BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2504

9 JANUARY 2003

Incorporating Through Change 5, 19 October 2007

Personnel

OFFICER PROMOTION, CONTINUATION AND SELECTIVE EARLY REMOVAL IN THE RESERVE OF THE AIR FORCE

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ ARPC/XP

Certified by: HQ USAF/RE
(Brig Gen Ralph S. Clem)

Supersedes AFI 36-2504, 20 September 2002.

Pages: 93

This instruction provides guidelines and procedures for promotion, continuation, and selective early removal of Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) commissioned officers not on the active duty list (ADL) to grades below lieutenant general (USAFR) and colonel (ANGUS). This instruction implements Title 10, United States Code (U.S.C.), *Armed Forces,* Sections 12641, 12643, 14301, 14314, 14311, 14502; *Reserve Officer Personnel Management Act (ROPMA);* Public Law 93-579, *Privacy Act of 1974;* Title 5, United States Code, Sections 552a affect this instruction. Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons* and 10 U.S.C., Section 8013 authorize collecting, using, disseminating, and maintaining the information. Air Force System of Records Notice F035 ARPC G applies. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ ARPC/XP, 6760 East Irvington Place #7500 Denver CO 80280-7500.

SUMMARY OF CHANGES

The interim change establishing that any officer requesting an accelerated promotion must meet the same vacancy requirements as officers meeting a position vacancy (PV) promotion board. Officers meeting the PV promotion board, or officers requesting an accelerated promotion, must be in a valid and funded position that will remain on the Unit Manning Document for at least one year after the board's convening date. This change alters paragraphs **2.7.**, **2.9.**, and **6.5.** and now reads as follows: A bar (|) indicates a revision from the previous edition.

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Chapter 1

RESPONSIBILITIES FOR THE SELECTION PROGRAM

1.1. Secretary of the Air Force (SAF). The SAF administers the selection program through the Chief of Staff, USAF, and the Deputy Chief of Staff for Personnel (AF/DP). SAF issues written instructions to selection boards; establishes competitive categories, eligibility, selection criteria and selection rates; establishes promotion zones, promotion opportunity and appoints and convenes selection boards under Title 10 United States Code (U.S.C.) Section 14101. The SAF guarantees the independence and integrity of selection boards by prohibiting unauthorized communications to boards and ensures compliance with DoD Directive 1320.12 and applicable laws.

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

1.1.2. Approves release from duty as board members.

1.1.3. Develops an annual promotion plan as outlined in DoD Instruction 1320.14, paragraph E.3.c.

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

1.1.5. Ensures the use of written standard operating procedures to govern the administrative support for selection boards.

1.2. ANG/DP and HQ USAF/REP. Prepare annual promotion plan recommendations, for their respective competitive categories, for submission to the SAF.

1.3. Air Reserve Personnel Center (HQ ARPC). Implements the promotion program approved by the SAF.

1.3.1. Promotions Secretariat Division (HQ ARPC/DPJ). Conducts pre-board support for all selection boards.

1.3.1.1. As directed by the SAF, announces by letter, approximately 5 months before a selection board convenes, the eligibility criteria, the board convening date, and for promotion boards (except for Position Vacancy (PV) Boards) the name and date of rank of the most senior and the most junior officers in the promotion zone as of the date of the letter. HQ ARPC/DPJ provides the letter to:

Directorate of Personnel, Office of Air Force Reserve (HQ USAF/REP)

Air National Guard Readiness Center (ANG/DP)

Major commands (MAJCOM)

Field operating agencies (FOA)

Direct reporting units (DRU)

Military Personnel Flights (MPF)

Joint/Unified Commands (J-1)

1.3.1.2. Notifies the board president, members, recorders, and administrative support staff when nominated for board duties. In the notification, gives them a copy of DoD Instruction 1320.14 and applicable information from this instruction.

1.3.1.3. Ensures organization of boards 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.

1.3.2. Board Support Branch (HQ ARPC/DPJA). Determines officers' eligibility for promotion as outlined in **Chapter 2**. Determines eligibility for continuation and selective early removal board consideration based on SAF definition of requirements for each individual board. Notifies and distributes officer preselection briefs (OPB) to eligible officers not participating either with a unit or individually.

1.3.3. Board Secretariat Branch (HQ ARPC/DPJB).

1.3.3.1. Flows OPBs and PRFs for eligible officers to the MPFs.

1.3.3.2. Schedules the boards.

1.3.3.3. Obtains the board members from the nominating agencies.

1.3.3.4. Conducts the board under the supervision of the board president.

1.3.3.5. Processes the board report.

1.4. MPFs. Issue written notice to each eligible officer, and to the local base media, of the eligibility criteria, including the board convening date, and, for promotion boards, the names and dates of rank of the most junior officer and most senior officer eligible In-the-Promotion-Zone (IPZ).

1.4.1. Receive OPB via AUTODIN.

1.4.1.1. Distribute OPBs to eligible officers with a letter of instructions for correction of any discrepancies.

1.4.1.2. Identify officers eligible for consideration for mandatory board promotion using the Promotion Recommendation and In Board Support Management (PRISM).

1.4.1.3. Provide commanders a list of eligible officers for their review.

1.4.1.4. Make the validated changes in-system and via message according to AFMAN 36-2622, for incorrect OPB data.

1.4.2. Identify officers eligible for USAFR Position Vacancy (PV) Promotion nomination using PRISM. Provide a listing of the eligible officers to commanders for their consideration for vacancy promotion nomination.

1.4.3. Screen all candidates identified in PRISM for complete eligibility based on criteria in **Chapter 2**.

1.5. Commanders.

1.5.1. Notify officers of selection or nonselection for promotion and ensure selectees remain qualified and eligible (paragraphs **2.5.** and **2.6.**) until the promotion becomes effective on the date of rank. Generate Not Qualified for Promotion (NQP), removal, and or delay actions as appropriate.

1.5.2. Recommend to senior raters, officers eligible for PV Promotion nomination who they deem especially well qualified for promotion.

1.5.3. Notify officers of selection or nonselection for continuation or selective early removal from the RASL. Generate a Not Qualified for Continuation action as appropriate.

1.6. Senior Raters. Complete an AF Form 709, **Promotion Recommendation** (PRF), for each eligible ratee (all ResAF officers considered for promotion to lieutenant colonel, all USAFR officers considered for promotion to colonel, and all USAFR PV nominees). Submit the completed form to HQ ARPC 60 days before the promotion board. Provide each mandatory board eligible ratee a copy of his or her PRF (if required) approximately 30 days before a selection board convenes. Verify eligibility and nominate qualified officers for PV Promotion consideration. Senior rater signature on the PRF certifies the validity of the vacant position and the eligibility of the officer. Provide these officers a copy of the PRF approximately 30 days before the PV Board convenes.

1.7. Eligible Officer. Monitors own eligibility and ensures own selection record is correct and up-to-date before the convening of the selection board.

1.7.1. Reviews OPB for accuracy of personnel data.

1.7.2. Reports any errors to the servicing MPF or other appropriate office as specified in the letter of instruction.

1.7.3. If the eligible officer discovers an error on the PRF, the officer can report the circumstances according to AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. The officer may also send a letter to the president of the selection board calling attention to the matter.

1.8. Board President. A nonvoting, nonscoring member of the board. The board president will:

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

1.8.2. Administer the oath (**Attachment 3**) to board recorders and administrative staff before record scoring begins.

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

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

1.8.5. Ensure the quality of records among panels at the "cut line" is the same if more than one panel is scoring a given competitive category.

1.8.6. Monitor the quality of records in the "gray area" plus the records immediately below and immediately above the "gray area." If the scoring standards of these records are not consistent, the president of the board will take action to resolve inconsistencies (i.e., rescoring by a different panel, etc.).

1.9. Board Members. Board members will acknowledge receipt of materials provided in their notification of nomination package. They will perform their duties based on the best interests of the Air Force.

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

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

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

1.9.4. Will report the basis for their belief to the SAF or the SecDef after release from board duties.

1.9.5. Will use the "whole person concept" to assess each eligible officer's potential to serve in the next higher grade. In addition, use the "best and fully qualified" method to select officers for promotion.

1.10. Board Recorders. The SAF ensures, through the board recorder, that boards consist of a president, panel chairpersons, panel members, recorders and administrative support staff. Recorders manage the flow of records to the board members, answer administrative questions, screen information for presentation to the board, and advise the board president and members on board processes and other administrative matters. Recorders ensure that the provisions of this instruction are carried out for each board.

1.10.1. Board recorders complete a course of instruction during the 12 months before the selection board for which they serve. The course, approved by SAF, covers their duties and responsibilities to ensure compliance with law and DoD policy.

1.10.2. Recorders brief board members on board operations.

1.10.3. Recorders administer the oath (**Attachment 3**) to board members before they score records. Recorders distribute records to panels by competitive category to ensure a random distribution of quality.

1.10.4. Recorders ensure at least one board recorder is present during all board deliberations.

1.10.5. Board recorders will not serve as a recorder on boards for which they are being considered. They will not serve as a board member and a recorder for the same board.

1.10.6. Board recorders will not serve on promotion boards if they have primary responsibilities involving the career management of the officers eligible for consideration by a board, or would be responsible for the career management of the officers if selected.

1.10.7. Recorders will request relief from the SAF or the SecDef as outlined in paragraph **1.9.3.**

1.11. Administrative Support Staff. Organizes records for presentation to the board, screens information for presentation to the board, transcribes scores into a data base and verifies their accuracy, accounts for rescored records, answers administrative questions, maintains the order of merit established by the board members' scores, and follows standard written procedures governing the administrative support for boards.

Table 1.1. Mailing Addresses for Correspondence.

