and send original case to HQ AFPC/DPPPO if the recommended action is appropriate. Notify the officer, in writing, that the Not Qualified for Continuation case has been approved and that the officer may make a written statement to the SECAF in response to the action taken. Should the officer desire to make a written statement, he or she should forward the statement through the MAJCOM to HQ AFPC/DPPPO for forwarding through channels to the SECAF for consideration.	X	
16		Send correspondence to HQ AFPC/DPPPO if the recommended action is appropriate, (see note 5). Consider notifying the initiating commander so he or she can advise the officer concerned that recommendation is being forwarded (see note 5).		X

RULE	A	B	C	D
	Who Takes Action	**Sequence of Instructions**	**Find an Officer Not Qualified for Continuation**	**Remove Officer From Continuation List**
17	HQ AFPC/ DPPPO	Review correspondence for compliance with this instruction and update MilPDS, as appropriate.	X	X

NOTES:

1. If there is not enough time to prepare a written notification the commander may inform the officer verbally that action has been or will be started. Provide written confirmation as soon as possible (usually within 24 duty hours). Once the officer is notified (verbally or in writing), the commander immediately notifies HQ AFPC/DPPPO.

2. The officer must acknowledge receipt and submit any statements on his or her behalf within a reasonable period of time (usually 5 workdays) after receiving written notification. Officers send fully justified requests to extend the date required to respond to the propriety action to the initiating commander, in writing, prior to the date listed on the notification memorandum. Initiating commanders indorse this request in writing; however, they have the option to disapprove extensions after consulting with the SJA and/or ADC. Commanders provide MPF Career Enhancement a copy of the extension to monitor the status of the action. The response delay requests/approval become part of the case file as it is forwarded through channels to HQ AFPC.

3. For reassignments, the losing MPF Career Enhancements (DPMPE) notifies the gaining MPF, with information to the gaining MAJCOM, that continuation propriety action has been started. The officer's parent MAJCOM at the time of initiation of the propriety action is the command channel for processing the action.

4. Unless otherwise directed by SECAF, a commander (down to and including wing or equivalent commanders) may terminate an action to find an officer not qualified for selective continuation, and remove an officer from a selective continuation list, any time before the major commander reviews the case.

5. Logically construct in chronological order a case file before sending it to HQ AFPC/DPPPO. It must include all necessary documents and they must be easy to read. Include a detailed case synopsis suitable for review by the approval authority (SECAF) that references pertinent and tabbed documents, statements, or other significant matters as part of the case file. Prepare all not qualified for selective continuation or removal cases to arrive at HQ AFPC/DPPPO in two legible copies (original plus one).

6. Refer to HQ AFPC/DPPRS for separation actions if SECAF approves removal. Refer to HQ AFPC/DPPPO for continuation consideration as SECAF guidelines require, or to HQ AFPC/DPPRS for appropriate separation or retirement actions, respectively if removal constitutes a second failure of selection for promotion to the grade of major (excluding MC and DC) or lieutenant colonel.

PART 3

THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL SELECTION/FEDERAL RECOGNITION PROGRAMS

Chapter 8

ORGANIZATIONAL RESPONSIBILITIES

8.1. SECAF Responsibilities.

8.1.1. Administers the Active Duty promotion program and Reserve component general officer boards, ensuring compliance with DoDD 1320.12, DoDI 1320.14, and all applicable laws.

8.1.2. Appoints and convenes all brigadier and major general promotion selection boards to include SSBs.

8.1.3. Appoints eligible, qualified selection board members after considering recommendations from the Chief of Staff of the Air Force. Board composition must be in accordance with Title 10, U.S.C., Section 612 and 14102, *Composition of Selection Boards* Title 32, U.S.C., Section 307, Federal Recognition of Officers; Examination, Certificate of Eligibility and DoDD 1320.12, and DoDI 1320.14.

8.1.4. Furnishes selection boards information and guidelines relating to the needs of the Air Force for officers having particular skills, including the need for either a minimum or maximum number of officers with particular skills within a given competitive category. The SECAF approves the number of officers needed in each skill. No increase in the number may be made after the selection board convenes without the written approval of the SECDEF.

8.1.5. Develops an annual promotion plan and determines eligibility requirements by grade and competitive category in compliance with Title 10, U.S.C., Sections 622 and 623, DoDD 1320.12, and DoDI 1320.14, paragraph 5.3.3.

8.1.6. The SECAF will interview the board president, board members, recorders, and administrative staff, as well as review the content of administrative briefings of selection boards in accordance with DoDI 1320.14, paragraphs 5.3.7 and 5.3.8.

8.1.7. (Also applies to Reserve Component Boards) Shall ensure that no official, civilian or military:

8.1.7.1. Directs that a particular individual be selected or not be selected by a selection board or Federal recognition board;

8.1.7.2. Censures, reprimands, or admonishes the board or any member of the board with respect to the recommendations of the board or the exercise of any function within the discretion of the board; or

8.1.7.3. Attempts to coerce or, by any unauthorized means, influence any action of a board or any member of a board in the formulation of the board's recommendations.

8.2. SECAF General Counsel (Also Applies to Reserve Component Boards). Approves or disapproves entries into the Senior Officer Unfavorable Information File (SOUIF). Also, has the delegated responsibility from the SECAF to approve SOUIFs for board consideration.

8.3. SECAF Inspector General (Also Applies to Reserve Component Boards). Prepares the executive summary, and in coordination with The Judge Advocate General (JAG), recommends entry of the summary into the SOUIF. Officers within Inspector General Inquiries Directorate (SAF/IGQ) and Senior Officials Inquiries Directorate (SAF/IGS) will be designated by the SECAF to prepare these summaries in accordance with DoDI 1320.14, paragraph 6.1.3.2.5.

8.4. Chairman of the Joint Chiefs of Staff (CJCS). Designates an officer currently serving in a joint duty assignment for appointment by the SECAF to be a board member for selection boards considering officers who have served or who are serving in joint duty assignments.

8.5. HQ USAF.

8.5.1. The Chief of Staff of the Air Force recommends annual promotion requirements and board members to the SECAF.

8.5.2. The DCS/P administers all general officer boards for the SECAF (also applies to Reserve Component Boards).

8.5.3. The JAG coordinates on executive summaries recommended for entry into a SOUIF (Also applies to Reserve Component Boards).

8.6. AFSLMO.

8.6.1. Announces the board convening date to MAJCOMs, FOAs, DRUs, and MPFs approximately 120 calendar days before a Brigadier General Selection Board convenes. The announcement provides the eligibility criteria and gives the name and date of rank of the most junior and most senior officer eligible as of the notification date.

8.6.2. Notifies all eligible officers at least 30 days before a Major General Selection Board convenes. Notification includes eligibility criteria, the board convening date, and the names and dates of rank of the most junior and senior officers meeting the board.

8.7. HQ USAF/RE. Notifies all officers (meeting the eligibility criteria outlined in AFI 36-2504, *Officer Promotions for the Reserve of the Air Force),* at least 120 days prior to convening of a Reserve General Officer Selection Board. Notification letters include a computer-generated selection brief and point credit summary. Announces the board convening date to MAJCOMs, FOAs, DRUs, and MPFs at least 120 days prior. Announcement provides due dates for PRFs, photographs (for brigadier generals meeting the board), and biographical summaries.

8.8. NGB-GO. Notifies all Adjutants General at least 120 days prior to convening of an Air National Guard General Officer's Federal Recognition Board. Announces the board convening date to all State Headquarters' Personnel Offices (MPMOs) and Executive Support Staff Offices (ESSOs) at least 120 days prior. Announcement establishes suspense dates for nominations and nomination packages and provides guidance in preparation of these packages.

8.9. Administering the Promotion Program.

8.9.1. AFSLMO verifies eligibility status and flows computer-generated OPBs for eligible officers to the MPFs at least 30 days before a brigadier general board convenes or sends directly to eligibles at least 30 days before a major general board convenes.

8.9.2. AFSLMO performs duties outlined in paragraphs **1.3.2.1.**, **1.3.2.2.**, **1.3.2.3.**, and **1.3.2.6.**

8.9.3. AFSLMO publishes all promotion orders.

8.9.4. The Selection Board Secretariat will pre-brief the board president (BP) on the agenda, SECAF Memorandum of Instruction (MOI), and BP responsibilities. Board recorders will conduct the administrative briefing to the board. The BP may provide opening administrative remarks. The BP will read the SECAF MOI verbatim to the board. No substantive information not previously approved by the SECAF for consideration by the board will be provided to the board during these administrative briefings or remarks.

8.9.5. Promotion eligible officers may send letters for all general officer boards to AFSLMO, 1215 Jefferson Davis Hwy, Suite 1002, Arlington, VA, 22202, to arrive NLT the day the board convenes and prior to adjournment. Address letters to Board President, CY (insert appropriate year and grade) Board. See paragraph **2.10.** for other administrative guidance. AFSLMO will advise the officer when a letter does not comply with guidance. The officer may then submit changes or a new letter to arrive NLT the day the board convenes and prior to adjournment. Letter(s) or changes to letters that arrive after the board adjourns will be returned.

8.10. MPF Career Enhancement Element (for brigadier general boards only; AFSLMO handles for major general boards).

8.10.1. Issues written notice to each eligible officer and to the local base media on the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible.

8.10.2. Identifies all assigned eligible officers and verifies eligibility status.

8.10.3. Sends the OPB to the officer and requests any missing OPBs outlined in AFCSM 36-699. If an officer believes the data is not correct, the MPF notifies AFSLMO by message (MINIMIZE included), with an information copy to MAJCOM, FOA, or DRU. The message must include the name, grade, SSN, and a brief description of the problem.

8.10.4. If the data on the OPB is incorrect, the MPF notifies the appropriate OPR via message according to AFCSM 36-699.

8.11. Eligible Officer. See guidance in paragraph **1.7.**

8.12. Air Force Members (Also Applies to Reserve Component Boards). It is a violation of this instruction for anyone to engage in unauthorized communications with board members as outlined in DoDD 1320.12, DoDI 1320.14, and this instruction prior to and during a selection board. This includes attempts to improperly influence a selection either negatively or positively, as well as those items listed in paragraph **8.1.7.**

Chapter 9

THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL SELECTION/ FEDERAL RECOGNITION PROGRAM REQUIREMENTS

9.1. Program Objectives (Also Applies to Reserve Component Boards). The fundamental purpose of the officer promotion and federal recognition program is to select those officers best qualified to meet the needs of the Air Force. A promotion is not a reward for past service; it is an advancement to a higher grade based on future potential as demonstrated by past performance. The Air Force promotion program fully implements DoDD 1320.12 and DoDI 1320.14 (for active duty boards) as well as applicable laws, regulations, and instructions. Procedures and policies for all active and Reserve component boards are established to provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion and to ensure the independence and integrity of boards by precluding unauthorized communications to boards or board members prior to or during the board. An additional objective is to maintain a relatively similar promotion opportunity from year to year. In assessing an officer's qualifications for promotion to general officer, the board should consider duty performance as reflected in evaluation reports, breadth of experience, command, joint duty, professional military education, and civilian education. Although the above factors are not all inclusive, they do form the foundation on which the board considers officers highly qualified for promotion to general officer.

9.2. Promotion Eligibility. Title 10, U.S.C., Section 619, *Eligibility for Consideration for Promotion*: *Time in Grade and Other Requirements* requires that all officers have at least 1 year time in grade to be considered for promotion. Air Force policy requires that to be considered for promotion to brigadier general, an officer must have at least 2 years time in grade as of the board convening date. Officers who have an approved DOS within 90 days of the date the board convenes are ineligible for promotion consideration by that board. Guidance for promotion eligibility for Reserve Components can be found in AFI 36-2504 (for USAFR) and NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force* (for ANGUS).

9.3. Information Provided to Boards (Also Applies to Reserve Component Boards). Boards convened under this instruction will be provided the information and or documents listed in paragraphs **9.3.1.** through **9.3.7.** No other information and or documents may be provided to a board without the express written approval of the SECAF:

9.3.1. The number and names of officers in each competitive category to be considered. ***NOTE:*** Reserve component general officer boards do not use competitive categories.

9.3.2. The maximum number of officers in each competitive category under consideration that the board may recommend for promotion.

9.3.3. The HQ USAF Selection Record Group for each officer being considered, to include:

9.3.3.1. Officer Evaluation Reports (OER) and OPRs.

9.3.3.2. Officer PRFs (AF IMT 709, **Promotion Recommendation,** for promotion to Brigadier General; AF IMT 78, **Air Force General Officer Promotion Recommendation**, for promotion to Major General). ***NOTE:*** Do not use AF IMT 78 for promotion of ANGUS officers to major general. Refer to NGR (AF) 36-1.

9.3.3.3. An official photograph (for promotion to Major General only).

9.3.3.4. Decoration citations.

9.3.3.5. Officer military record (old AF Form 11).

9.3.3.6. Officer promotion selection brief.

9.3.3.7. Copies of any Court Martial actions, and records of nonjudicial punishment filed in the officer selection record under the provisions of AFI 36-2608, *Military Personnel Records Systems.*

9.3.3.8. Communications to the board from eligible officers, including communications from others on behalf of eligible officers, in accordance with Title 10, U. S. C., Section 614(b) and DoDI 1320.14, paragraph 6.1.3.1. Send letters to AFSLMO at the address in paragraph **8.9.5.** Further administrative guidance can be found in paragraph **2.10.** All communications concerning ANGUS officers are to be sent to NGB-GO.

9.3.3.9. Officer biographical summary and training point summary of previous 5 years (applies to Reserve Component Boards only).

9.3.3.10. SOUIF (when approved for entry into the HQ USAF Selection Record Group for board purposes in accordance with paragraphs **8.2.** and **10.3.1.2.**).

9.3.4. Factual information requested by the board to amplify or clarify the official records provided to a selection board. Such information will be passed to the board only through the board recorder and administrative support personnel. A selection board may not be provided information that could not otherwise be made part of the official records of the officers concerned under Air Force regulations without notifying the officer concerned and giving him or her the opportunity to comment.

9.3.5. Memorandum of Instruction from the SECAF containing, at a minimum, the information required by DoDI 1320.14, paragraph 6.1.2.

9.3.5.1. The text required by DoDI 1320.14, paragraph 6.1.2 and enclosure 4.

9.3.5.2. Specific direction that all eligible officers will be considered without prejudice or partiality.

9.3.5.3. For Active Components: The maximum number of officers that the board may recommend for promotion in each competitive category and grade (in compliance with DoDI 1320.14, enclosure 3). For USAFR Boards: The maximum number of officers that the board may recommend for promotion in each grade. For Both Types: No increase in the number may be made after the selection board convenes without the written approval of the SECDEF.

9.3.5.4. Guidelines on the needs of the Air Force for a maximum or minimum number of officers with particular skills in a competitive category.

9.3.5.5. Guidelines to ensure that the marital status of a member or the employment, education, or volunteer service of a spouse will not have an effect on the promotion opportunities of the member.

9.3.5.6. (Does not apply to Reserve Component Boards) Guidelines to ensure that the board gives appropriate consideration to the performance in joint duty assignments (presently serving, or have previously served) of eligible officers; as well as appropriate consideration for those officers serving in the Acquisition Corps.

9.3.5.7. Guidelines to prohibit board members, recorders, and administrative support personnel (or persons acting in their behalf) from receiving, initiating, or participating in communications or discussions involving information that is precluded from presentation to the selection board. Board recorders and administrative support personnel may review information intended for a selection board to ensure the information is authorized for presentation to the board. Board members, the board recorder and administrative support personnel will report to the SECAF if they believe someone is exerting or attempting to exert inappropriate influence over the board or its proceedings.

9.3.5.8. Instructions that no person may direct a board to select or nonselect a particular officer.

9.3.6. Guidance or written instructions provided to the board by the SECAF will not include information on particular officers, and may not be modified, withdrawn or supplemented after the board submits its report to the SECAF, except in the case of a report returned to the board president pursuant to Title 10, U.S.C., Section 618 (a)(2) and Title 10, U.S.C., Section 14110(b).

9.3.7. Appropriate laws, regulations, and directives will be available for board members to review during the board.

9.4. Communications with Selection Boards (Also Applies to Reserve Component Boards).

9.4.1. The SECAF will issue written instructions directed specifically to General Officer boards in the form of a Secretarial Memorandum of Instruction, as described in paragraph **9.3.5.**, providing guidance governing selection considerations for the board. A SECAF "Procedures" instruction, governing administration of the board, will be made available to the Board President, board recorder, and all board support personnel. Further, DoDI 1320.14, enclosure 4 will be read to the board (members, recorders, and administrative support personnel) at the time the board convenes in accordance with DoDI 1320.14, paragraph 5.3.6.

9.4.2. No one other than the SECAF may appear in person to address a selection board. Should the SECAF address the board in person, a verbatim transcript of the SECAF's remarks will be prepared and provided to every board member through the board recorder and administrative support personnel, and made a part of the board record. All communications with members of a selection board must be in writing, furnished to all board members, and made part of the board record. Communications regarding particular officers are expressly forbidden, unless unusual circumstances exist that would preclude an officer's performance from being documented in the official record (i.e., sensitive classified mission, etc.) or unless provided to the board under the provisions of paragraph **9.4.3.3.** An audio or video recording is an acceptable means of communication with the board, so long as a written transcript is made part of the board record.

9.4.3. The following information may be communicated to a selection board:

9.4.3.1. The information provided to boards, in support of their duties, described in paragraph **9.3.** of this instruction.

9.4.3.2. Information, including the opinion of third parties, submitted to selection boards by eligible officers, as provided for in Title 10, U.S.C., DoDD 1320.12, DoDI 1320.14 and this paragraph. These communications must be received prior to the convening of the board and may be submitted in conjunction with paragraph **9.4.5.** of this instruction.

9.4.3.3. Information that is not part of the Selection Record Group, but which the SECAF determines to be substantiated and relevant, and which the SECAF considers might reasonably and materially affect the deliberations of the selection board (in accordance with paragraph **9.5.** of this instruction). If this information is to be presented, the eligible officer must be notified that the information will be presented to the board. The eligible officer must also be provided a copy of the information that will be provided to the selection board, and afforded a reasonable opportunity to submit written comments on that information to the selection board. Factual summaries of information that are presented to boards under these provisions may be prepared only by personnel designated in writing by the SECAF for that specific purpose.

9.4.3.4. Information that is provided to selection boards under paragraph **9.4.3.3.** may not be provided to subsequent selection boards convened under this instruction unless the information is made a part of the Selection Record Group, or the SECAF makes a new determination that the information should again be placed before a selection board and the officer is again allowed to comment.

9.4.4. Once notified of designation as a member of a promotion board and until that promotion board adjourns, board members must be particularly careful to ensure that they are not prejudiced or influenced about the fitness for promotion of a specific officer by a superior military or civilian authority. This does not preclude a board member from performing rating or evaluating responsibilities as required by AFI 36-2406, *Officer and Enlisted Evaluation Systems*. If any board member cannot in good conscience perform board duties without prejudice or partiality, he or she is required to request relief by the SECAF from his or her obligation as soon as possible. Such a request will be honored. Any board member who believes that the integrity of the board's proceedings have been adversely affected by improper influence of superior military or civilian authority, misconduct of the board president or of a member, or any other reason, has a duty to request relief from the SECAF or the SECDEF, and upon receiving it, to report the basis for his or her belief to that authority. No official, civilian or military, may direct that a particular individual be selected or not be selected by a selection board; censure, reprimand, or admonish the selection board or any member of the board with respect to the recommendations of the board or the exercise of any function of the board; or attempt to coerce or by unauthorized means influence any action of the board in the formulation of the board's recommendations.

9.4.5. Officers eligible for promotion may send written communications to the board, via personal letter. (See paragraph **9.4.2.**) Send letters for all general officer boards to AFSLMO, 1215 Jefferson Davis Hwy, Suite 1002, Arlington, VA 22202, to arrive NLT the day the board convenes and prior to adjournment. Address letters to Board President, CY (insert appropriate year and grade) Board. See paragraph **2.10.** for other administrative guidance. AFSLMO will advise the officer when a letter does not comply with guidance. The officer may submit changes to arrive NLT the day the board convenes and prior to adjournment, or the letter(s) will be returned or destroyed. For ANGUS officers, send to NGB-GO, 1411 Jefferson Davis Highway, Suite 12600, Arlington, VA 22202-3231. The letter should be brief. Communications sent to the board will be filed in the individual's selection record and will be considered by the selection board. Immediately after completion of the Selection Board, the letter will be removed from the individual’s selection record and placed in the master personnel record for historical, legal, and appeal purposes only. Access will be limited to only those who have a need to know.

9.4.6. Communications other than as expressly provided for (as they relate to particular officers) in this instruction are prohibited. Access to selection board rooms and administrative material associated

with the selection process will be limited to selection board members, recorders, and administrative support personnel.

9.4.7. Board members, in their deliberations, may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DoDD 1320.12, DoDI 1320.14, or this instruction. Board members may not discuss or disclose the opinion of anyone not a member of the board concerning an officer being considered unless that opinion is contained in material authorized to be placed before the board, under the provisions of this instruction.

9.5. Unfavorable Information (Also Applies to Reserve Component Boards). For the purposes of this instruction, unfavorable information consists of documentation filed in a SOUIF maintained by the SAF/IG, under provisions of AFI 90-301, *Investigations of Allegations Against Senior Officials*.

9.5.1. The SOUIF contains:

9.5.1.1. An executive summary of:

9.5.1.1.1. Substantiated or partially substantiated allegations of misconduct which could reasonably and materially affect the deliberations of a selection board.

9.5.1.1.2. Patterns of behavior which reflect adversely upon an officer's judgment or exercise of authority.

9.5.1.2. The officer's comments or responses to the executive summary.

9.5.1.3. Evidence of command or supervisory measures documenting action under the UCMJ, or administrative reprimand, admonishment, or counseling.

9.5.2. If an officer is recommended for promotion or Federal recognition by the board, the SECAF, based on the significance of the unfavorable information, or information received after a board has convened may:

9.5.2.1. Initiate action to remove the officer's name from the report of the board consistent with the requirement of Title 10, U.S.C., DoDI 1320.14, paragraph 6.3. and this instruction (appropriate law and regulation for Reserve component boards) or,

9.5.2.2. Support the nomination; however, a summary of the potentially unfavorable information (termed a disclosure) may be required to accompany the nomination to the SECDEF. The disclosure will also include a summary of the actions taken by the Air Force regarding the unfavorable information, as well as the reasons why the Air Force is supporting the nomination. Office of the Secretary of Defense (OSD) may forward this information to the President and Senate Armed Services Committee during the nomination and confirmation process.

9.6. Board Recorders and Board Administration (Also Applies to Reserve Component Boards).

9.6.1. Board recorders and administrative support personnel will be appointed in writing by the SECAF for all active and Reserve component boards. At least one board recorder will be present during all board deliberations. Any board recorder or administrator who believes that he or she cannot, in good conscience, perform board duties without prejudice or partiality has a duty to request relief from such duty from the SECAF. These requests will normally be honored. Additional recorder responsibilities are specified in DoDI 1320.14, paragraph 6.2.2.