LINE	A If the agency is:	B The address is:
1	HQ USAF/RE	HQ USAF/RE, 1150 Air Force, Pentagon, Washington DC 20330-1150
2	ANG/DP	ANG/DP, 3500 Fetchet Ave., Andrews AFB MD 20762-5157
3	ANG/SM	ANG/SM, 3500 Fetchet Ave., Andrews AFB MD 20762-5157
4	AFRC/CV	AFRC/CV, 155 2nd Street, Robins AFB GA 31098-1635
5	HQ AFRC/DP	HQ AFRC/DP, 155 2nd Street, Robins AFB GA 31098-1635
6	HQ AFRC/DPMB	HQ AFRC/DPMB, 155 2nd Street, Robins AFB GA 31098-1635
7	HQ AFRC/DPMO	HQ AFRC/DPMO, 155 2nd Street, Robins AFB GA 31098-1635
7	HQ ARPC/CC	HQ ARPC/CC, 6760 East Irvington Place #1000, Denver CO 80280-1000
8	HQ ARPC/DPJ	HQ ARPC/DPJ, 6760 East Irvington Place #2000, Denver CO 80280-2000
9	HQ ARPC/DPJA	HQ ARPC/DPJA, 6760 East Irvington Place #2000, Denver CO 80280-2000
10	HQ ARPC/DPJB	HQ ARPC/DPJB, 6760 East Irvington Place #2000, Denver CO 80280-2000

Chapter 2

PROMOTION ELIGIBILITY AND INELIGIBILITY CRITERIA

2.1. Program Objectives. A promotion is not a reward for past service. It is advancement to a higher grade based on past performance and future potential. An officer's first consideration for promotion will be far enough in advance so that, if recommended for promotion and on an approved selection list, the officer's promotion will occur on or before the date the officer reaches the maximum time in grade. However, during the transition period, officers must also meet the total years service date requirement (see paragraph **2.2.**). Specific objectives:

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 as best qualified.

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

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

2.2. Transition Period. The ROPMA law establishes a 5 year transition period to phase-in the promotion criteria outlined in the new law. The transition period is 1 October 1996 through 30 September 2001. The time frame is established to allow implementation of all the provisions of the law with as little negative impact as possible.

2.2.1. TYSD. The ANG and USAFR will gradually phase out the Total Years Service Date (TYSD) eligibility requirement of ROPA during the Transition Period. See **Table 2.1.** for specific criteria.

2.2.2. TIG for promotion to Captain. During the transition period, the USAFR will use 4 years time-in-grade (TIG) to establish eligibility for promotion consideration to the grade of captain. After the transition, TIG will change to 5 years. The Air National Guard will use 5 years during this transition period unless otherwise announced.

2.3. Promoting USAFR Second Lieutenants. (For ANG officers, see ANGI 36-2504.) Second lieutenants on the RASL are eligible for promotion and are normally promoted after completing 2 years of service starting from their Date of Rank (DOR) as a second lieutenant. If found NOT Qualified for Promotion (NQP) or a delay is warranted, see **Chapter 7**. Where there is an unintended delay in an officer's promotion to first lieutenant by reason of administrative error supporting review as determined by ARPC/CC, ARPC/CC may adjust the officer's date of rank and effective date on which it would otherwise have been effective. *Note:* Chaplain Candidates, Legal Interns, and Health Professions Scholarship Program Participants are ineligible for promotion while in these programs.

2.4. Eligibility Criteria and Restrictions. The following criteria are restriction apply for promotions to grades of captain through lieutenant colonel (ANGUS) through colonel (USAFR) Promotion Eligibility.

2.4.1. An officer must be currently on the RASL when the board convenes. Additionally, the officer must have been on the RASL or the active duty list (ADL) or a combination of these for 1 year before the board convenes.

2.4.2. An officer, removed from the RASL and later placed back on the RASL, shall have his or her DOR and seniority adjusted to reflect the time spent not on the RASL.

2.4.3. The mandatory promotion board considers eligible officers for promotion to the grades of captain through lieutenant colonel soon enough so that if selected, the IPZ promotion can occur when they complete the time in grade as listed in **Table 2.1.** and **Table 2.2.** If utilized, Below-the-Promotion-Zone (BPZ) promotions are for officers eligible for promotion consideration, but junior to officers' eligible IPZ and APZ for their competitive category. However, the Reserve of the Air Force will not consider officers for BPZ promotion.

2.4.4. A USAFR officer, eligible for promotion consideration to colonel, must complete 3 or more years time in grade by 30 September of the calendar year in which the board convenes. For promotion of ANGUS officers to the grade of colonel, see NGR (AF) 36-4.

2.4.5. To be promoted, a selected officer must remain on the RASL until their date of rank (DOR) unless the officer transfers to the ADL. If the officer transfers to the ADL before DOR, the officer is still promoted on the DOR. An officer's promotion becomes void if a selected officer receives an assignment to the Inactive Status List Reserve Section (ISLRS) or to the Retired Reserve before the DOR. In this case, no promotion occurs until reconsideration and selection of the officer by another promotion board.

2.4.6. An officer may not have a projected removal from the RASL that falls within 90 days after the convening date of the board. Waivers may be granted, for lieutenant colonels only, on a case-by-case basis. Lieutenant colonels desiring a waiver submit a letter to HQ ARPC/DPJ to arrive not later than 60 days before the board convening date. Since the PRF must accompany the waiver letter for the application to be processed, provide the letter to the MPF to accompany the PRF to HQ ARPC. Once approved, the officer will be notified of eligibility to meet the Colonel Promotion Board.

2.4.7. MAJCOMs and MPFs identify eligible officers using "Reports Processing" in the PRISM information system. They will notify the commanders of officers identified as eligible for promotion consideration.

2.4.8. All officers eligible for promotion consideration to the grade of lieutenant colonel and USAFR officers eligible for consideration to the grade of colonel will have an AF Form 709, **Promotion Recommendation** (PRF) completed and submitted to the selection board. Each board announcement letter, sent prior to selection boards, will include specific instructions for completing the PRF.

2.4.9. ANG/DP gives HQ ARPC/DPJA a list of all ANGUS candidates ineligible for each promotion board.

2.4.10. HQ ARPC/DPJA screens all identified candidates to verify eligibility for promotion consideration.

2.4.11. Officers who voluntarily remain on LEAD for subsequent tours, will be transferred to the ADL at the three-year and one day point and compete for promotion under DOPMA provisions (ADL) when they meet the established promotion eligibility criteria. LEAD officers who desire to remain promotion eligible under ROPMA provisions (RASL) must return to the AFR/ANG for a minimum of one year prior to returning to LEAD. Officers who are voluntarily returned to lead before the one-year has expired will have orders generated that are greater than three years, which automatically places them of the ADL.

2.5. Purpose of the PV Program. Promotions under this program maintain a balanced force by giving commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades of captain through lieutenant colonel in the Air Force Reserve.

2.5.1. Immediate supervisors and senior raters base their recommendations on individual merit and demonstrated potential for service in the higher grade. Officers are not entitled to a PV nomination simply because they occupy a higher graded position or because of their seniority to any other officer.

2.5.2. PV Boards convene in conjunction with annual promotion boards convened under Title 10 U.S.C., Section 14101(a). HQ ARPC/DPJ provides MAJCOMs and the MPFs information on each PV selection board. MPFs send the information to the units they service.

2.6. Vacancy Determination. For PV promotion nomination to the grade of captain through lieutenant colonel, the officer must occupy a position with an authorized grade higher than the officer's current grade. Base the vacancy determination on the following criteria.

2.6.1. The position vacancy must be within the nominee's duty Air Force Specialty (DAFS) (excluding prefix and suffix) in an organization managed by the nominating senior rater.

2.6.2. A position vacancy is defined as within the nominee's DAFS if the number of officers assigned in the next or higher grades (up to and including lieutenant colonel) is less than the number of officers authorized in the next or higher grades (up to and including lieutenant colonel). See **Attachment 4** for specifics for each grade.

2.6.3. When determining vacancies within a DAFS, compute authorized and assigned figures separately for each Reserve category (i.e., Air Reserve Technicians (ARTs), Individual Mobilization Augmentees (IMAs), Active Guard Reserve (AGR), traditional unit participants, etc.). Geographically separated units will be considered separately when determining vacancies.

2.6.4. When computing the number of officers assigned by grade to a particular DAFS, do not count officers who, within 90 days after the board convening date, are either projected for reassignment from the senior rater's organization or have an established date for removal from the RASL. If their date of assignment from the senior rater's organization or removal from the RASL, is projected to be later than 90 days after the board convening date, count these officers in determining the number assigned.

2.7. Eligibility Criteria.

2.7.1. First lieutenants, captains, and majors in the Selected Reserve are eligible for PV promotion consideration when they:

2.7.1.1. Have an outstanding record, with at least 50 credit points for a year of satisfactory federal service during the last full retention/retirement (R/R) year.

2.7.1.2. Complete the required time in grade (see **Table 2.1.**) by the last day of the month before the selection board convenes.

2.7.1.3. Deleted.

2.7.2. Officers nominated for PV promotion must occupy, or be reassigned to, the position for which nominated at the time of submission of the PRF. To receive the promotion, the officer must be

assigned to the position for which nominated, at the time of the public release of the board's results. See paragraph **2.9.** for the exception.

2.7.2.1. The unit in which the vacancy exists cannot be scheduled for deactivation within 1 year of the board's convening date.

2.7.2.2. The position must be authorized at a higher grade than the nominee's current grade. The grade must not be lowered and the position must remain on the Unit Manning Document (UMD) and be funded for at least one year from the board's convening date.

2.7.3. Are recommended by their senior rater on a PRF.

2.7.4. The nominee must be the incumbent (not a UMD overage) in the position for which nominated.

2.8. Identifying Eligible Officers. All MPFs identify officers tentatively eligible for PV nomination using "Reports Processing" in PRISM. They in turn, will notify the commanders of officers identified as tentatively eligible.

2.9. Ineligible Officers. An officer is ineligible for promotion consideration or PV promotion if the officer:

2.9.1. Is retired (see AFI 36-3203, *Service Retirements*).

2.9.2. Deleted.

2.9.3. Is currently on a mandatory promotion list or eligible for consideration by a mandatory board (IPZ). Was considered by a mandatory Reserve of the Air Force (ResAF) captain, major, or lieutenant colonel selection board, but not recommended for promotion (the officer cannot be once passed over for promotion and then nominated for PV promotion to the same grade as passed over).