9.6.2. The AF/DP will provide appropriate officer recorders for general officer boards. Recorder eligibility and training requirements for active duty boards will be in accordance with DoDI 1320.14, paragraph 6.2.2.1.

9.7. Report of Board Proceedings (Also Applies to Reserve Component Boards).

9.7.1. Each board will submit a written report, signed by each member, to the SECAF.

9.7.2. The board report will contain a list of those officers the board recommends for promotion or Federal recognition, and will contain, at a minimum, the required certification statements contained in DoDI 1320.14, paragraph 6.2.3.4 and enclosure 6.

9.7.3. (Does not apply to Reserve Component Boards) The maximum number of promotions authorized within a competitive category may not be increased after convening the selection board without written approval of the SECDEF.

9.7.4. Prior to the signing of the board report by the board members, the recommendations of the board will not be disclosed to anyone other than board members, recorders, and those administrative personnel necessary to prepare the board report. The results may not be disclosed following signing the report, except in accordance with procedures spelled out in this instruction, DoDD 1320.12, DoDI 1320.14, and law.

9.8. Action on Reports of Selection Boards (Also Applies to Reserve Component Boards). In compliance with Title 10, U.S.C., Sections 618, 624, and 14110, the SECAF will review the board report and take action as required. If approved, the SECAF will submit a memorandum forwarding the board results to the SECDEF in accordance with the requirements of DoDI 1320.14, enclosure 6. If the Secretary returns a report to a selection board, Secretarial instructions will not include information regarding particular officers.

9.9. Disclosure of Board Proceedings and Recommendations (Also Applies to Reserve Component Boards). Only the recommendations of the board may be released. Board proceedings, including specific information on how the board scored each record, will not be disclosed to any individual not a member of the board, except as required for the official processing of board results and as otherwise authorized by Title 10, U.S.C., Sections 618, 14108, *Recommendations by Promotion Boards* and 14112, *Dissemination of Names of Officers* Selected DoDD 1320.12, DoDI 1320.14, and this instruction. Information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members, and their names, grades, and service components may be disclosed after Senate confirmation of everyone nominated and approved from the original board report.

9.10. Announcing Board Results (Also Applies to Reserve Component Boards). Upon the nomination by the President of the selected officers to the Senate for confirmation for promotion or Federal recognition, public announcement of the board results can be made to all MAJCOMs, FOAs, DRUs, and MPFs (if Congress is not in session, announcement will take place when the President signs the nominations). AFSLMO will notify each selectee upon Presidential nomination to Congress and upon confirmation by the Senate (active duty only). Guard and Reserve officers will be notified by respective Reserve component.

Chapter 10

THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL SELECTION/FEDERAL RECOGNITION PROGRAM PROCEDURES FOR CONDUCTING BOARDS

10.1. Internal Board Structure.

10.1.1. (Also applies to Reserve Component Boards) Upon appointment, the board president, board members, recorders and administrative assistants will read and become familiar with all of this instruction, DoDD 1320.12 and DoDI 1320.14, which AF/DP will provide. Before convening the board, AF/DP will also provide a copy of the Secretary's Memorandum of Instruction to each member, recorder, and administrative assistant and make available applicable laws. The recorder will administer the oaths specified in Title 10, U.S.C., Section 613, *Oath of Members of Selection Boards* or Section 14103, and **Attachment 3** of this instruction.

10.1.1.1. (Also applies to Reserve Component Boards) The SECAF will appoint a member of the selection board as the board president and prescribe his or her duties. The board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority of the board finds best qualified to meet the needs of the Air Force as specified by the Secretary. Further, the board president may not:

10.1.1.1.1. Direct that a particular individual be selected or not selected by the board.

10.1.1.1.2. Attempt to coerce, or by any other unauthorized means, influence any action of a board or any member of a board in the formulation of the board's recommendations.

10.1.1.1.3. Censure, reprimand, or admonish the board or any member of the board with respect to the recommendations of the board or the exercise of any function within the discretion of the board.

10.1.1.1.4. For active duty boards: The board presidents of the major general and brigadier general selection boards will be serving in the grade of general. The board president is a non-voting and non-scoring member of the selection board.

10.1.1.1.5. For Reserve Components: The board president for USAFR major general and brigadier general selection boards will be an active duty officer serving in the grade of lieutenant general, and is a non-voting and non-scoring member of the board. The board president for ANGUS major general and brigadier general Federal recognition boards will be an active duty officer serving in the grade of major general and is a voting and scoring member of the board.

10.1.1.2. (Also applies to Reserve Component Boards) The board president oversees the conduct of the board, including the introduction of unfavorable information to the board, management of the resolution of split scores, the gray zone (paragraph **10.3.3.3.**) and rescores, etc. The board president reads the Secretarial Memorandum of Instruction and moderates all discussion, keeping the board focused on the Secretarial guidance and adhering to all legal and regulatory requirements.

10.1.2. (Also applies to Reserve Component Boards) The AF/DP will furnish the board the names and records of the officers eligible for consideration and provide trained commissioned officer recorders to the board.

10.1.3. Line officers may score records of any competitive category. Judge Advocates will only score Judge Advocate records and Chaplains will only score Chaplain records. Upon becoming eligible for promotion to brigadier general, officers from the Air Force Medical Service become part of the Health Professions competitive category and compete for promotion together. Board members from the Health Professions competitive category may only score records within that category.

10.1.4. (Also applies to Reserve Component Boards) While the board is in session, the board works directly for the SECAF under the supervision of the board president.

10.1.5. Selection boards will be comprised of a minimum of five ADL officers. Each officer must be serving in a grade higher than the most senior officer under consideration (paragraph **8.1.3.**).

10.1.6. Selection boards will ordinarily include at least one officer from each competitive category being considered by the board. A selection board need not include an officer from a competitive category when there is no eligible officer of that competitive category on the ADL in a grade higher than the grade of the officers to be considered (paragraph **8.1.3.**).

10.1.7. (Also applies to Reserve Component Boards) No officer may be a member of two successive boards for the consideration of officers of the same competitive category and grade (paragraph **8.1.3.**).

10.1.8. Selection boards considering officers who have served or who are serving in joint duty assignments will include at least one officer currently serving in a joint duty assignment. The CJCS will designate an officer or officers currently serving in a joint duty assignment for appointment by the SECAF (paragraph **8.4.**).

10.2. Secretarial Guidance Concerning Promotions. In accordance with Title 10, U.S.C., Section 615 and 14107, *Information Furnished to Selection Boards,* the Secretary will provide the board with guidance and information on the need to promote a minimum or maximum number of officers having particular skills.

10.2.1. Based on the needs of the Air Force, the Secretary may designate skills as semi-specialists in the Memorandum of Instruction to particular promotion selection boards.

10.2.2. By Air Force policy, to be considered a semi-specialist, an officer will normally have served at least 5 of the last 10 years in duties related to that designated skill.

10.3. Scoring Procedures.

10.3.1. Major General Selection Boards:

10.3.1.1. Initial Review. An initial review without scoring is used to familiarize board members with the records and the overall quality of the eligible officers. The board president and each scoring member will review each record. For Non-Line MG boards where 10 or fewer records will be considered, initial review is not required. In this instance, all considerees will be included on one ballot. When a DJAG board is convened in conjunction with, and immediately following a TJAG board, and is comprised of the same board members, initial review is not required for the DJAG board. In this instance, SOUIFs placed in selection folders for the TJAG board will remain in the selection folder for the DJAG selection board.

10.3.1.2. Scoring for the Record. After the initial review, if the eligible officer has a SOUIF, it will be placed in the selection folder as determined in accordance with paragraph **8.2.** Then, each scor-

ing member will score each record on a best qualified basis using the 6 to 10 point scoring scale described below.

10.3.1.3. Scoring Scale. Use the following scoring scale when making the final promotion determination in the major general selection board.

Score	Evaluation
10	Definitely a major general now
9-9.5	Probably a major general now
8-8.5	Maybe a major general now
7-7.5	Probably not a major general now
6-6.5	Definitely not a major general now

10.3.2. Brigadier General Selection Boards:

10.3.2.1. Initial Review. The members of the board will review every record in each competitive category. During this review, members of the board will vote on each officer's record using the following options: *Yes*--Officer is exceptionally well qualified for promotion; *No*--Officer is not exceptionally well qualified for promotion. If at least half of the board members vote "yes," further consider the officer's record for promotion. When the board has finished the initial review, the recorder will compile a list of those officers determined to be exceptionally well qualified for promotion. The members of the board will certify, by signing the list, that they have reviewed the records and determined that the officers appearing on it are exceptionally well qualified for promotion to general officer.

10.3.2.2. Scoring for the Record. After the initial review, if an eligible officer whose name appears on the list of those determined by the board to be exceptionally well qualified has a SOUIF, the recorder will direct the administrative staff to place it in the selection folder. Then, each scoring member will score the record of each officer on the exceptionally well qualified list on a best qualified basis using the 6 to 10-point scoring scale described below.

10.3.2.3. Scoring Scale. Use the following scoring scale when making the final promotion determination in the brigadier general selection board:

Score	Evaluation
10	Definitely a brigadier general now
9-9.5	Probably a brigadier general now
8-8.5	Maybe a brigadier general now
7-7.5	Probably not a brigadier general now
6-6.5	Definitely not a brigadier general now

10.3.3. Major General and Brigadier General Selection Boards.

10.3.3.1. Secret Ballot. Board members will score records by secret ballot. Board member discussions during deliberations are limited to what is allowed in accordance with DoDI 1320.14.

10.3.3.2. "Split" Scores.

10.3.3.2.1. A "split" is a significant disagreement between board members about the score of a record. A "split" is considered a difference in a score of 2 or more points between any two panel members (e.g., 6 and 8, or 8 and 10). When using a "yes" or "no" scoring system for promotion decision, a "split" occurs when the vote is not unanimous.

10.3.3.2.2. At the completion of scoring, the administrative staff will produce a preliminary order of merit listing and review the scores to determine if any significant differences exist between the scores on a record.

10.3.3.2.3. Not all "split" scores must be resolved. At a minimum, the board will resolve all records with “split” scores in the top half of the preliminary order of merit listing and any other records which, with split resolution, could place in the top half of the order of merit listing. All board members may discuss the record, but only those involved in the “split” may change their scores to resolve the “split.” Board member discussion is constrained as explained in DoDI 1320.14.

10.3.3.2.4. New Documents. If new information (e.g., decoration citation, officer performance report, updated officer selection brief) concerning individual records is acquired during board scoring, the affected records will be brought back to the board for rescoring. Splits from this process will be resolved.

10.3.3.3. Establishing the Final "Cut Line."

10.3.3.3.1. Following resolution of "split" scores, the recorder will deliver to the board an order of merit list based on the total of the individual scores given by each scoring board member. The recorder will indicate on the list those officers at and above the score where the Secretary's numerical promotion guidance would occur.

10.3.3.3.2. To ensure Secretarial guidance has been appropriately considered, the board president will have the board members review the MOI again. After discussion, the board may determine by majority vote if rescore of any record is necessary to give full consideration to the Secretarial guidance. Following all necessary rescoring, the recorder establishes a preliminary "cut line" based on the Secretary's numerical guidance and proceeds to gray zone resolution as necessary.