2.9.4. Declined a ResAF promotion to captain, major, or lieutenant colonel (the officer cannot decline a promotion and then be nominated for PV promotion to the same grade).

2.9.5. Was removed from a ResAF promotion recommendation list, for promotion to the same grade, by a propriety of promotion action.

2.9.6. Was selected for PV promotion but, subsequently reassigned from the position for which nominated on the PRF on or before the public release date of the results of the selection board. ***EXCEPTION:*** Any officer who is reassigned from the position for which nominated, with an EDCSA prior to public release date, may retain the PV promotion as long as the new position is at least one grade higher than their current grade, the criteria in paragraph **2.7.** are met, and both the gaining and losing senior rater concur with the PV promotion. The gaining senior rater will forward a letter of concurrence to HQ ARPC/DPJ before public release.

2.9.7. Is coded as an UMD overage.

NOTE: Do not backdate a reassignment for a promotion. If the nominated officer's position is redesignated due to reorganization, the officer is still eligible for promotion. The grade authorization, AFSC, and duties must remain the same. MAJCOM manpower personnel must confirm the position's transfer if the position control number changes. If position control numbers change for officers nominated for PV promotion, AFRC unit commanders must report these changes to the MPF. MPFs notify HQ ARPC/DPJA as quickly as possible, in writing, before the board convenes.

2.10. Nominating Officers To Fill Vacancies. Nominate an officer to fill only one vacancy. Nominate only one officer per vacancy. *NOTE:* Identify a vacancy by its position control number.

2.10.1. The official recommending a PV promotion notifies the officer of the recommendation. The officer may then request an officer preselection brief (OPB) through the servicing MPF.

2.10.2. Senior raters complete a PRF to nominate an eligible officer for PV promotion. The senior rater may take recommendations from the officer's supervisor for inclusion on the PRF. Board announcement letters, sent before each selection board, will include specific instructions for completion of the PRF.

2.10.3. HQ ARPC/DPJA must receive the completed PRF not later than 60 calendar days before the board convening date.

2.10.4. HQ ARPC/DPJA verifies that each recommended officer is eligible. HQ ARPC/DPJA returns recommendations to the servicing MPF for ineligible officers.

2.10.5. The senior rater submitting the recommendation must notify HQ ARPC/DPJA, in writing, as quickly as possible, when changes occur before the date of rank (DOR). These changes include when:

2.10.5.1. The officer becomes ineligible.

2.10.5.2. The officer becomes unavailable to fill the vacancy.

2.10.5.3. The Air Force eliminates the position.

2.10.5.4. The position is downgraded or deleted from the UMD.

Table 2.1. Promotion Eligibility Criteria

Promotion To:	Mandatory (IPZ) Promotion Years In Grade (Note 1)	Vacancy Promotion Time-In-Grade (Notes 2 and 3)
First Lieutenant	2	N/A
Captain	2 (USAFR) / 5 (ANG)	N/A
Major	7	4
Lieutenant Colonel	7	4
Colonel (Note 2)	3	N/A

NOTES:

1. IPZ criteria could change based on service needs as determined during annual promotion planning.
2. USAFR only.
3. TIG cut-off for each PV board is 30 September of the year the board is held

Table 2.2. Deleted. Refer to Table 2.1.

Table 2.3. USAFR Competitive Categories

Selected Reserve (SelRes) (Note 1)	**Non-Selected Reserve (NonSelRes) (Note 2)**
Line of the Air Force	Line of the Air Force
Medical Corps	Medical Corps
Dental Corps	Dental Corps
Nurse Corps	Nurse Corps
Medical Service Corps	Medical Service Corps
Biomedical Science Corps	Biomedical Science Corps
Chaplain	Chaplain
Judge Advocate	Judge Advocate

NOTES:

1. Selected Reserve. Individuals assigned to a position requiring pay and points. ANG units, USAFR units, IMAs are part of the SelRes. Limited extended active duty (LEAD) officers compete with SelRes officers, but are not a part of the SelRes.
2. Non-Selected Reserve. Any position or assignment in the Reserves that does not allow pay and points. Category E (Academy Liaison, Civil Air Patrol Liaison, Ready Reinforcement) and all non-participants are Non-SelRes.

Chapter 3

ORGANIZATION OF THE SELECTION PROGRAM

3.1. Convening of Selection Boards. Whenever needed, the SAF will convene a selection board to recommend officers for promotion to the next higher grade, for consideration for continuation, or selective early removal from active status.

3.1.1. Mandatory Promotion Boards. The numbers of officers In- and Above-the-Promotion-Zone (I/APZ) are based on the projected needs of the Air Force, within each competitive category, over the next 5 years. It also includes the number of officers who require consideration before reaching their maximum time in grade (see **Table 2.1.** and **Table 2.2.**).

3.1.2. Position Vacancy Promotion (PV) Boards. The number of officers selected in each competitive category for a PV promotion depend on the number of positions vacant and the number of officers both best and fully qualified for promotion, out of the officers nominated for promotion.

3.1.3. Continuation Boards. Convening of continuation boards is based solely on the needs of the Air Force for retaining officers in a specific AFSC for a specific period of time. When necessary, SAF will establish a quota of officers eligible for continuation. To be eligible for consideration by a continuation board, an officer must be twice deferred for promotion to the next higher grade or the officer reaches the maximum time in service for their grade (lieutenant colonel and colonel). Additionally, the officer must make application for consideration when offered the opportunity to apply.

3.1.4. Selective Early Removal Boards. Whenever the SAF determines there are too many officers in a specific grade and competitive category with at least 30 years of commissioned service or 20 years of satisfactory federal service for retirement, the SAF may convene a board to recommend officers for removal from the RASL.

3.2. Selection Board Composition. The SAF ensures that board membership consists of at least five or more officers who are senior in grade to the eligible officers. Divide selection boards consisting of more than five officers into panels of at least five officers each, to enable the board to complete its work in a reasonable time. Panels are subdivisions of the board and will have as broad a representation of MAJCOMs, career areas and aeronautical ratings as possible.

3.2.1. At least half the selection board membership must be ResAF officers not on the active duty list (ADL). At least one officer from each component (active duty, ANG, USAFR), and one officer from each competitive category considered must be part of the board membership.

NOTE: For promotion to ANGUS Colonel, only ANG and active duty officers comprise the selection board. For promotion to USAFR Colonel, only USAFR and active duty officers comprise the selection board.

3.2.2. A selection board need not include an officer from a competitive category if no officer of that competitive category on the RASL or ADL holds a permanent grade higher than the grade of the officers considered by the board. However, in such a case, the SAF may appoint as a member of the board a retired officer of that competitive category who holds a higher grade than the grade of the officers under consideration.

3.2.3. No officer may serve on two consecutive boards for promotion to the same competitive category and grade if the second board will consider any officer considered and not selected by the first board.

3.2.4. Selection board membership will reflect the eligible population in terms of minority and women officers, MAJCOM of assignment, and component when practical. Even if no females or minorities meet a particular selection board, at least one female or one minority officer will be a member of each board.

3.2.5. Large MAJCOMs will not dominate the board membership; ensure reasonable representation of smaller commands over time. Board membership will also contain rated and nonrated officers from Regular Air Force (RegAF), ANGUS and USAFR (*EXCEPTION:* No ANGUS representation for Reserve Colonel Promotion Board).

3.2.6. Structure board membership for the judge advocate, chaplain and health professions competitive categories to ensure no more than two voting members (or less than a majority for a larger board) are from the competitive category under consideration. The remaining voting members will be line officers, except for boards considering health professions competitive categories where other voting members may be officers from other health professions competitive categories.

3.2.7. Board members (other than the president and panel chairpersons) for the lieutenant colonel and colonel boards must be in the grade of colonel. (*EXCEPTION:* A judge advocate board member may be a brigadier general.) The panel chairperson for all promotion panels will be a Line of the Air Force officer, of the appropriate grade, for the officers under consideration by a board.

3.2.8. The president of the captain board and panel chairpersons for the lieutenant colonel and colonel boards must be in the grade of brigadier general or above. The president of the major, lieutenant colonel, and colonel boards must be at least a major general.

3.2.9. The board presidency rotates among RegAF, ANGUS and USAFR for captain, major and lieutenant colonel boards, and between RegAF and USAFR for USAFR colonel boards.

Chapter 4

CONDUCTING THE BOARD

4.1. Program Objectives. The fundamental purposes are to select officers, through a fair and competitive process:

4.1.1. For promotion to positions of increased responsibility and authority and to provide the necessary career incentive to attract and maintain a quality officer force.

4.1.2. For continuation if the SAF determines there is a need for additional officers in specific grades and competitive categories.

4.1.3. For selective early removal from the RASL of officers meeting specific criteria outlined in **Chapter 11**.

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

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

4.2.2. 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.

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

4.3. Oaths Administered to Members and Recorders of Selection Boards. Board members must take an oath (**Attachment 3**) stating they will perform their duties without prejudice or partiality. Recorders and administrative staff must take an oath (**Attachment 3**) stating they will keep a true record of the board proceedings.

4.4. Instructing Boards. The board president will read the SAF 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 SAF. The instructions must contain the following information.

4.4.1. For promotion boards, use the text of DoD Instruction 1320.14, Enclosure 4. For continuation and selective early removal boards, the SAF will provide specific instructions as they pertain to each board.

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

4.4.3. 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. In addition, furnish information or guidelines on officers with particular skills as part of the written instruction provided to the board at the time the board convenes.

4.4.4. 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 the officer's selection for promotion, continuation or selective early removal.

4.4.5. Directions for boards convened to consider officers for promotion to a grade below colonel in the Nurse Corps (NC), Biomedical Science 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.

4.4.6. 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 this instruction or DoDI 1320.14 does not allow.

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

4.4.8. Promotion Boards Only. Supply to the board the maximum number of officers the board can recommend IPZ, APZ, or for PV promotion in each competitive category. Determine this number by using the guidelines in DoD Instruction 1320.14, Enclosure 3. Do not increase this number, after the promotion board convenes, without the written approval of the SAF.