10.3.3.3.3. If the preliminary "cut line" falls between two or more officers with the same score (called the "gray zone"), the board will rescore the records of all officers in the "gray zone" until the "cut line" falls between officers having different scores. The recorder establishes a final "cut line" after the board resolves the "gray zone." The board recommends officers above the "cut line" to the Secretary for promotion. The board authenticates this list of officers for the record which becomes part of the final board report.

10.3.3.4. "Show Cause" Procedures. If any scoring board member believes the record of any eligible officer is of a quality which should require the officer to "Show Cause" for further retention on active duty under AFI 36-3206, they will indicate so on their voting or scoring ballot. If a majority of the scoring board members believe an officer should "Show Cause," identify that officer to the Secretary in the board report with reason. If no officers need to "Show Cause," the board report will so state.

10.3.3.5. Fully Qualify Select Lists. For brigadier general boards, the EWQ Board Report will certify that those officers identified by the board as exceptionally well qualified for promotion to

brigadier general are also fully qualified for promotion. For major general boards, the procedures in paragraph **2.3.3.** will be used to fully qualify the list.

10.3.3.6. Letter Writer Non-Select Determination. To comply with Title 10 §617, the records of all officers who were considered and not recommended for promotion and wrote a letter to the board will be returned to the board. The board will vote by secret ballot to determine the names of any officers who directly caused their nonselection through written communication to the board. This will include those records not deemed "exceptionally well qualified" during the initial screening for the Brigadier General Selection Board.

10.3.4. USAFR Major General and Brigadier General Vacancy Promotion Boards:

10.3.4.1. Initial Review (to be done separately for major general and brigadier general eligibles). An initial review without scoring is used to familiarize board members with the quality of the eligible officers. The members of the board will review every record and vote on each record using the following options:

First, Yes - Officer is fully qualified for promotion.

Second, No - Officer is not fully qualified for promotion.

10.3.4.1.1. If at least half the board members vote "yes," further consider the officer's record for promotion. When the board has finished the initial review, the recorder will compile a list of those officers determined to be fully qualified for promotion. The members of the board will certify, by signing the list, that they have reviewed the records and determined that the officers appearing on it are fully qualified for promotion. The board president is a nonvoting/nonscoring member of the board.

10.3.4.2. Scoring Procedures. After the initial review, if the eligible officer has a SOUIF, it will be placed in his/her selection folder. Then each board member will score each record on a best qualified basis using the 6 to 10 point scoring scale (half point increments) as a guide:

Score	Evaluation
10	Definitely a major/brigadier general now
9-9.5	Probably a major/brigadier general now
8-8.5	Maybe a major/brigadier general now
7-7.5	Probably not a major/brigadier general now
6-6.5	Definitely not a major/brigadier general now

10.3.4.3. Scoring will be by secret ballot. Board members' discussions during deliberations are limited to what is allowed by DoDI 1320.14. Upon evaluation and scoring of all the records, the board members will determine if the eligibles fall into one of three categories:

First, Best qualified and recommended for promotion.

Second, Fully qualified but not recommended for promotion.

Third, Not fully qualified for promotion (reference AFI 36-2115, *Assignments Within the Reserve Components*, paragraph 2.4., for ramifications dictating reassignment out of a general officer position).

10.3.4.4. “Split” Scores.

10.3.4.4.1. A "split" is a significant disagreement between board members about the score of a record. A "split" is considered a difference in a score of 2 or more points between any two panel members (e.g., 6 and 8, or 8 and 10). When using a "yes" or "no" scoring system for promotion decision, a "split" occurs when the vote is not unanimous.

10.3.4.4.2. As board members complete their scoring, the administrative staff will review the scores to determine if any significant differences exist between the scores on a record.

10.3.4.4.3. Not all “split” scores must be resolved.

10.3.4.4.4. When a record with a “split” score is rescored, all board members may discuss the record, but only those involved in the “split” may change their scores to resolve the “split.” Board members’ discussions are constrained as explained in DoDD 1320.12 and below.

10.3.4.5. Establishing the Final “Cut Line” and “Best Qualified” for promotion.

10.3.4.5.1. Following resolution of “split” scores, the recorder will deliver to the board an order of merit list based on the total of the individual scores given by each board member. The recorder will indicate on the list those officers at and above the score where the Secretary’s numerical promotion guidance would occur.

10.3.4.5.2. To ensure Secretarial guidance receives appropriate consideration, the board will examine the order of merit list and discuss the extent to which this guidance has been met. After discussion, the board may rescore the record of any officer or officers it determines necessary to give full consideration to the Secretary’s guidance. Following all necessary rescoring, the recorder establishes a preliminary “cut line” based on the Secretary’s numerical guidance.

10.3.4.5.3. If the preliminary “cut line” falls between two or more officers with the same score (called the “gray zone”), the board will rescore until the “cut line” falls between officers having different scores. The recorder establishes the final “cut line” after the board resolves the “gray zone.” The board recommends officers above the “cut line” to the Secretary for promotion. The board retains authority to determine the break point between best (and fully) qualified for promotion and fully qualified but not recommended for promotion. If the board elects not to use the full board quota, rationale will be included in the board report.

10.3.4.6. The board will follow the exact same procedures described above for the brigadier general portion of the board.

10.3.4.7. The board will determine if any officer is “not fully qualified” and so indicate any officers found “not fully qualified” on the board report. The board will determine if any officer should “Show Cause” for retention in the Reserve and so indicate in the board report, with the reason. If no officers need to “Show Cause,” the board report will so indicate.

10.3.4.8. Board Anomalies. Procedural anomalies occurring during a board that may require variation from established procedures require BP resolution. During the board, the BP may bring any matter to the attention of the SecAF, or designated representative, if he or she determines that SecAF-level decision is required. The BP will advise the SecAF of any significant procedural anomalies during his or her out brief of the board. These responsibilities of the BP do not limit in any way the right of a board member or Board Secretariat member to communicate with the

SecAF as provided by other authority. The BP will make determinations on availability of a primary board member if an alternate board member is required. The BP is the authorizing official for directing that a SecAF-approved alternate replace the primary board member. The need for an alternate board member being called to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph.

10.3.5. ANGUS Major General and Brigadier General Federal Recognition Boards:

10.3.5.1. Initial Review. An initial review without scoring is used to familiarize board members with the records and the overall quality of the eligible officers. The board president and board members will review each record.

10.3.5.2. Voting for the Record. After the initial review, if the eligible officer has a SOUIF, it will be placed in the selection folder as determined in accordance with paragraph **8.2.** Then, each voting member (including the board president) will vote either "Yes" or "No" on each record. A "Yes" vote indicates a recommendation for Federal recognition. Likewise, a "No" vote indicates a recommendation against Federal recognition.

10.3.5.3. Secret Ballot. Board members will vote records by secret ballots. Board member discussions during deliberations are limited to what is allowed in accordance with DoDD 1320.12.

10.3.5.4. As board members complete their voting, the administrative staff will review the votes and identify to the board president those records receiving one or more "No" votes. Each record with a "No" vote from one or more board members will be discussed, and a new vote will be called. Once this vote is accomplished, the list of eligibles who received a majority "Yes" vote will be reviewed to ensure that Secretarial guidance has been met. All those with a majority "Yes" vote will be recommended for Federal recognition.

10.4. Special Selection Boards.

10.4.1. When directed by the AFBCMR, SSBs will convene under the authority of Title 10, U.S.C., Section 628 for the purposes of considering those officers whose record:

10.4.1.1. Should have met a central selection board but did not, due to administrative oversight, or

10.4.1.2. Met a central selection board, was not selected, and the board:

10.4.1.2.1. Acted contrary to law.

10.4.1.2.2. Involved material error of fact.

10.4.1.2.3. Involved material administrative error.

10.4.1.2.4. Did not have before it for consideration pertinent material information.

10.4.2. Do not provide quotas for SSBs. Since benchmark records are not identified from the central brigadier general board Exceptionally Well Qualified or initial review phase, a SSB to brigadier general will assume the consideree is Exceptionally Well Qualified for promotion.

10.4.3. Normally, SSBs will convene in conjunction with central general officer selection boards. Appoint SSB members in accordance with the Memorandum of Instructions for the SSB.

10.4.4. SSB members make selections by comparing the consideree's record with the benchmark records from the lowest score category of selectees and the highest score category of nonselectees from the original board.

10.4.5. Administrative support personnel constructs the consideree's record as it would have at the time the central board met. Specifically:

10.4.5.1. Documents or references to events occurring after the original board are removed from the record.

10.4.5.2. The condition, if any, in the consideree's record that caused the SSB to convene is corrected.

10.4.6. The consideree may write a letter to the board, and if so, the letter (undated) is included in the record.

10.4.7. To preserve board member objectivity, the consideree, benchmark selectee, and benchmark nonselectee records are not identified to the board before scoring.

10.4.8. The board scores all benchmark records and the consideree's record using the appropriate 6-10 point scoring scale above, resolving all "splits," if any.

10.4.9. After the scoring and "split" resolution is complete, the recorder will identify to the board president the consideree, benchmark selectees, and benchmark nonselectees and the scores each received from the SSB.

10.4.10. For the consideree to be selected, he or she must:

10.4.10.1. Score higher than every benchmark *nonselectee*.

10.4.10.2. Score the same (equal to) or greater than at least one benchmark *selectee*.

10.4.11. The board president will advise the board of the scoring results. A separate board report is written for each SSB.

10.5. Post-Board Administration (Also Applies to Reserve Component Boards).

10.5.1. Board recommendations are PRIVILEGED INFORMATION. Board recorders provide a post-board administrative outbrief to thank the board members for their participation and to remind them of the prohibited communications regarding the board. Before the board report is signed by each board member and recorder, recommendations are only disclosed to board members, recorders, and administrative support personnel designated in writing by the SECAF. Before any general officer selection board adjourns, the board president, board members, and recorders will sign and submit a written report of proceedings that conforms to the law and includes lists of those selected for promotion and those selected to Show Cause for retention, and the certification statement required by DoDI 1320.14, paragraph 6.2.3.4 or F.2.c(4) and enclosure 6. After the report is signed by the president and board members, the recommendations of the board may be disclosed to AFSLMO for the administrative handling and processing of the report. The board president will brief the results of the active duty boards through the CSAF to the SECAF. Except as authorized in law, DoDD 1320.12 and DoDI 1320.14, the proceedings of a board are not disclosed to anyone not a member of the board. When the members and recorders of the board sign the report, the board is adjourned unless the SECAF returns the report to the board for further consideration (paragraph **9.8.**).

10.5.2. After the board adjourns, the recorder and administrative staff will collect all score rosters and internal working papers. Board members will not maintain any documents or remove any documents from the board room.

10.5.3. Following approval by the Deputy Secretary of Defense of the list of officers recommended by the board for promotion or Federal recognition, AFSLMO will destroy all score rosters and internal working papers associated with the board that are not a part of the board record.

10.5.4. Information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members, and their names, grades and service components may be disclosed after everyone selected for promotion by the board has been confirmed by the Senate or removed from the promotion list.

10.5.5. After the board has completed and signed the report, the Selection Board secretariat will prepare, for review by the SECAF and the Chief of Staff, a statistical report of selection rates by race/ethnicity, gender, and special skill requirements.

10.5.6. Procedural anomalies occurring during a board that may require variation from established procedures require resolution by the board president. During the board, the board president may bring any matter to the attention of the SECAF, if he or she determines that SECAF-level decision is required. The board president will advise the SECAF of any significant procedural anomalies during his or her outbrief of the board. These responsibilities of the board president do not limit in any way the right of a board member, recorder, or board staff to communicate with the SECAF as provided by other authority.