4.4.9. Continuation and Selective Early Removal Boards Only. Supply to the board, the maximum number of officers the board can recommend for continuation or selective early removal within each competitive category. This number may not increase without the written approval of the SAF.

4.5. Communications With Boards. The board recorder ensures all communications with the board are in writing, including guidance from the SAF (for letters from eligible officers, see paragraph **4.7.**).

4.5.1. Board recorders will furnish all written communications to all board members and record them as part of the board's record.

4.5.2. No one other than the SAF may appear in person to address a selection board on any matter. Should the SAF address a board in person, HQ ARPC/DPJ provides a verbatim transcript of the SAF's 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.

4.6. Information Provided to Selection Boards. Selection boards use the following items in their deliberations.

4.6.1. The name and official record (outlined in AFI 36-2608, *Military Personnel Records System*) of each eligible officer, including any communication received from that officer, and a factual summary of the data contained in the officer's military personnel file (the Officer Selection Brief [OSB]).

4.6.2. Letters submitted to selection boards by eligible officers.

4.6.3. Information not part of the official military personnel record of an officer, but which the SAF (or a civilian official appointed by the President, by and with the advice of the Senate and designated by the SAF) determines as substantiated and relevant to reasonably and materially affect board deliberations. The SAF (or designee) must ensure the procedures for identifying and proposing such information for consideration applies to all eligible officers In- and Above-the-Promotion-Zone, for all eligible officers nominated for consideration for PV Promotion, for continuation and for selective early removal for the board concerned. In these cases the SAF ensures the officer:

Is notified and provided a copy of the information.

Is allowed a reasonable opportunity to submit written comments and information.

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

4.6.4. Administrative information to amplify or clarify the official military records, instruction and information provided to the board. The recorders and administrative staff may provide only information outlined in AFI 36-2608.

4.6.5. Information described in paragraph **4.6.2.**, **4.6.3.** and **4.6.4.** will not meet a subsequent board unless the information is in the official military personnel record of the officer, or the SAF (or designee) makes a new determination. When rendering a new determination, the officer will have the opportunity to comment upon notification.

4.7. Letters to Selection Boards. Officers eligible for promotion, continuation or selective early removal consideration may send a written communication to the board calling attention to any matter concerning themselves that the officer considers important to the officer's case. Send the letters to HQ ARPC/DPJA. Letters must have original signatures. HQ ARPC/DPJA will not accept FAX copies for presentation to the selection board.

4.7.1. The officer submitting the letter must be able to support any statements made in the letter. The officer must sign the letter and place their Social Security Number (SSN) below the signature to ensure filing the letter in the correct selection folder.

4.7.2. Letters should arrive at least 30 days before the board convenes. Letters must arrive no later than 0800 the day the board convenes, for consideration by the board.

4.7.3. HQ ARPC/DPJA destroys letters after the board adjourns. An officer who requests return of the letter must provide a stamped, self-addressed envelope.

4.7.4. The board will not consider letters written by others on behalf of any officer.

4.7.5. Do not attach anything that may become or is already a part of the officer's record (such as any PRF, Officer Performance Reports [OPR], or decoration narratives).

4.8. Scoring Records. Score records on a best-qualified basis unless otherwise directed by SAF.

4.8.1. Base selection on the whole person concept, using evidence of potential to serve in a higher grade.

4.8.2. Base all scores on the following:

4.8.2.1. The material in each officer's official military record.

4.8.2.2. Any information the SAF may provide to that board according to DoD Instruction 1320.14.

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

4.8.3. Score records by secret ballot, that is, without benefit of discussion, unless a significant disagreement (a split; see glossary for definition) occurs in the scores on a particular record. The board president approves requests to discuss records that are not splits. Board members may discuss their

own personal knowledge and evaluation of the professional qualifications of eligible officers as long as they discuss only matters permitted by law, DoD Directive 1320.12, this instruction, or Secretarial guidance and instructions. Board members may not discuss or disclose the opinion of any person not a member of the board concerning the officer unless that opinion is in the material for the board under DoD Instruction 1320.14.

4.8.4. Board members from competitive categories other than the line will not score the records of officers of the line competitive category.

4.9. Using the Scoring Scale. Boards will use this scoring scale:

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

4.9.1. Score records separately by competitive category; officers within the same competitive category compete only among themselves for promotion.

4.9.2. Boards or competitive categories with 100 percent selection quotas may use a “yes” or “no” scoring system. A “yes” vote indicates the panel member believes the officer is both fully and best qualified for promotion. A “no” vote indicates the officer is not fully qualified.

4.10. Conducting Trial Runs. The board recorder provides board members pre-identified records to practice scoring and to illustrate some situations the board 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.

4.10.1. To the extent practical, the trial run records will be of Reservists representing the broad spectrum of Reserve categories considered by each board.

4.10.2. After the trial run, board members discuss the records to build on their understanding of the Reserve system and to help members assess records they will subsequently score.

4.10.3. The board president makes the determination if a second trial run is needed.

4.11. Resolving Splits. Board members discuss the record involved in the split and may change scores to resolve the split or rescore the record. Only board members with split scores may change their scores in the process of resolving a split. The board president may send the record of an unresolved split to another panel scoring the same competitive category (if available) or work with the original panel to help resolve the split. Limit discussion as explained in paragraph **4.8.3.**

4.12. Establishing the Cut Line. The board recorder or administrative support staff totals the scores from each panel member for each record. List these scores in an order of merit. Panels receive a pro rata portion of the total board quota that corresponds to the total number of records reviewed by the panel. The panel applies the quota and ensures the SAF's guidance concerning skill requirements and the consideration of special categories of officers is consistent. The board may discuss and rescore the record of any officer it determines necessary to give full consideration to the SAF's guidance. Establish a preliminary cut line after initial scoring.

4.13. Resolving the Gray Area. Board members rescore the records of all officers in the gray area until a preliminary cut line falls between officers having different scores.

4.14. Establishing a Recommended List.

4.14.1. Officers above the preliminary cut line will comprise a tentative recommended list.

4.14.2. All board members for each competitive category review the records at the final cut line to certify the officers are both best and fully qualified for promotion, continuation or selective early removal.

4.14.3. Board members will remove from the tentative recommended list any officer not fully qualified for promotion, continuation or selective early removal, as determined by the board. The board recommends the remaining officers to the SAF.

4.15. Identifying "Show Cause" Records. Board members identify officers considered by the board whose records, in the opinion of a majority of the voting members, indicate the officers must "show cause" for retention on the RASL.

4.16. Disclosing Board Recommendations. Before signing the board report, board participants may only disclose board recommendations or proceedings to board participants designated in writing by SAF.

4.16.1. After the signing of the board report, only the recommendations of the board will be disclosed.

4.16.2. HQ ARPC/DPJ will determine the Public Release date of results after approval of the board report.

4.17. Preparing Board Reports. The board, with the recorders' assistance, prepares a written report to the SAF on its proceedings. The board report will include the name of any officer the board determines must “show cause” for retention on active status. Each board member and recorder signs the report certifying:

4.17.1. To the best of the board member’s knowledge, they complied with DoDI 1320.14 for promotion boards.

4.17.2. To the best of the board member’s knowledge, they complied with SAF guidance for continuation and selective early removal boards.

4.17.3. They were not subject to, or aware of, any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board.

4.17.4. They were not subject to, or aware of, any attempt to coerce or influence improperly, any action in the formulation of the board's recommendations.

4.17.5. They were not party to, or aware of, any attempt at unauthorized communications.

4.17.6. That, to the best of their knowledge, the board reviewed the records of each officer whose name was furnished to the board.

4.17.7. That the officers recommended for promotion are, in the opinion of the majority of the board members, fully qualified and best qualified to meet the needs of the Air Force among those officers whose names were furnished to the board.

4.17.8. That officers recommended for continuation or selective early removal from the RASL do, in the opinion of the board members, meet SAF requirements and the needs of the Air Force among those officers whose names were furnished to the board.

Chapter 5

POST-BOARD ACTIONS

5.1. Approving Board Reports. The SAF reviews the report and ensures the board acted within the law, applicable directives, and Secretarial guidelines and processes the report according to Title 10 U.S.C., Section 14110 and Section 14111. If the SAF determines the board acted contrary to law, instruction, DoD Directives, DoD Instructions or guidelines, he or she will return the board report for further proceedings with a written explanation for returning it, as authorized by Title 10 U.S.C., Section 14110. The SAF may then modify, withdraw, or supplement the initial instructions as a part of that written explanation. The board will conduct proceedings necessary to revise the report to correct deficiencies and will resubmit the report to the SAF. The SAF forwards promotion board results to President, for final approval. For promotion to the grade of colonel and above, the appropriate authority must obtain the advice and consent of the Senate. The SAF will approve results and proceedings for continuation and selective early removal boards.

5.2. Board Recorders' Responsibilities.

5.2.1. Collect all score rosters, internal working papers, etc., and ensure board members do not retain any board documents.

5.2.2. Destroy all score rosters and internal working papers associated with the board not part of the board report. Do not do this until approval of the board results.

5.2.3. Identify and retain five benchmark records (provided there are enough records) from among the lowest scoring selects and five benchmark records from among the highest scoring nonselects.

5.3. Promotion Secretariat Division Responsibilities (HQ ARPC/DPJ) .

5.3.1. Prepares board reports as specified in DoD Directive 1320.12, Enclosure 6 and specific guidance provided by SAF for selection boards. Includes in the board report for SAF review the race/ethnic profile data of the population considered by selection boards for promotion to major, lieutenant colonel and colonel (all competitive categories).

5.3.2. Establishes the public release date for the promotion, continuation and selective early removal lists after approval of the board reports.

5.4. Releasing Board Information. HQ ARPC/DPJ releases only the recommendations of the board. 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. 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. Disclose a selection board member's recommendations only in accordance with law, DoD Instruction 1320.14, and in the case of continuation or selective early removal boards, SAF guidance.