10.5.7. Lists will be made of all officers (1) whose records, after resolution of splits, score at or above the score at which the numerical promotion quota cutline tentatively falls, and (2) whose records are in the "gray zone" after completion of all rescores provided for in paragraph **10.3.3.3.2.** These lists will not reflect specific scores or ranking within each category. These lists will be filed with the formal record of the board, but not be made a part of that record. They will be marked "For Official Use Only". These records need not be released under FOIA or the Privacy Act but may become subject to discovery in litigation.

10.5.8. Before destroying score rosters, the board recorder or administrative staff identifies the five records that scored immediately above and five that scored immediately below the final cut-line, including ties, and copy them exactly as they appeared before the board. These records will become an official part of the board record. These benchmark records will be used for SSB proceedings. For Federal recognition boards: Benchmark records will only be kept if one or more officers are not recommended for Federal recognition. In such cases, with the records arranged in alphabetical order, copies of the first five, odd-numbered records will be kept for benchmark purposes.

10.6. Report to the SECAF. Following adjournment of the board, the board president will report to the SECAF on how well the board complied with the Secretarial guidance on semi-specialists, joint experience, and Acquisition Corps as outlined in the board Memorandum of Instruction.

Chapter 11

GENERAL OFFICER PROMOTION PROPRIETY ACTIONS

11.1. General Information. Commanders at all levels must ensure that only the best qualified officers are promoted to general officer. If a commander believes the preponderance of the evidence shows that an officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, it is in the best interests of the Air Force that immediate action be taken. All actions taken under this section, time permitting, should be coordinated with AFSLMO prior to initiation and in all cases should be processed through command channels to AFSLMO prior to action by the SECAF. AFI 36-2504 or NGR (AF) 36-1 outline promotion propriety actions for Reserve of the Air Force general officers or colonels serving in general officer positions. Reserve component promotion propriety actions are staffed by the Reserve Component and should be coordinated through AFSLMO prior to staffing to SECAF.

11.2. Vacating a Promotion. In accordance with Title 10, U.S.C., Section 625, *Authority to Vacate Promotions to Grades of Brigadier General and Rear Admiral Lower Half*, ADL officers promoted to the grade of brigadier general serve an 18-month probationary period during which time the President of the United States may vacate their promotion at anytime.

11.2.1. An immediate or higher level commander must initiate vacations of promotion. Notification may be oral or in writing, but must be made before the 18-month promotion anniversary date. Oral notifications must be followed by written notification as soon thereafter as practicable. Action by the President must be completed before the 18-month promotion anniversary date.

11.2.2. The officer must be provided the evidence supporting the reason or reasons for the vacation recommendation and be given a reasonable time to respond in writing. If the vacation is upheld, the officer will immediately assume the grade of colonel, with the same date of rank he or she held prior to selection for brigadier general.

11.3. Delaying Promotions (Also Applies to Reserve Component Boards). In accordance with Title 10, U.S.C., Sections 624 and 14311, *Delay of Promotion: Involuntary*, promotions can be delayed after Senate confirmation when there is cause to believe that the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. Promotions can also be delayed if : (1) sworn charges against an officer have been received by an officer exercising general court-martial jurisdiction over the officer and such charges have not been disposed of; (2) an investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer; (3) a board of officers has been convened under Title 10, U.S.C., Chapter 60, *Separation of Regular Officers for Substandard Performance of Duty or the Certain Other Reasons* or 1405, *Promotions* to review the record of an officer; or (4) a criminal proceeding in a Federal or State court is pending against an officer.

11.3.1. An immediate or higher level commander may initiate recommendations for delay. The individual recommending delay will notify the officer, in writing, of the reasons for the delay and will give the officer a reasonable amount of time to provide written comments. The notification should be given before the effective date of promotion. If the individual recommending delay cannot give initial notice in writing, he or she may give it orally, but must follow by written notice as soon thereafter as practicable.

11.3.2. The SECAF is the approval authority for initial delays up to 6 months. Requests for extensions in excess of 6 months must be processed to arrive in sufficient time for the SECAF to act on the extension before the expiration date of the existing delay. When the basis for a delay ceases to exist, prompt action should be initiated to terminate it. The SECAF is the approval authority for termination of delays.

11.3.3. (Does not apply to Reserve Components) Where it is determined that the officer was NQP for any part of the delay, the SECAF may adjust the officer's date of rank, pay and allowances, and position on the ADL.

11.3.4. If disciplinary action is not taken against the officer, if the charges against the officer are withdrawn or dismissed, if the officer is not separated by the SECAF as a result of having been required to Show Cause for retention, or if the officer is acquitted of the charges, as the case may be, then (unless action to delay the officer's appointment to a higher grade has been for Lack of Qualifications (Title 10, U.S.C., Section 14311[b]) the officer shall be retained on the promotion list, list of officers found qualified for Federal recognition, or list of officers nominated by the President to the Senate for appointment in a higher Reserve grade and shall, upon promotion to the next higher grade, have the same date of rank, the same effective date for the pay and allowances of the grade to which promoted, and the same position on the Reserve active-status list as the officer would have had if no delay had intervened, unless the SECAF determines that the officer was unqualified for promotion for any part of the delay. If the SECAF makes such a determination, the SECAF may adjust such date of rank, effective date of pay and allowances, and position on the Reserve active-status list as the SECAF considers appropriate under the circumstances.

11.4. Removal From a Promotion/Federal Recognition Vacancy Selection List (Also Applies to Reserve Components). In accordance with Title 10, U.S.C., Sections 629, *Removal from a List of Officers Recommended for Promotion* and 14310, *Removal from a List of Officers Recommended for Promotion*, officers are removed from a promotion list when the preponderance of the evidence shows that they are not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade.

11.4.1. An immediate or higher level commander, or higher authority, may initiate a recommendation for removal. The individual recommending removal will notify the officer, in writing, and give him or her an opportunity to review the evidence and to provide written comments. If the individual recommending removal cannot give initial notice in writing, he or she may give it orally, but must follow by written notice as soon as practicable. The individual recommending removal must notify the officer before the effective date of promotion, unless a delay is in effect--then the notification must be made before the expiration of the delay.

11.4.2. Once a removal action is initiated, a promotion is effectively delayed until the President takes action or action is taken to terminate the removal. The SECAF is the approval authority for termination of removal actions.

11.5. Removal From a Report of a Selection/Federal Recognition Board (Also Applies to Reserve Components). In accordance with Title 10, U.S.C., Sections 618(d) and 14310(a), the name of an officer may be removed from the report of a selection or Federal recognition board only by the President.

11.5.1. In all cases where the SECAF makes a recommendation that the name of an officer be removed from a report of a board (paragraph **9.5.2.** and **9.5.2.1.**), the information used to make that

recommendation will be referred to the officer concerned for comment. The officer will be afforded a reasonable opportunity to submit comments before the recommendation is forwarded to the SECDEF.

11.6. Processing Procedures. (Also see **Chapter 5**, **Table 5.1.**). Upon advising the officer of promotion propriety action, send AFSLMO a copy of the written notification, to include officer's name, SSN, type of action, name/grade/unit of commander initiating action, and date officer notified. Officer acknowledges receipt of notification (with comments if desired) and returns it to the initiating commander. The commander obtains JA legal review and forwards to official's parent MAJCOM (through intermediate commander as appropriate). The MAJCOM commander reviews correspondence and obtains MAJCOM JA review for legal sufficiency.

11.6.1. If the requested action is determined to be inappropriate, the MAJCOM commander can disapprove and return all correspondence to the initiating commander, request the initiating commander notify the officer in writing, and advise AFSLMO in writing of the decision and date action ended.

11.6.2. If the MAJCOM commander approves the action, he or she sends the original case to AFSLMO and requests the initiating commander notify the officer in writing that the action has been forwarded to the SECAF.

11.6.3. AFSLMO processes and tracks package through SECAF, OSD, and to the President as appropriate. AFSLMO notifies the MAJCOM commander of final decision with a request that the officer be notified in writing (may be delegated to the initiating commander). The commander provides AFSLMO a copy of the notification and the officer's acknowledgement.

Chapter 12

SPECIAL GENERAL OFFICER PROMOTION ACTIONS

12.1. Frocking (Early Pin-On) for General Officers.

12.1.1. The Fiscal Year 2006 National Defense Authorization Act, enacted on January 6, 2006, established specific restrictions on officers wearing the insignia of a general or flag officer before promotion to that grade (termed “frocking”).

12.1.2. The changes to Title 10, United States Code, section 777, require the Secretary of Defense to approve all general or flag officer frocking and to notify the Congress of the intent to frock each officer a minimum of 30 days in advance of the officer being frocked. The Secretary of Defense has delegated the authority to authorize frocking of general and flag officers, and to execute the required notification to Congress, to the Under Secretary of Defense (Personnel & Readiness) and the Principal Deputy Under Secretary of Defense (Personnel & Readiness).

12.1.3. Statutory Requirements.

12.1.3.1. Authority. An officer who has been selected for promotion to the next higher grade may be authorized to wear the insignia of the next higher grade only in accordance with law and the regulations and policies of the Department of Defense.

12.1.3.2. Restrictions.

12.1.3.2.1. An officer may not wear the insignia unless the Senate has given its advice and consent to the appointment of that officer to the next higher grade.

12.1.3.2.2. The officer must be serving in, or have orders to serve in, a position for which that grade is authorized.

12.1.3.3. Limitation on Number of Officers Frocked to O-7 through O-8.

12.1.3.3.1. The total number of Air Force O-6s or O-7s on the active duty list authorized to be frocked to the grade of O-7 or O-8 may not exceed 27 at any one time.

12.1.3.3.2. All frocking statutory and numeric limitations must be adhered to throughout the fiscal year.

12.1.3.4. The following criteria are established as prerequisites for frocking commissioned officers to grades O-7 through O-8:

12.1.3.4.1. Nomination for appointment by the President.

12.1.3.4.2. Confirmation of the nomination by the U.S. Senate.

12.1.3.4.3. The officer being considered for frocking is serving in an authorized billet designated for the higher grade, or the officer is being ordered to an authorized billet designated for the higher grade, and shall commence serving in that position within 60 days. Frocking greater than 60 days prior to the commencement of service in the billet of the higher grade is permissible if extended enroute delays are expected. In the later case, frocking may occur no earlier than the date of departure from the previous duty station.

12.1.3.4.4. Frocking must be essential to the officer’s maximum effectiveness in the assigned billet. Appropriate situations are:

12.1.3.4.4.1. Assignment to duties in the international environment;

12.1.3.4.4.2. Assignment to joint duties;

12.1.3.4.4.3. Assignment to command;

12.1.3.4.4.4. Other unusual circumstances, as determined by the Secretary of the Air Force.

12.1.4. Where specific numeric limitations on frocking are not provided, frocking shall be limited and follow the same standards as provided in statute and in DoD policy.

12.2. Declining a Promotion. A general officer select may decline a promotion, in writing, NLT 2400 hours on the day prior to the effective date of promotion. Notification will be made directly to AFSLMO. ***EXCEPTION:*** Officers selected for retroactive promotion by an SSB, AF Board for Correction of Military Records (AFBCMR), or because of an administrative error may decline promotion NLT 2400 hours on the day following notification of selection.

12.2.1. Officers declining a promotion must sign two copies of a Declination of Promotion Statement (**Attachment 6**) and forward them to AFSLMO.

12.2.2. Officers who submit a declination statement and later decide to accept promotion may request withdrawal of the declination statement, provided they have remained continuously on the ADL.

12.2.2.1. An officer desiring to withdraw a previous declination statement can submit a letter to AFSLMO prior to the effective date of the promotion. If approved by the SECAF and CSAF, the promotion will occur on the effective date. An officer may also request withdrawal of the declination if the effective date of promotion has passed via letter to the AFSLMO. If the SECAF and CSAF approve the request, the officer will be promoted when headspace exists in the required general officer rank. In either case, the SECAF and CSAF may decline the request and initiate promotion propriety action to remove the officer from the list.

12.3. Promotion Deviations From Sequence Number Order. Officers on a promotion list may have their nominations and confirmations held up for many reasons. If a situation arises where an officer is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officers. Once confirmation occurs, this bypassed officer's promotion effective date will be established, for all purposes, to restore this officer to his or her original place on the promotion list.

12.4. Prescribed Forms. AF Form 4363, *Record of Promotion Propriety Action* and AF Form 4364, *Record of Promotion Delay Early Termination and/or Date of Rank Adjustment*.

12.4.1. Information Collections. No information collections are created by this publication.

12.4.2. Records. Records are created by this publication.

12.4.3. Adopted Forms/IMTs. DD Form 149, **Application for Correction of Military Records;** AF IMT 78, **AF General Officer Promotion Recommendation;** AF IMT 133, **Oath of Office (Military Personnel);** AF IMT 709, **Promotion Recommendation;** IMT 847, **Recommendation for Change of Publication**, and AF IMT 948, **Application for Correction/Removal of Evaluation Reports**.

12.4.4. Prescribed Forms/IMTs. No forms/IMTs are prescribed by this publication.

12.5. Adopted Forms. DD Form 149, *Application for Correction of Military Records*; AF Form 78, *AF General Officer Promotion Recommendation*; AF Form 133, *Oath of Office (Military Personnel);* AF Form 709, *Promotion Recommendation*; AF Form 847, *Recommendation for Change of Publication,* AF Form 948, *Application for Correction/Removal of Evaluation Reports,* and AF Form 3070, *Record of Nonjudicial Punishment Proceedings.*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Systems of Records Notice F036 AF PC M, *Officer Promotion and Appointment*

Systems of Records Notice F036 AF PC Q, *Personnel Data System*

Title 10, U.S.C., *Armed Forces*

Title 32, U.S.C., *National Guard*

Executive Order 12396, *Defense Officer Personnel Management Act*

DoDD 1310.1, *Rank and Seniority of Commissioned Officers*, April 29, 1996

DoDD 1320.7, *Grades, Promotion Policies, and Authorized Strengths in Grade for Medical and Dental Officers*, September 29, 1993

DoDD 1320.8, *Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the Reserve Active Status List*, October 21, 1996

DoDD 1320.11, *Special Selection Boards*, May 6, 1996

DoDD 1320.12, *Commissioned Officer Promotion Program*, October 30, 1996

DoDD 1334.2, *Frocking of Commissioned Officers*, March 13, 1987

DoDI 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense*, the President, or Confirmation by the Senate, March 14, 1995

DoDI 1320.13, *Commissioned Officer Promotion Reports (COPRs) and Procedures*, June 21, 1996

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

CJCSI 1330.02B, *Review of Promotion Selection Board Results by Chairman of the Joint Chiefs of Staff*, May 1, 1997

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFPD 36-25, *Military Promotion and Demotion*

AFPD 36-26, *Military Force Management*

AFCSM 36-699, Volume I, *Personnel Data Systems*

AFI 31-501, *Personnel Security Program Management*

AFI 36-2110, *Assignments*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*

AFI 36-2402, *Officer Evaluation System*

AFI 36-2504, *Officer Promotions for the Reserve of the Air Force*

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

AFI 36-2608, *Military Personnel Records System*

AFI 36-2603, *Air Force Board For Correction of Military Records*

AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*

AFI 36-3206, *Administrative Discharge Procedures*

AFI 36-3207, *Administrative Separation of Commissioned Officers*

AFI 33-360, Volume 2, *Forms Management Program*

AFI 51-604, *Appointment to and Assumption of Command*

AFI 90-301, *Investigations of Allegations Against Senior Officials*

AFMAN 36-2622, Volume 5, *Personnel Concept III (Civilian) End Users Manual*

NGR(AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force*, March 8, 1993

DAS (MM&PP) memorandum, 27 December 1993, *Race/Ethnic Profile Data on Individuals Considered by Promotion Selection Boards*

Abbreviations and Acronyms

ADL—Active Duty List

ADSC—Active Duty Service Commitment

AFBCMR—Air Force Board for Correction of Military Records

AFCSM—Air Force Computer Systems Manual

AFPD—Air Force Policy Directive

AFSLMO—Air Force Senior Leaders Management Office

ANGUS—Air National Guard of the United States

APZ—Above-the-Promotion Zone

BPZ—Below-the-Promotion Zone

BSC—Biomedical Sciences Corps

CGDOR—Current Grade Date of Rank

CHAP—Chaplain

CJCS—Chairman of the Joint Chiefs of Staff

CST—Central Standard Time

DC—Dental Corps

DCS/P—Deputy Chief of Staff for Personnel

DepSecDef—Deputy Secretary of Defense

DEROS—Date Eligible to Return from Overseas

DoD—Department of Defense

DoDI—Department of Defense Instructions

DOS—Date of Separation

DQHB—Duty Qualification History Brief (PRISM output is the only authorized DQHB)

DRU—Direct Reporting Unit

EAD—Extended Active Duty

ESSO—Executive Support Staff Officers

EWQ—Exceptionally Well-Qualified

FOA—Field Operating Agency

FOIA—Freedom of Information Act

HAF MPF—Headquarters Air Force Master Personnel File

HQ AFPC—Headquarters Air Force Personnel Center

HQ USAF—Headquarters United States Air Force

IPZ—In-the-Promotion Zone

JA—Judge Advocate

JAG—Judge Advocate General

LAF—Line of the Air Force

MAJCOM—Major Command

MC—Medical Corps

MIA—Missing in Action

MOI—Memorandum of Instruction

MPF—Military Personnel Flight

MSC—Medical Service Corps

NC—Nurse Corps

NGB-GO—National Guard Bureau General Officer Management Office

NQP—Not Qualified for Promotion

NLT—No Later Than

OER—Officer Evaluation Report

OPB—Officer Preselection Brief

OPR—Officer Performance Report

OSB—Officer Selection Brief

OSD—Office of the Secretary of Defense

OSR—Officer Selection Record

PDS—Personnel Data System

PDUSD (P&R)—Principal Deputy Under Secretary of Defense for Personnel and Readiness

POW—Prisoner of War

PRISM—Promotion Recommendation In-Board Management System

PRF—Promotion Recommendation Form

PTI—Personnel Transaction Identifier

RASL—Reserve Active Status List

SECAF—Secretary of the Air Force

SCI—Sensitive Compartmented Information

SECDEF—Secretary of Defense

SIOP-ESI—Single Integrated Operations Plan-Extra Sensitive Information

SOUIF—Senior Officer Unfavorable Information File

SSB—Special Selection Board

SSN—Social Security Number

TDRL—Temporary Disability Retirement List

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

UPRG—Unit Personnel Record Group

USAFR—United States Air Force Reserve

U.S.C.—United States Code

Terms

Active Duty List (ADL)—All Air Force officers serving on extended active duty other than those excluded by 10 U.S.C. 641. Carry officers on the ADL by competitive category and, within their competitive category, in the order of seniority of the grade in which they are serving. Carry officers in the same grade on the ADL in the order of their seniority in that grade as determined according to the sequence criteria in paragraph **3.7.**

Benchmark Records—Depending on the size of the competitive category, usually 10 officer selection records representing the quality of five selected officers and five nonselected officers surrounding the point at which the best-qualified quota was exhausted for a competitive category by a particular central selection board.

Best-Qualified Method of Selection—Refers to the requirement that boards may only recommend for promotion those officers considered to be best qualified for promotion within each competitive category. The best-qualified method of selection is to align the officers in a relative order of merit listing according to board scores. The board may not recommend an officer for promotion as best qualified unless it also considers the officer to be fully qualified for promotion. ***NOTE:*** See definition of "fully qualified."

Central Selection Board—A board of officers convened under the authority of the SECAF to consider ADL officers for promotion or selective continuation to the grades of major through major general.

Competitive Category—A grouping of officers who compete among themselves for promotion. The established categories are: Line of the Air Force (LAF), Judge Advocate General (JAG), Medical Corps (MC), Dental Corps (DC), Chaplains (CHAP), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Continuation—The retention of officers on the ADL, subject to involuntary separation or retirement, who possess a needed skill.

Current Grade Date of Rank (CGDOR)—The date used as the primary means of indicating relative seniority among officers of the same grade and competitive category to establish eligibility for consideration for promotion to the next higher grade. (AFI 36-2604, *Service Dates and Dates of Rank* explains initial CGDOR computation.)

De Facto Officer—An officer who assumed a higher grade, and acted in that capacity, pursuant to an apparently valid appointment that was in fact void.

Effective Date of Promotion—Also known as the current grade effective date of promotion, this is the date on which pay and entitlements are effective. It is normally the date of the order that announces the promotion, unless an earlier date is specified in the order. Normally this date cannot be earlier than the officer's extended active duty (EAD) date in that grade, PDUSD (P&R) approval of the selection board results to the grade of captain, or Senate confirmation to the grades of major through colonel. For purposes of promotion propriety actions, the effective date of promotion is the date the promotion is made; i.e., the date of actual promotion pin-on as authorized by HQ AFPC/DPPPO.

Failed of Selection for Promotion—An officer (other than an officer considered from BPZ) whom a board considered but did not recommend for promotion. Refer to such officers as nonselectees. ***NOTE:*** An officer actually becomes a selectee or nonselectee at the time the board adjourns.

Federal Recognition—Acknowledgment by the Federal government that an individual appointed within the Air National Guard meets the prescribed Federal standards for the grade and position to which appointed or promoted by the state.

Frocking—Early pin-on authorized according to paragraph **4.2.** and **12.1.**

Fully Qualified—Those officers who meet the minimum qualifications for promotion to the next higher grade.

Further Continuation—An officer's second or subsequent consideration for continuation.

Junior and Senior Listing—A list identifying the most junior and the most senior officers within a grade and within each competitive category who are eligible for promotion consideration IPZ as specified by HQ AFPC/DPPPO through the grade of colonel or AFSLMO for promotions above the grade of colonel.

Major Commander—As used in this instruction, the term means:

the commander or vice commander, MAJCOM or FOA;

the commander, vice commander or superintendent, DRU;

an Air Staff deputy chief of staff or director and comparable officer in the Office of the SECAF for 0N command; the commander, 11th Wing for code 2W or 3V;

the commander, USAFE for code 3G; and

the commander, 1100 National Capital Region Support Group (1100 NCR SPTG).

NOTE: An officer's MAJCOM identification contained in the PDS determines who is the major commander.

Officer Preselection Brief (OPB)—A computer printout produced at base level that contains selected data from the Headquarters Air Force Master Personnel File (HAF MPF). HQ AFPC/DPPPO generates an output product to create the OPB about 140 days before the board convenes (see paragraph **8.9.1.** for general officer boards). The MPF produces and sends the OPB to officers for their review and prompt updating as needed. ***NOTE:*** Receipt of OPBs by eligible officers is not a legal prerequisite to convening a selection board or to the proper conduct of a selection board. Therefore, nonreceipt is not a basis for changing the results of a selection board or granting an SSB.

Officer Selection Brief (OSB)—An extract of data from the HAF MPF. HQ AFPC/DPPPO (AFSLMO/NGB-GO for general officer boards) creates the OSB about 15 days before the board convenes and files it in the Officer, HQ USAF Selection Record Group (officer selection folder), for board members to review.