5.5. Removing an Officer from a Board Report. If the SAF or the SecDef recommends removing an officer from a board report (Title 10 U.S.C., Section 14111) and the recommendation includes 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 sub-

mit comments on the information to the officials making and reviewing the recommendation. If the officer cannot have access to the information for reasons of national security, provide the officer, to the maximum extent possible, an appropriate summary of the information.

5.6. Announcing Board Results. Following approval of the Selection List, HQ ARPC/DPJ will transmit the board results to the ANGRC, each MAJCOM, FOA, DRU, the Adjutant General of each state, and MPFs. Each organization removes the list of nonselects and SSNs of selected officers before publicly releasing the identities of the officers selected. The organization provides the list of nonselects to the commanders for their action.

5.7. Notifying Officers Selected for Promotion. See **Attachment 6** for sample notification. (*NOTE:* Notify ANGUS officers per NGR (AF) 36-4, *Federal Recognition of Promotion in the Air National Guard of the United States and as a Reserve of the Air Force Below the Grade of General Officer.)* At the discretion of the selected officer, notify the officer's civilian employer (**Attachment 7**).

5.7.1. First Lieutenant:

5.7.1.1. The servicing MPF sends commanders a list of officers eligible for promotion 90 calendar days before the date of rank (DOR).

5.7.1.2. The immediate commander notifies selected officers of their DOR (see **Table 5.2.**) and tells them to assume the grade on that date, unless otherwise directed.

5.7.2. All Other Grades. The immediate commander writes a notice to the selected officers on the public release date or as soon as possible. The notice includes the officer's DOR and requests permission to inform the officer's civilian employer of the promotion.

5.7.2.1. Unit Assigned Selectees. Before the public release date, the servicing MPF:

5.7.2.1.1. Gives the immediate commanders a list of their selectees, including the DOR.

5.7.2.1.2. Advises commanders not to disclose the information until the public release date.

NOTE: Mark all selection lists "For Official Use Only—Contains Officer Promotion Information." Address envelopes containing selection list information "Eyes Only—To Be Opened by Addressee Only."

5.7.2.2. Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reservist (IRR) Selectees. The servicing MPF (normally RegAF for IMAs and RegAF/ANG/AFRC unit for IRR):

5.7.2.2.1. Screens selection lists and identifies officers assigned to their command.

5.7.2.2.2. Gives the selectees' names and DORs to their immediate commanders before the public release date.

5.7.2.2.3. Coordinates with their MAJCOMs or equivalent levels and HQ ARPC/SG/JA/HC/DRM to advise commanders not to disclose the information until the public release date.

5.7.2.2.4. Nonparticipating Selectees. HQ ARPC/DP sends a letter to their home address.

5.8. Determining Order of Seniority on the RASL. Position officers with the same date of rank, in order of seniority based on the following criteria (applied in the order listed).

5.8.1. Previous grade date of rank (if applicable) or if the same, the date of rank in an earlier grade.

5.8.2. Previous active duty grade relative seniority (if applicable).

5.8.3. Total Active Federal Commissioned Service.

5.8.4. Total Federal Commissioned Service.

5.8.5. Date of original acceptance of commission (AF Form 133, **Oath of Office**).

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

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

5.9. Notifying Officers Not Selected for Promotion. The immediate commander of each participating officer in the grades of first lieutenant through lieutenant colonel notifies the officer of nonselection on the public release date, or as soon as possible after that date (**Attachment 8**). Notify ANGUS officers per NGR (AF) 36-4.

5.9.1. Immediate commanders will verbally notify officers not selected for promotion to USAFR captain, major, lieutenant colonel and colonel.

5.9.2. Following the first nonselection by a mandatory promotion board (IPZ) for consideration to the grades of captain through lieutenant colonel, HQ ARPC/DP will send USAFR officers a letter, after public release, notifying them of their nonselection and the ramifications of having failed to be selected (**Attachment 9** and **Attachment 10**).

5.9.3. RegAF MPFs, in coordination with their MAJCOMs or equivalent, USAFR MPFs, and HQ ARPC/SG/JA/HC, follow the procedures outlined in paragraph **5.6.** to advise commanders of their officers not selected for promotion.

5.9.4. Commanders should notify their PV nominees of their non-selection.

5.10. Failure of Selection for Promotion.

5.10.1. Once Failed. An officer on the RASL in a grade below lieutenant colonel, in or above the promotion zone

established for that officer's grade and competitive category, is considered once failed of selection for promotion if this is the first mandatory consideration and the officer:

5.10.1.1. Is not recommended for promotion (other than by a PV promotion board).

5.10.1.2. Declines a promotion for which selected (other than by a PV promotion board).

5.10.2. Twice Failed. An officer on the RASL in a grade below lieutenant colonel, in or above the promotion zone established for that officer's grade and competitive category, is considered twice failed of selection for promotion if any of the following applies:

5.10.2.1. The officer is considered but not recommended for promotion a second time by a mandatory promotion board or a Special Selection Board (SSB) in place of a second mandatory board.

5.10.2.2. The officer declines a promotion when recommended by a mandatory board or SSB, after previously failing selection or previously declining a promotion.

5.10.2.3. The President removed the officer's name from the report, or the SecDef removed the name from a promotion list after recommendation by a mandatory board or by a SSB and:

5.10.2.3.1. The officer is not recommended for promotion by the next mandatory promotion board or SSB or

5.10.2.3.2. The President again removes the officer's name from the report or the SecDef removes the name from the list.

5.11. Effect of Twice Failing Promotion to Captain, Major, or Lieutenant Colonel. HQ ARPC reassigns twice-deferred officers according to AFI 36-2115, *Assignments Within the Reserve Components*. For twice deferred ANGUS officers, refer to NGR (AF) 36-4 for separation procedures. ANG State Headquarters separates and reassigns twice-deferred officers according to AFI 36-3209, *Separation Procedures for United States Air Force Reserve Members.*

5.11.1. A first lieutenant, twice deferred for promotion to captain, will be separated from the ResAF not later than the first day of the seventh month after the month the President approved the board report of the board that considered the officer for the second time. *EXCEPTION*: The SAF may retain the officer in order to meet planned mobilization needs. This may not exceed 24 months from the date the President approves the report of the board that considered the officer for the second time.

5.11.2. A captain, twice deferred for promotion to major and not in a continued status, will be separated from the ResAF not later than the first day of the seventh month after the month the President approved the board report of the board that considered the officer for the second time.

5.11.3. A major, twice deferred for promotion to lieutenant colonel and not in a continued status, will be removed from the RASL on the first day of the month after the month the officer completes 20 years of commissioned service.

5.11.4. Officers, who on the date prescribed for reassignment, separation, or transfer from an active status, as required above, are entitled to be credited with at least 18 but less than 20 years of satisfactory service for Reserve retirement, will not be involuntarily reassigned, separated, or transferred from an active status before meeting the requirements specified in Title 10 U.S.C., Section 12646 (**Attachment 9** and **Attachment 10**). Officers who, on the date prescribed for release from active duty (other than for training) as required above, are entitled to be credited with at least 18 but less than 20 years of active duty for retirement, will not be involuntarily released from active duty (other than for training) before becoming eligible for that retirement, or as otherwise specified in Title 10 U.S.C., Section 12686.

5.12. Administering Promotion Orders. HQ ARPC/DPJ publishes promotion orders for USAFR officers in accordance with AFI 37-128, *Administrative Orders* (PA). This authority cannot be delegated. Notify ANGUS officers per NGR (AF) 36-4.

5.12.1. After publishing the promotion order, it becomes invalid (see AFI 37-128) if any of the following occurs before the DOR:

The officer dies.

The officer is discharged.

The officer is assigned to Inactive Status List Reserve Section (ISLRS).

The officer is assigned to the Retired Reserve.

The President removes the officer from the select list.

The officer is removed from the RASL for any other reason.

5.12.2. HQ ARPC distributes promotion orders to arrive at the MPF and the officer's address approximately 2 weeks before the effective date. Address a request for missing orders to HQ ARPC/DPJA. Include the officer's name, SSN, grade to which promoted, DOR, order number, and date of the order (if known).

5.12.3. See **Table 5.1.** to publish promotion orders.

5.13. Date of Rank. See **Table 5.2.**

5.14. Continuation and Selective Early Removal Board Results. See **Chapter 10** for Continuation Board guidance and **Chapter 11** for Selective Early Removal Boards.

Table 5.1. Publishing and Recording Promotion Orders and Federal Recognition Orders.

RULE	A	B	C	D	E
	If action is promotion of an officer whose component is	and the officer is on an AGR tour in a commissioned status	then an order is published by (AFI 37-128) (Note 1)	and a promotion entry is made in PDS by	and orders are distributed by (AFI 37-128)
1	USAFR	YES	HQ ARPC/DPJ (Note 2)	HQ ARPC/DPJ (Note 2)	HQ ARPC/DPZ (Note 2)
2		NO	HQ ARPC/DPJ	HQ ARPC/DPJ	HQ ARPC/DPZ
3	ANGUS	YES	ANG/DP (Notes 3 and 4)	ANG/DP	ANG/DP
4		NO	ANG/DP (Note 3)	HQ ARPC/DPJ or ANG/DP (Note 4)	ANG/DP

NOTES:

1. Publish orders promoting officers to first lieutenant, captain, major or lieutenant colonel after the public release date. For colonel and above, publish after Senate confirmation.
2. HQ AFRC/DPMO publishes an additional order and makes PDS data entries for USAFR AGRs to assume the higher active duty grade. See paragraph **6.6.**
3. Publish Federal Recognition Orders for ANGUS promotions based on AFI 37-128.
4. ANG/DP makes PDS promotion entries for ANGUS officers promoted by ANG PV boards (NGR (AF) 36-4).

Table 5.2. Date of Rank.