Officer Selection Record (OSR)—The officer selection record is identified as the Officer, HQ USAF Selection Record Group (AFI 36-2608). It consists of the documents provided to selection boards.

Overdue Officer—An officer never considered for promotion to the next higher grade, but whose CGDOR falls within the criteria of APZ eligibility. Consider these officers as first time eligibles, IPZ, and affect the board quota.

Promotion—An advancement in grade that is not the result of a new original appointment.

Promotion List—An active duty seniority listing of all officers approved for promotion within a competitive category to the grade of captain and above.

Promotion Opportunity—The approximate percentage of officers in a cohort group selected for promotion before competing for promotion BPZ, IPZ, and APZ. ***NOTE:*** This definition applies for promotion to major through colonel.

Promotion Phase Point—The average number of years and months of active commissioned service completed when an officer in a particular competitive category advances to a particular grade (through the grade of colonel).

Promotion Zones—Officers eligible for promotion fall into one of the three promotion zones based on their CGDOR as described below:

Below-the-Promotion Zone (BPZ)—Officers eligible for promotion consideration but junior to officers eligible IPZ and APZ for their competitive category. BPZ promotions provide an opportunity for accelerated promotion of officers who are exceptionally well qualified as specified by 10 U.S.C. 616(b). Officers normally have at least two opportunities for consideration for promotion to the next higher grade as BPZ officers. However, individual circumstances may result in fewer than two BPZ considerations. There is no BPZ consideration for promotion to the grades of first lieutenant, captain, or major. Deduct the BPZ selections from the I/APZ board quota.

In-the-Promotion Zone (IPZ)—Officers who are senior to the officer specified by the SECAF as being the junior officer eligible for promotion consideration IPZ for their competitive category,

and who have neither failed selection to the next higher grade nor been removed from a promotion list to that grade after selection IPZ.

Above-the-Promotion Zone (APZ)—Officers who are eligible for promotion consideration to the next higher grade and who have previously been nonselected for promotion, and who are senior to the senior IPZ officer for their competitive category for that board. ***NOTE:*** There are no promotion zones to general officer grades.

Propriety Actions—Administrative actions taken by a commander or higher authority to either delay an officer's promotion, find an officer (or recommend an officer be found) NQP, find an officer not qualified for continuation, remove an officer's name from a promotion list, or remove an officer's name from a continuation list.

Quota of a Selection Board—The maximum number of officers selected in a competitive category for promotion by a selection board. The board quota for promotion boards selecting majors through colonels is computed by multiplying the promotion opportunity by the number of officers being considered IPZ, to include overdue officers, in each competitive category. The combined number of officers selected IPZ, BPZ, and APZ cannot exceed the quota for each competitive category. General officer board quotas are determined based on requirements. ***NOTE:*** The SECAF may authorize alternative methods of computing board quotas in other than LAF competitive categories to meet specific circumstances and requirements.

Retirement Sanctuary—The 2-year period immediately prior to eligibility for retirement as a commissioned officer under any provision of law.

Reserve Active Status List—A single list for the Army, Navy, Air Force, or Marine Corps, required to be maintained under Section 14002, 10 U.S.C., which contains the names of all officers of that Armed Force, except warrant officers (including commissioned warrant officers) who are in an active status in a Reserve component of the Army, Navy, Air Force, or Marine Corps and are not on the Active Duty List.

Separation—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to a Reserve component.

Sequence Number—A number assigned to an officer on each promotion list from major through major general to establish precedence or relative rank among officers of the same grade in the same competitive category on extended active duty. Monthly increments determined by HQ USAF and announced by AFPC/DPPPO or AFSLMO use the sequence numbers to determine who is promoted on the first day of the following month, unless specified otherwise. ***EXCEPTION:*** Promote MC and DC officers through the grade of colonel on their 6-year CGDOR anniversary and captain selects on their 2-year CGDOR anniversary dates, unless otherwise specified in their promotion orders.

Special Selection Boards—Boards convened by the SECAF to consider eligible officers for promotion to grades of captain through major general who did not meet a board or were improperly considered by one or more promotion selection boards (see **Chapter 6** and paragraph **10.4.**).

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

Attachment 2

PROMOTION ELIGIBILITY CRITERIA

A2.1. Eligibility for Promotion to First Lieutenant. Second lieutenants on the ADL are eligible for promotion as soon as they have 24-months time-in-grade computed from their CGDOR as a second lieutenant.

A2.2. Eligibility for Promotion to Captain. Promote IPZ first lieutenants on the ADL selected for promotion to captain after completing 24-months time-in-grade computed from their CGDOR as a first lieutenant, or upon the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) approval of the captain selection board report, whichever is later. SecAF may authorize DOR/effective date adjustment when there are unusual circumstances that cause unintended delays in the processing or approval of a selection list (i.e., delay of management level decisions, constructive service credit for officers overdue who due to processing delays, will not be promoted on-time) according to DoDD 1310.1, paragraph 4.9; however, the new DOR cannot be earlier than the quarterly cycle close-out date (i.e., 31 Mar, 30 Jun, 30 Sep or 31 Dec for each year). Promote officers selected the second time on the first day of the first month in which promotions begin from the list containing the officer's name. A Reserve officer who is not selected the first time considered and who has insufficient retainability for a second consideration may apply for a specified period of time contract to give the officer at least 18-months retainability.

A2.2.1. Effective calendar year 2003, captain selections for all competitive categories are made quarterly by the officer's respective Management Level on a fully qualified basis. IPZ officers are considered during the appropriate quarter, a year prior to attaining 24 months time-in-grade. For example, a first lieutenant with a CGDOR of 22 Feb 02, without a nonselection, is considered for promotion to captain during the A-cycle (see below) in 2003, for promotion to captain 22 Feb 04. APZ officers are considered during the appropriate quarter, a year after their IPZ quarterly consideration, or the next possible quarter if the APZ action occurs after a year from their IPZ consideration (under circumstances whereby an officer is removed from a captain selection list according to paragraph **5.10.** through 5.13.), whichever is sooner. For example, a first lieutenant with a CGDOR of 22 Feb 02 with a nonselection is considered for promotion to captain during the A-cycle (see below) in 2004, for promotion to captain 1 Jan 04 (see paragraph **A2.2.** above for promotion timing). The quarterly cycles are as follows:

A2.2.1.1. A cycle begins 1 Jan and closes out 31 Mar, for promotion to captain Jan-Mar the following year.

A2.2.1.2. B cycle begins 1 Apr and closes out 30 Jun, for promotion to captain Apr-Jun the following year.

A2.2.1.3. C cycle begins 1 Jul and closes out 30 Sep, for promotion to captain Jul-Sep the following year.

A2.2.1.4. D cycle begins 1 Oct and closes out 31 Dec, for promotion to captain Oct-Dec the following year.

A2.2.2. The Heads of Management Levels identify promotion recommendation decisions to HQ AFPC/DPPPE (Chief, Evaluations Program Branch) no later than five days after the quarterly cycle

close out date. HQ AFPC/DPPPE certifies all eligible officers have a promotion recommendation, identifies any unique issues/processing delays/waivers, etc., and forwards certification to HQ AFPC/DPPPO to begin staffing the quarterly results. The quarterly results are forwarded to PDUSD(P&R) for approval. Approval is announced by message approximately 60 to 90 days from the quarterly close out date. There is no formal public release date established for captain selections like there is with promotion releases to major and above; rather selects/nonselects are announced four times a year. Nonselects must be notified in writing according to the annual (October) memorandum outlining the details of the quarterly captain process.

A2.3. Eligibility for Promotion to Major Through Major General. Officers on the ADL are eligible if they meet the criteria established prior to each board by the SECAF or designated representative. If selected, officers through the grade of colonel other than MC and DC, on a recommended list to major through major general will appear on a single promotion list for that competitive category in order of seniority (see paragraph **3.7.**). After Senate confirmation, promote officers by seniority sequence number.

A2.3.1. Title 10, Section 619 requires officers in the grade of captain, major, and lieutenant colonel to complete at least 3 years time-in-grade, as of the board convening date, counting from their CGDOR, to be eligible for consideration by the board. The SECAF may waive the 3 years time-in-grade requirement to permit at least two opportunities for BPZ. Reference paragraph **9.2.** for promotion eligibility to general officer grades.

A2.3.2. Unless prohibited by some other provision of law or policy, do not mandatorily retire Reserve (Conditional Reserve Status) officers in the grade of captain with prior enlisted service for nonselection for promotion without having first been considered and twice failed selection for promotion to major (once IPZ and once APZ).

A2.4. Eligibility for Promotion of MC/DC Officers. Promote those selected the first time considered (IPZ) on the sixth anniversary of the CGDOR, or on Senate confirmation of the promotion, whichever is later. See DoDD 1320.7.

A2.4.1. Promote officers selected the second or subsequent time considered (APZ) on the first day of the first month in which promotions begin from the list that contains the officer's name.

A2.4.2. Promote officers selected BPZ the day following the last officer promoted IPZ from the same promotion list, unless the date of the last IPZ officer falls on the last day of the promotion cycle. In that case, promote BPZ officers on the last day of the promotion cycle (normally 31 May).

A2.5. Promotion Ineligibility. Officers are not eligible for consideration by a selection board if they:

A2.5.1. Are not on the ADL, or service dates have not been verified as of board convening date; however, once service dates are verified, the officer may be entitled to SSB.

A2.5.2. Do not meet the eligibility criteria established by the SECAF.

A2.5.3. Have not been on extended active duty at least 6 consecutive months immediately before the central selection board's convening date or have not been on extended active duty at least 12 consecutive months immediately before the central selection board’s convening date when returning to active duty under the voluntary recall program or any other Reserve recall program. Exceptions are officers being considered for promotion when promotion opportunity is 100%.

A2.5.4. Have been determined by the SECAF to be unfit to perform the duties of the office or grade because of physical disability.

A2.5.5. Are on a previous list or previously declined to be promoted but have not been removed from the list.

A2.5.6. Are first lieutenants who failed selection for promotion to captain two or more times.

A2.5.7. Have a DOS or retirement within 90 days following the date a board convenes provided the application for separation or retirement was approved prior to the board convening date. Individuals whose applications for separation or retirement are approved on or after the board convening date regardless of the separation or retirement date remain eligible for the board.

Attachment 3

OATHS FOR BOARD MEMBERS, RECORDS, AND ADMINISTRATIVE SUPPORT STAFF

Board Members Oath for Selection Boards Considering Officers for Promotion to Major through Major General:

"I solemnly swear (or affirm) that I will, without prejudice or partiality, having in view both the special fitness of officers and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me and that I will not reveal information about the board conduct and results except as may be provided by the Secretary."

Recorders and Administrative Support Staff Oath for Selection Boards Considering Officers for Promotion to Major Through Major General:

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board and that I will not reveal information about the board conduct and results except as may be provided by the Secretary."

Attachment 4

OATH OF OFFICE

I, (NAME) (SSN), having been appointed a (grade in which appointed), United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter, so help me God.

Attachment 5

PROMOTION NARRATIVE

Narrators may read the following narrative at the pinning on ceremony:

Attention to orders.

The President of the United States, acting upon the recommendation of the Secretary of the Air Force, has placed special trust and confidence in the patriotism, integrity and abilities of (current grade and name). In view of these special qualities and his (or her) demonstrated potential to serve in the higher grade (current grade and name) is promoted to the grade of (new grade), United States Air Force, effective (date). By order of the Secretary of the Air Force.

Attachment 6

DECLINATION OF PROMOTION STATEMENT

I have been notified that I have been recommended for promotion to the grade of _____, but that I may decline this promotion up until 2400 hours of the day before the effective date of promotion. Declinations signed after 2400 hours of the day preceding the effective date of promotion are not accepted. I understand that if I decline this promotion, I cannot assume the higher grade and promotion orders are not published unless I send a written request through channels to HQ AFPC/DPPPO, 550 C Street West, Suite 8, Randolph AFB TX 78150-4710, to cancel my declination and be promoted. I understand that if I decline this promotion and later decide to accept this promotion, I may request withdrawal of this declination statement provided I have remained continuously on the active duty list in the same competitive category. I understand that the personnel data system update will show I declined promotion.

I decline this promotion. (Date)

(Signature)

(Typed Grade, Name, SSN)

AUTHORITY: 10 U.S.C. 8013, 8032, and EO 9397.

PURPOSE: To accurately identify the member declining promotion.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: However, without the SSN we cannot process the action since the Air Force identifies members by SSN.

PRIVACY ACT STATEMENT: Declination of Promotion Statement (AFI 36-2501).

PROCESSING INSTRUCTIONS: An officer who completes a declination of promotion statement sends the MPF two signed copies. The MPF sends the original to HQ AFPC/DPPPO, and files one copy in the Unit Personnel Records Group.

Attachment 7

RECOMMENDATION TO DELAY PROMOTION (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Recommendation to Delay Promotion

As outlined in AFI 36-2501, paragraph **5.3.**, I recommend your promotion to the grade of _____ be delayed until (a date not to exceed 6 months from the officer's original effective date of promotion) (see note 1 and 2).

The specific reason(s) for this action is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

Your promotion is not effective until the approval authority makes a decision on my recommendation. You will not assume the higher grade even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this letter.

(Typed Name, Grade of Immediate

or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol) (Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf. I understand that I will not assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

NOTE 2: Whenever possible, specify an exact expiration date. If, however, at the time the action begins, a specific date is not possible because the officer's effective date of promotion is unknown, determine a precise expiration date. In such a situation, use the following language: "...delayed until ___months (cannot exceed 6) beyond the effective date of your promotion."

Attachment 8

REMOVAL FROM PROMOTION LIST (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Removal From Promotion List

As outlined in AFI 36-2501, paragraph 5.13., I recommend your name be removed from the promotion list to the grade of _____ (see note 1 and 2).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

I also advise you that your promotion is delayed until the approval authority makes a decision on my recommendation. You will not assume the higher grade even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation you deemappropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol) (Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf. I understand I will not assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after the promotion effective date.

NOTE 2: There are no selection lists to first lieutenant. For those officers, a delay of promotion or recommendation to find the officer NQP is appropriate.

Attachment 9

NOT QUALIFIED FOR PROMOTION TO MAJOR AND ABOVE (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Promotion

As outlined in AFI 36-2501, paragraph **5.9.**, I recommend you be found not qualified for promotion to the grade of _____ (see note).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum).

If the major commander supports this action, we will provide this letter to the selection board for use in evaluating your selection folder. It will remain in effect until the selection board adjourns and then be destroyed. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum.

(Typed Name, Grade of Immediate

or Higher Level Commander)

Attachments

(Supporting Documentation)

1st Ind (Office Symbol) (Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf.

(Signature of Officer Concerned)

NOTE: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

Attachment 10

NOT QUALIFIED FOR PROMOTION TO FIRST LIEUTENANT (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Promotion to First Lieutenant

As outlined in AFI 36-2501, paragraph **5.8.**, I recommend you be found not qualified for promotion to the grade of first lieutenant. If the approval authority approves, you can be separated under the provisions of AFI 36-3207. I am also recommending, that if you are found not qualified for promotion, you will (be) (not be) immediately separated from the Air Force as I (do) (do not) believe your retention for 6 months would be consistent with good order and discipline (see note 1 and 2).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum.)

I also advise you that your promotion is delayed pending final determination of my recommendation, and you will not assume the grade of first lieutenant even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation that you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this letter. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol) (Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf. I understand that I am not to assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

NOTE 2: The immediate commander informs the officer that he or she is recommending immediate separation and provides the basis for the recommendation if the commander believes retention for the

6-month probationary period after approval of the not qualified action would be inconsistent with good order and discipline. The commander should document and state the rationale supporting the belief. SECAF or his/her designee makes the final decision.

Attachment 11

NOT QUALIFIED FOR SELECTIVE CONTINUATION (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Selective Continuation

As outlined in AFI 36-2501, paragraph 7.19.1., I recommend you be found not qualified for selective continuation.

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum).

If the major commander supports this action, we will provide this letter to the selection board for use in evaluating your selection folder. It will remain in effect until the selection board adjourns and then be destroyed. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation)

1st Ind (Office Symbol)(Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf.

(Signature of Officer Concerned)

NOTE: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date.

Attachment 12

REMOVAL FROM SELECTIVE CONTINUATION LIST (SAMPLE)

(Appropriate Letterhead)

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Removal From Selective Continuation List

As outlined in AFI 36-2501, paragraph **7.20.**, I recommend your name be removed from the selective continuation list.

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

You are hereby directed not to take any actions to accept continuation until the approval authority makes a decision on my recommendation. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)(Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf. I understand I will not take any actions to accept continuation until a final decision on this recommendation is made.

(Signature of Officer Concerned)

NOTE: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date.

Attachment 13

SPECIAL BOARDS INSTRUCTIONS

This Instruction implements section 1558 of title 10, United States Code. It sets up procedures and time limits for conducting Special Boards to consider whether to recommend a member, prospective member, or former member of the Air Force for appointment, enlistment, reenlistment, assignment, promotion, retention, separation, retirement, or transfer to inactive status in a reserve component, for which that person was not considered, or was improperly considered, by a previously convened selection board that should have considered him/her, and provides for correction of a member's military record to effect the approved recommendation of a Special Board. It applies to the active Air Force, the Air Force Reserve and the Air National Guard.

This Instruction authorizes collection and maintenance of information subject to the Privacy Act of 1974.

A13.1. Authority for Special Boards. Section 1558 of title 10, United States Code, authorizes SAF to convene Special Boards to consider whether to recommend a member, prospective member, or former member of the Air Force for appointment, enlistment, reenlistment, assignment, promotion, retention, separation, retirement, or transfer to inactive status in a reserve component, for which that person was not considered, or was improperly considered, by a previously convened selection board that should have considered him/her. ***EXCEPTION:*** A Special Board under this Instruction will not be convened to consider an officer or former officer for promotion if consideration by a Special Selection Board is authorized under AFI 36-2501, **Chapter 6** or AFI 36-2504, Chapter 9.

A13.2. Holding Special Boards. HQ AFPC/DPPB (active duty) or HQ ARPC/DPB (Reserve of the Air Force) conducts Special Boards as directed by SAF. To the maximum extent practicable, a Special Board replicates the original board that should have considered, or that improperly considered, the person under consideration, to include composition of the board, procedures, and information furnished to the board.

A13.3. Requesting Special Board Consideration.

A13.3.1. Members, prospective members, and former members of the Air Force request Special Board consideration by a DD Form 149, *Application for Correction of Military Records*. If the member, former member, or prospective member is incapable of acting on his or her own behalf, is missing, or is deceased, application may be made by an heir, legal representative, or close relative, by using DD Form 149, *Application for Correction of Military Records*. See AFI 36-2603, *Air Force Board for Correction of Military* Records, paragraph 3.1.

A13.3.2. When SAF directs, HQ AFPC/DPPP or HQ ARPC/DPB (as appropriate) may provide for other methods of application to facilitate the processing of specific categories of applications.

A13.4. Granting and Denying Special Board Consideration.

A13.4.1. HQ AFPC/DPPP or HQ ARPC/DPB (as appropriate) may grant consideration of a person by a Special Board when:

A13.4.1.1. The person was not considered by a selection board that should have considered him/her for any purpose enumerated in paragraph 1.

A13.4.1.2. The action of the selection board that considered the person was contrary to law or involved material error of fact or material administrative error.

A13.4.1.3. The selection board that considered the person did not consider material information that should have been available in compliance with pertinent Air Force directives, instructions and policies.

A13.4.2. If an application for Special Board consideration is not granted under paragraph **4.1.**, it will be forwarded to the Air Force Board for Correction of Military Records (AFBCMR) for consideration. The AFBCMR may grant consideration of a person by a Special Board when the AFBCMR determines that such consideration is appropriate because of an error or injustice in the person's military record. The AFBCMR may deny, or recommend denial of, Special Board consideration, in accordance with AFI 36-2603, *Air Force Board for Correction of Military Records*.

A13.4.3. SAF may grant or deny consideration of a person by a Special Board in any case.

A13.5. Procedures for Special Boards.

A13.5.1. SAF convenes and instructs Special Boards, and appoints Special Board members.

A13.5.2. Special Board membership and internal organization and procedures, including number, grade, component and, if applicable, competitive category of board members, and information provided to the board, will parallel those of the original board to the extent practicable.

A13.5.3. Special Boards will consider the records of persons under consideration as those records would have appeared to the original board if the persons had been properly considered. Normally, Special Boards will compare the records of persons under consideration with a sampling of records of persons selected, and not selected, by the original board. If such a sampling of records is not available, or if SAF determine that, under the circumstances of a particular case or category of cases, such a comparison would not result in fair and equitable consideration of the persons under consideration, SAF may prescribe a different process.

A13.5.4. Normally, Special Boards will employ the scoring and selection methods used by Special Selection Boards. SAF may direct changes in these methods when necessary to ensure fair and equitable consideration under the circumstances of a particular case or category of cases.

A13.5.5. Special Boards will provide a report to SAF recommending that the persons under consideration be, or not be, selected for the purpose for which they were considered by the original board.

A13.6. Action on Reports of Special Boards.

A13.6.1. SAF will review the report of each Special Board and may:

A13.6.1.1. Approve it.

A13.6.1.2. Disapprove it, in whole or in part. If SAF disapproves the report of a Special Board, he/she will state in writing his/her reasons for doing so.

A13.6.1.3. Return it to the Special Board for further proceedings, with a written explanation of the reasons for such action, if SAF determines that the Special Board acted contrary to law or regulation, or to guidelines furnished to the Special Board by SAF

A13.6.2. When SAF approves the report of a Special Board that recommends relief for a person under consideration, he/she will direct that the military record of that person be corrected to the extent necessary to give full effect to the recommendation of the Special Board.

A13.6.2.1. When correction of the person's military record results in actual or constructive reinstatement on active duty, any entitlement to back active duty pay and allowances accruing to the person will be subject to an appropriate offset for civilian earnings and other offsets authorized by law.

A13.6.3. When SAF approves the report of a Special Board that recommends denial of relief to a person under consideration, or disapproves the report of a Special Board that recommends relief for a person under consideration, the action of the SAF with respect to that person is effective and final as of the date of approval of the report of the original board.

A13.7. Time Limits.

A13.7.1. To obtain consideration by a Special Board, a person ordinarily must apply for such consideration within three years after he/she discovered, or with due diligence should have discovered, the asserted defect in the original board. SAF, or his/her designee under paragraph 4, may excuse late application when it is in the interest of justice to do so.

A13.7.2. SAF, or his her designee under paragraph 4, will either convene a Special Board or deny Special Board consideration within six months of receipt of a complete and properly executed application for Special Board consideration.

A13.7.3. SAF will take final action on the Report of a Special Board within six months of convening the Board.

A13.7.4. SAF may extend the time limits in paragraphs **7.2.** and **7.3.** in a particular case or category of cases, for not more than an additional six months each, when he/she determines that a longer period for consideration is warranted. SAF may not delegate this authority.