RULE	A	B
	If an officer with no pending propriety of promotion action	then the DOR is
1	Is selected IPZ	The anniversary of the DOR once the time-in-grade requirements are met as specified in **Table 2.1.** or **Table 2.2.**, or as specified by the SAF (Notes 1, 2, and 3).
2	Is selected IPZ/APZ and nominated for accelerated promotion	The date requested by the senior rater. (Notes 2, 3 and 4)
3	Is selected to fill an overall vacancy in the grade of colonel (USAFR only)	Established by HQ USAF/REP (Notes 4)
4	Is selected by a PV board for promotion to captain, major or lieutenant colonel to fill a USAFR unit, IMA, or USAFR AGR higher grade vacancy	The public release date of the promotion list (Notes 2 and 3).
5	Is promoted by the next selection board after removal from a recommended list	If approved by SAF, the date the officer would have been promoted if officer had not been removed from the first recommended list; otherwise, either as stated in Rule 1 or Rule 6, as appropriate (Notes 1, 2, and 3).
6	Is promoted APZ	The first of October of the fiscal year of the board (Notes 2, 5, and 6).
7	Is promoted after delay action is ended	The date the officer would have received if promotion had not been delayed.
8	Is a second lieutenant found qualified after a recommendation of not qualified	The date the officer became qualified, as SAF directs.
9	Accepts a previously declined promotion before the effective date	The original effective date
10	Accepts a voluntarily delayed promotion	The date the officer accepts the voluntarily delayed promotion
11	Does not or cannot extend a voluntary delay of promotion	The date of the expiration of the voluntary delay
12	Accepts an assignment following a break in active status (ISLRS, civilian status, Retired Reserve, etc.)	Adjusted to reflect only the time in grade spent in an active status.
13	Transfers from the ADL to the RASL, with a pending ADL promotion	Calculated using the current (as of the date of the transfer) ResAF IPZ eligibility criteria (Note 7)

RULE	A	B
	If an officer with no pending propriety of promotion action	then the DOR is
14	Transfers from the ADL to the RASL with a pending ADL promotion and the senior rater nominates the officer for an accelerated promotion	The date requested by the senior rater provided the criteria in paragraph 6.5. are met (Note 4)

NOTES:

1. The US Senate confirms promotions to colonel and above.
2. DOR will never be earlier than the public release date.
3. AGRs will pin on the new rank only if USAFR strength limits are not exceeded and the promotion is approved by HQ USAF/RE . (AGRs may delay declination of promotion until date released from the tour.)
4. This date can be no earlier than the public release date (if the officer is in the position at that time), or the date the officer is placed in the higher graded position (when after public release date) and meets all the criteria. The letter must arrive at HQ ARPC/DPJA 2 business days before the proposed DOR. See also paragraph 6.5.
5. HQ USAF/REP makes USAFR colonel promotions incrementally.
6. ***Example*:** A first lieutenant with a DOR of 15 Mar 93, is not selected by the FY98 Captain Promotion Board. The officer meets the FY99 Captain Promotion Board and is selected. The officer's DOR to captain is 1 October 1998, the first of October of the Fiscal Year of the board.
7. Calculate the officer's date as if selected (using the eligibility criteria based on the officer's service dates) by a Reserve of the Air Force Selection Board. However, at no time will the date be sooner than the date of the officer's transfer to the RASL. Also, see paragraph 6.5.

Chapter 6

PROMOTION SPECIAL ISSUES

6.1. Missing Officers. Consider and promote missing officers eligible for promotion along with all other officers. "Missing status" includes:

Missing.

Missing in action.

Interned in a foreign country.

Captured.

Beleaguered.

Besieged by a hostile force.

Detained in a foreign country against the officer's will.

6.2. Posthumous Promotions. Officers on a select list, who die while on the RASL, are eligible to receive a Posthumous Promotion. The commander sends a priority message (MINIMIZE included) including the information listed below through the MPF, to HQ ARPC/DPJA, with information copy to MAJCOM, FOA, or DRU. The request must include the date of death and the circumstances of death. HQ ARPC/DPJ will process the promotion order and send the published promotion order to the immediate commander. The commander will present the order to the next of kin. Notify ANGUS officers per NGR (AF) 36-4. No financial benefits may accrue as a result of a posthumous promotion. Commanders must:

Process the request for a posthumous promotion as soon as possible after the death.

State that the officer was on a select list for promotion (captain through colonel), as of the date of death.

State that a promotion propriety action was not in effect against the officer.

6.3. Requirement for Baccalaureate Degree. After 30 September 1995, no officer will receive a promotion above the grade of first lieutenant, or be federally recognized in a grade above first lieutenant, unless the officer has earned his/her baccalaureate degree at a qualifying institution. The officer will be considered by a selection board, but will not be selected for promotion unless either of the following applies.

6.3.1. The officer was appointed or assigned for service in a health profession not requiring a baccalaureate degree for original commission.

6.3.2. The officer was appointed or federally recognized in the grade of captain before 1 October 1995.

6.4. Transfer of Promotion from the ADL to the RASL. Any officer selected for promotion to a higher grade, who transfers from the ADL to the RASL of the same armed force, will receive their promotion providing the officer remains in the same competitive category. The officer's DOR on the RASL is calculated using the current Reserve of the Air Force requirements for IPZ promotions for the officer's competitive category. HQ ARPC/DPJ will award a DOR based on the calculation (see **Table 5.2.**). *NOTE:* Officers must notify HQ ARPC/DPJ to receive further instructions.

6.5. Accelerated Promotion. An officer, on a promotion list as a result of selection for promotion by a mandatory promotion board (I/APZ or active duty selection - 10 U.S.C. Chapter 36), may be promoted at any time to fill a vacant position

6.5.1. The position and the officer must meet the same vacancy requirements as the PV program, as outlined in **Chapter 2**.

6.5.1.1. Deleted.

6.5.1.2. Deleted.

6.5.1.3. Deleted.

6.5.1.4. Deleted.

6.5.1.5. Deleted.

6.5.1.6. Deleted.

6.5.2. The commander will complete a letter requesting the accelerated promotion of a selected officer (see **Attachment 5**). The commander will send the letter to the officer's senior rater for endorsement. The senior rater will forward the completed letter to HQ ARPC/DPJA, who will verify eligibility and initiate the promotion order.

6.5.3. The letter requesting accelerated promotion must contain a recommended DOR. This date can be no earlier than the public release date (if the officer is in the position at that time), or the date the officer is placed in the higher graded position (after public release date).

6.5.4. The letter requesting the accelerated promotion of a selected officer must arrive at HQ ARPC/DPJA 2 business days before the proposed DOR. This allows publication of the order prior to the promotion.

6.5.5. Accelerated promotion for USAFR AGRs must also follow the procedures outlined in paragraph **6.6.** HQ AFRC/DPMO will publish the appropriate orders.

6.6. Promotion Procedures for USAFR AGRs. All HQ AGR officers selected for promotion to the grade of colonel and below must obtain approval from AF/RE before the officer can assume the higher grade. For AGRs assigned to HQ AFRC, HQ AFRC/DPM (for lieutenant colonel selects and below), and HQ AFRC/DPO (for colonel selects) will send the request for the officer to assume the higher grade to HQ USAF/REAMO for processing to HQ USAF/RE. For other headquarters assigned AGRs, USAF/REAMO will prepare the request and process it to HQ USAF/RE for approval. HQ AFRC/DPM will prepare the request for all other officer AGRs, and send it to AFRC/CV for approval. The memo will include a recommendation for promotion, position control number, PAS code, and authorized grade for the position to which assigned.

6.7. ANG and USAFR officers are eligible to compete for position vacancy and mandatory promotion on the Reserve Active Status List (RASL), when the promotion board is convened IAW Title 10 USC 14101(a), while the officers are mobilized under Title 10 USC 12302 commonly known as partial mobilization.

6.7.1. For USAFR Colonel selects only while mobilized under Title 10 USC 12302: (for normal pin on rules see AFI 36-2115, Assignments within the Reserve Components para 1.5.5.4 applies)

6.7.1.1. Officers may elect to voluntarily delay their promotions IAW Title 10 USC 14312 and **Chapter 8** of this AFI. They may elect to pin on their promotions on promotion effective date-with or without having a higher graded reserve billet. If the Colonel select does not have a higher graded reserve billet, the member may continue to look for a higher graded billet for up to 6 months after promotion effective date or 45 days after the member is demobilized whichever is later.

6.7.1.2. Colonel Selects who have a higher graded reserve billet may have their promotions accelerated to a date no earlier than Senate Confirmation if they already are incumbent in a higher grade reserve billet during the time they are mobilized under this statute and they meet the accelerate guidelines of this AFI in **Chapter 6** .

Note that AGR colonel selects may be involuntarily delayed in pin on due to strength limitations of the AGR force imposed by law. Paragraph **8.7.** of this AFI applies to mobilized AGRs as well.

6.7.2. For USAFR Colonel selects not mobilized upon actual pin-on date; If the officer has not located a vacant colonel authorization, the MPF should project the officer for assignment to ARPC (non selected reserve) with an EDCSA of 6 months from pin-on date. At 60 days prior to EDCSA (4 months after pin-on date), if the officer has still not yet located a vacant colonel position, the MPF should, through command channels, request a stop loss waiver to allow reassignment of the officer to ARPC on the established 6 month EDCSA date.

6.7.3. USAFR officers selected for PV promotion may pin on while mobilized under Title 10 USC 12302 when the mobilized officer's Senior Rater submits a signed letter to ARPC/DPBA stating the officer is "in the reserve position". The promotion effective date can be no earlier than 2 business days after receipt of the letter by ARPC; or the date the officer meets the Time In Grade requirements in **Table 2.1.** of this AFI whichever is later; or the officer is demobilized from Title 10 USC 12302. The promotion effective date in this case will be the day after demobilization or the date the officer meets the Time In Grade requirements in **Table 2.1.** of this AFI whichever is later.

Chapter 7

PROPRIETY OF PROMOTION

7.1. What is a Propriety of Promotion Action. A propriety of promotion action is a delay in an officer's date of promotion, a removal of an officer's name from a promotion list, or information presented to the SAF or a selection board that shows an officer may not be qualified for promotion.

7.2. When to Initiate. Commanders initiate a propriety of promotion action 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. Early identification of the officer and proper documentation is essential. Formal rules of evidence do not apply to a promotion propriety action. Process promotion propriety actions on individuals selected for general officer grades according to AFI 36-2501, **Chapter 12**.

7.3. Who Initiates a Propriety of Promotion Action. An officer's wing commander or equivalent initiates a promotion propriety action. See sample notification letters at **Attachment 11**, **Attachment 12**, or **Attachment 13**. The MAJCOM commander reviews propriety actions as outlined in **Table 7.1.** For IMAs, promotion propriety actions normally will be initiated by the command to which the officer is assigned. For IMAs in programs centrally managed at HQ ARPC (HC, JA, SG), promotion propriety actions will be initiated by the command to which the officer is attached.

7.4. How to Initiate a Promotion Propriety Action. The commander informs the officer of the recommendation, either verbally or in writing, before the effective date of promotion. See processing guidelines in **Table 7.1.**

7.4.1. A propriety action must contain a clear statement of the reasons for the action and evidence documenting the reasons.

7.4.2. The officer must acknowledge receipt and understanding within a reasonable time (**Table 7.1.**, Note 3). Officers may submit statements in their own behalf, including supporting documents. An officer who chooses not to submit a statement must include a statement to that effect with receipt acknowledgment.

7.4.3. Whenever possible, initiate promotion propriety actions by giving written notice to the officer. If it is not possible to give timely written notice, the initiating commander gives verbal notice personally or, if necessary, through a designated officer. Follow verbal notice by written notice as soon as possible. Once initiated, the recommendation to find an officer in the grade of second lieutenant not qualified for promotion (NQP) or remove an officer from a promotion list automatically delays the promotion.

7.4.4. Build the case logically before presenting the case file to the appropriate office (**Table 7.1.**, Note 5). Put information in chronological order. Include required documents. The case file should contain original documents. If necessary, reproduced copies are acceptable but must be legible. Use readable, reproduced copies and retyped documents (certified as true copies). Include a detailed case synopsis, suitable for review by the appropriate approval authority or the promotion board, which references pertinent and tabbed documents, statements, or other significant matters.

7.4.5. Give the officer the 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.

7.5. Involuntary Delay. A commander has the option to delay the promotion of any officer the commander cause to believe that the officer is not mentally, physically, morally or professionally qualified to perform the duties of the grade to which selected. A delay also occurs if an action begins to remove an officer from a promotion list. The MAJCOM/FOA commander is the approval authority for delaying a promotion up to 6 months from the DOR. After 6 months, the SAF must approve a delay action up to 12 additional months.

7.5.1. Reasons for involuntary delay actions are:

7.5.1.1. An officer, exercising general court-martial jurisdiction over an officer on the Select List, receives sworn charges against the officer.

7.5.1.2. Court martial charges are preferred against an officer on the Select List.

7.5.1.3. An investigation is being conducted to determine whether to bring disciplinary action of any kind against the officer.

7.5.1.4. The convening of a board to consider officers for selective early removal (Title 10 U.S.C., Section 14903).

7.5.1.5. A criminal proceeding in a federal or state court is pending against the officer.

7.5.1.6. Strength in grade limitations imposed by law. See paragraph **8.7.** for further information.

7.5.2. Delaying a Promotion. Commanders must not use promotion delays as punishment. Delay an officer’s promotion at any time before the DOR, if any of the reasons in the paragraph above apply.

7.5.2.1. Extension of the delay period is automatic upon initiation of a recommendation to find the officer Not Qualified for Promotion (NQP) to first lieutenant or to remove an officer from the list. Process a recommendation to extend a delay in the same manner as the original, except SAF must approve the extension of delay. The recommendation should arrive at HQ USAF/REPX (for staffing to SAF) no later than 45 days before expiration of the current delay.

7.5.2.2. If the reason for delay no longer exists, promote the officer to the next higher grade with the same DOR as if the delay did not occur. Any commander in the officer’s rating chain may determine the reason for delay no longer exists. **Table 7.1.**, step 12 specifies the appropriate process for notifying the member and disposing of the case file.

7.5.2.3. .If the SAF determines the officer unqualified for promotion during any of the delay time, the SAF may direct adjustment of the DOR and position on the RASL to reflect the unqualified time. See paragraph **7.5.4.**

7.5.3. Notifying the Officer. In order to delay a promotion under this paragraph, notify the officer in writing (**Attachment 11**), of the grounds for the delay.

7.5.3.1. Give the written notice to the officer before the DOR. If not practical to give the officer written notice before DOR, give verbal notice and follow up with written notice as soon as practical.

7.5.3.2. If it is not possible for the commander or a representative of the commander to deliver the written notice to the officer in person, mail it to the officer by certified mail, return receipt requested.

7.5.3.3. The officer may make a written statement to the approval authority in response to the action. The approval authority will consider any statement made by the officer.

7.5.4. Maximum Length of Delay. Do not delay the promotion to the higher grade more than 6 months after the date the officer would have been promoted, unless the SAF specifies a longer time. Do not delay a promotion more than 18 months after the date the officer would have been promoted, except as stated below.

7.5.4.1. 1.90 days after final action taken in any criminal case against an officer in federal or state court

7.5.4.2. 2.90 days after final action taken in any court-martial case against the officer.

7.5.5. Adjusting DOR. If the SAF determines the officer is unqualified for promotion during any part of a delay, the officer's DOR, and position on the RASL are adjusted to reflect the unqualified time. The amount of unqualified time is added to the projected DOR. This action then adjusts the officer's position on the RASL.

EXAMPLE 1. Based on selection by a promotion board, an officer's projected DOR is 1 June 1998. The commander begins a delay action on 6 May 1998. The SAF finds the officer not qualified from 15 May through 17 July (2 months and 3 days). When the delay ends on 2 November 1998, adjust the officer's DOR to 4 August 1998, to reflect the 2 months and 3 days of not qualified time.

EXAMPLE 2. A second lieutenant's projected DOR to first lieutenant is 30 October 1996. The officer becomes not qualified for promotion on 17 August 1996, and this lasts until 1 December 1996. The officer's new DOR to first lieutenant is 15 February 1997, reflecting the 3 months 15 days of not qualified time.

7.6. Recommending a Second Lieutenant Not Qualified for Promotion (NQP). **Table 7.1.**, Column D specifies the processing steps. When the preponderance of the evidence shows an officer not qualified to perform the duties of the higher grade, the commander recommends in writing that the SAF find him or her NQP.

7.6.1. The commander informs the officer of the NQP recommendation, either verbally or in writing, before the date of rank. The notification must state if it is necessary for special processing under AFI 31-501, *Personnel Security Program Management* (concerning sensitive compartment information [SCI] access).

7.6.2. If involuntary separation or court-martial is pending, the NQP action must be flagged to permit SAF to hold in abeyance the NQP decision, 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.

7.6.3. Commanders should give officers a reasonable opportunity to overcome the basis for their non-qualification before taking separation action. Retain a second lieutenant found NQP in current assignment for 6 months, starting on the date the promotion would have occurred, unless retention is inconsistent with good order and discipline.

7.6.4. If the commander determines the officer is NQP by the end of the 6 month period and does not wish to retain the officer further, separate the officer according to AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members.*

7.6.5. The commander can request SAF approval to retain the officer beyond 6 months for additional observation. Initiate request to arrive at HQ USAF/REPX (for staffing to SAF) no later than 45 days before expiration of the initial 6 month period. SAF can retain the officer for up to 18 months from the date the promotion would have occurred.

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

7.6.7. If at the end of the retention period, the commander determines the officer remains NQP, the commander must separate the officer. The separation must occur within 18 months of the date the promotion would have occurred. The commander informs the officer of the separation and advises the officer of the rationale supporting the belief, in writing, and that he or she is subject to immediate separation, as determined by the SAF.

7.7. Recommending an Officer Above the Grade of Second Lieutenant NQP. If a commander believes an officer is NQP, the commander should make that recommendation (**Attachment 12**). **Table 7.1.**, Columns D and E, specify the processing steps. HQ ARPC/DPJ presents cases of this kind to the promotion board for all officers meeting a promotion board.

7.7.1. The MAJCOM commander (Adjutant General for ANGUS officers) makes the final recommendation to the selection board to find the officer not qualified for promotion. The case file must arrive at the selection board for consideration before the board finishes scoring the officer's competitive category. Such a recommendation does not itself make the officer ineligible for consideration.

7.7.2. HQ ARPC/DPJ gives the correspondence to the board to evaluate the officer's selection folder. The recommendation stays in effect until the board adjourns.

7.7.3. The promotion board decides if the officer is qualified for promotion.

7.8. Removing an Officer from a Recommended List. **Table 7.1.**, Column F, specifies the processing steps.

7.8.1. President. The President may remove the name of any officer from a promotion list at any time before the date on which the officer is promoted.

7.8.2. Withholding of Senate Confirmation. If the Senate does not give its advice and consent for appointment to the grade of colonel or above, the name of that officer is removed from the list.

7.8.3. To start the process, the commander informs the officer (verbally or in writing) of the pending removal from the recommended list. The commander must provide written notice if initial notification was verbal (**Attachment 13**). The officer must receive notice of the pending removal before the DOR.

7.8.4. A commander's recommendation to remove an officer automatically delays the promotion until the SAF makes a decision on that recommendation and either returns the package or forwards it to the President.

7.8.5. A promotion selection board reconsiders an eligible officer if the officer was selected the first time but was subsequently removed from the list.

7.8.6. Continued Eligibility. An officer removed from the list by either the President or the Senate continues to be eligible for promotion. If considered, selected and promoted by a later board, the officer's DOR is normally established as if selected by the second board, unless the SAF grants the officer the same DOR as if selected by the first board.

7.8.7. Promotion Removal time Standards. Removal actions will be processed as expeditiously as possible. the total period of time that an officer's promotion is delayed pending decision on removal, including any prior period period of delay under paragraph 7.5., should not exceed 18 months, excluding any period of delay attributable to the officer.

Table 7.1. Processing Propriety of Promotion Actions.

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
1	The commander initiating action (wing commander or equivalent) (Note 1)	Contact local DP (USAFR), Chief, MPF (ANGUS), and JA staff for counsel and assistance (Note 2).	X	X	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
2		Notify the officer verbally or in writing, at the start of the action (see **Attachment 11**/ **Attachment 12**/ **Attachment 13**). If verbal, follow up with written notification. If the written notification cannot be delivered in person, send it by certified mail, return receipt requested. Include specific reasons for the action (with supporting documents attached) and how long the action will stay in effect. The officer's promotion is not effective until the approval authority makes a decision about the pending action, even if the officer's name appears on a promotion order.	X	X	X	X
3		Notify the officer that if approved, the officer is subject to discharge under AFI 36-3209.		X		
4		Send a copy of the notification letter to the MPF.	X	X	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
5	Servicing MPF	Send the following information by message (includes MINIMIZE) to the proper office with copy to HQ ARPC/ DPJ (Note 5): type of action, grade and unit of the commander initiating the action; reasons for the action; date the action was initiated, and date the officer was notified (if notified verbally, also include date officer notified in writing). Send information copy to HQ USAF/REPX for IMAs, and HQ USAF/REPS for USAFR AGR, or ANG/DP for ANGUS officers (Note 6).	X	X	X (Note 4)	X
6	Officer (Note 3)	Acknowledge receipt of the letter of notification and (optionally) attach statement in own behalf. If no statement submitted, state that with the receipt acknowledgment. Return all correspondence with attachments to the commander initiating the action.	X	X	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
7	Initiating Commander	Send all correspondence to MPF at unit of assignment (Note 7).	X	X	X	X
8	Servicing MPF at unit of assignment (Note 7)	Review processing to make sure the above steps are followed. If the officer does not submit a response by the specified deadline (Note 3), continue processing the package forward.	X	X	X	X
9		Get legal review by JA	X	X	X	X
10		Send case file through channels to the officer's MAJCOM	X	X	X	X
11		Comply with Note 8, if applicable.	X	X	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
12	Intermediate Commander	Review case file. If the recommended action is determined inappropriate, disapprove the action and return all correspondence through channels to the commander initiating the action; inform the appropriate office (Note 5) of the decision and date the action ended; request the initiating commander inform the officer in writing that the recommendation was disapproved; inform HQ USAF/ REPS or ANG/SM for AGR (reference step 5).	X	X (Note 4)	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
13		If the recommended action is determined appropriate, send to the officer's MAJCOM of assignment, AFRC or ANG/DP as appropriate, through channels with recommendations. The commander, vice or deputy commander, or director of staff; or for ANGUS officers, the Adjutant General must sign the forwarding endorsement. Notify the initiating commander to advise the officer that the recommendation is being forwarded	X (Notes 9 and 10)	X (Notes 9 and 10)	X (Note 4)	X (Note 10)
14	MAJCOM Commander	Review case file and have JA review for completeness and legal sufficiency. *NOTE*: Include a copy of JA review in the case file.	X	X	X	X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
15		If the recommended action is determined inappropriate, disapprove the action and return all correspondence through channels to the commander initiating the action; inform the appropriate office (Note 5) of the decision and date action was ended; request the initiating commander notify the officer in writing that the recommendation was disapproved; and inform HQ USAF/ REPS or ANG/SM for AGRs (reference step 5).	X	X	X (Note 4)	X
16		If the recommended action is determined appropriate, send correspondence to the appropriate office (Note 5). Notify the initiating commander to advise the officer that the recommendation is being forwarded	X (Notes 9 and 10)	X (Notes 9 and 10)	X (Note 4)	X (Note 10)

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
17		Send a copy of all correspondence, including the legal determination, to the appropriate office (Note 5) and inform HQ USAF/REPS of the decision if action pertains to USAFR AGR or colonel selectee; or ANG/SM if action pertains to an ANGUS AGR.	X (Notes 9 and 10)	X (Note 10)	X (Note 4)	X (Note 10)
18	Initiating Commander	Notifies officer that the MAJCOM Commander has recommended approval/disapproval. Advises the officer of the consequences, including the expiration date of an approved delay of promotion.	X	X	X	X
19	HQ ARPC/ DPJ (for IMAs, participating IRR and	Review case file for compliance with this instruction.	X	X	X	X
20	S7 assigned officers); AFRC/ CV (for unit members and USAFR AGRs); ANG/SM (for ANGUS AGR);	Send the case to the President for decision through HQ USAF/RE for USAFR officers other than AGRs; through HQ AFRC/ DPM for AGRs; and through NGB/CF for ANGUS officers.	X (Note 9)	X		X

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
21	ANG/DP (for other ANGUS).	Include the NQP package in the officer's selection folder.			X	
22		Following a decision by the President, notify MAJCOM (NGB/CF for ANGUS) commander of decision and request officer be advised, in writing of the decision. If the officer is an USAFR AGR or colonel selectee, also notify HQ USAF/REPS.	X (Note 9)	X		X (Note 11)
23		If recommended action was approved, inform HQ ARPC/ DPAD; file the case master personnel record and update HAF MPF; HQ ARPC/DPJ will remove officer's name from the recommended list for removal actions (Column F).		X		X (Note 11)

STEP	A	B	C	D	E	F
	The acting office is	**Take the following actions**	**To delay promotion**	**To find an officer not qualified for promotion**		**To remove an officer from a promotion list**
				1st Lt.	**all other grades**	
24		If recommended action is not approved, promote the officer as soon as possible (when eligible), or comply with other pertinent instructions from President. Return case file to MAJCOM (NGB/CF for ANGUS) commander and update HAF file.	X	X (Note 5)		X
25	HQ ARPC/DPAD or ANG/DP	If President approved the recommendation, discharge the officer according to AFI 36-3209.		X		

NOTES:

1. For any IMA performing duty at a unit of attachment, that commander may initiate a propriety action and notify the officer of that action. The propriety action must then proceed to the unit of assignment for processing.

2. Contact the local DP and JA. For IMAs, the commander should use the active duty MPF and legal offices at the base of assignment or attachment.

3. The officer must acknowledge receipt and may submit a defending statement within a reasonable period from the date of the commander's memorandum (5 working days for AGR officers or full-time ANGUS or USAFR (ART) officers, and 20 calendar days for other ANGUS or USAFR officers). When an officer, other than an AGR or full-time ANGUS/USAFR officer, has a pending propriety of promotion action and does not acknowledge receipt of written notification, the commander's memorandum stating that personal delivery to the officer was made, or the postal receipt showing proof of mailing, or the returned postal receipt indicating delivery will suffice as acknowledgment. Officers may apply for an extension of the response time to the initiating commander.

4. For actions under this column:

For all USAFR officers (including AGRs), send the case file to HQ ARPC/DPJ.

For all ANGUS officers (including AGRs), send the files to ANG/DP. ANG/DP sends the case file to HQ ARPC/DPJ.

5. Do not use zip codes in electronically transmitted messages. Forward correspondence as follows:

USAFR IMAs, participating IRR and S7 members: HQ ARPC/DPJ.

AFRC unit assigned and USAFR AGRs: HQ AFRC/DP.

ANG (not AGRs): ANG/DP.

ANGUS AGRs: ANG/SM.

6. HQ ARPC/DPJ updates the Headquarters Air Force (HAF) Master Personnel File (MPF) for other than USAFR AGRs. HQ AFRC/DPM updates the HAF MPF for USAFR AGRs. ANG/DP updates HAF MPF for ANGUS officers.

7. The servicing MPF of the immediate commander. For IMAs, this office may be the active duty MPF.

8. If an officer is reassigned, the originating MPF sends the complete case to the gaining MPF or HQ ARPC/DPJ. Send an information copy to the gaining MAJCOM and HQ ARPC/DPJ, or ANG/DP when an officer is scheduled for reassignment.

9. This step applies only to delay actions requiring SAF approval that exceeded 6 months after the officer's DOR.

10. Provide the original and one copy of all case files pertaining to a recommendation to delay a promotion, find an officer not qualified for promotion to first lieutenant, or remove an officer from a promotion list for which the SAF is the approval authority to the appropriate office.

11. See paragraph **5.10.**

Chapter 8

VOLUNTARY DELAY AND DECLINATION OF PROMOTION

8.1. Purpose. Due to circumstances beyond an officer's control, the officer may be unable to accept promotion. An officer may apply for a voluntarily delay of promotion. For USAFR personnel, the approval authority for voluntary delays is HQ USAF/RE. This authority is hereby delegated to AFRC/CV (unit personnel) and HQ USAF/RE (MA) (IMA personnel). The approval authority for ANGUS personnel is NGB/CF, who hereby delegates it to The Adjutants General. The authority may not be redelegated. The officer shall be considered to have accepted the promotion on the date the promotion is made unless the officer expressly declines the promotion or is granted a delay of promotion.

8.2. Making Application for Delay. An officer must apply for voluntary delay of promotion before a delay may be approved. The application must be approved through the appropriate channels before the DOR. Officers apply by submitting AF Form 3988**, Application for Voluntary Delay, Acceptance, or Declination of Promotion** (in three copies) to unit commanders. All applications must arrive at HQ ARPC/DPJ at least 30 days before DOR (or within 15 days of public release of the results, if DOR is on public release).

8.2.1. For USAFR unit assigned officers, the senior rater will forward, through appropriate command channels to HQ AFRC/DPMO, the original copy for processing to AFRC/CV for approval. HQ AFRC/DPMO will send approved forms to HQ ARPC/DPJA, for filing in the master personnel record group. The MPF will maintain a copy for the UPRG and provide the officer one copy.

8.2.2. For USAFR IMAs, the supervisor will forward the original copy through the Program Manager to HQ ARPC/CC. HQ ARPC/CC will endorse the application (if HQ ARPC/CC concurs) and forward it to HQ USAF/RE for approval. Send approved forms to HQ ARPC/DPJA, for filing in the master personnel record group. The MPF will maintain a copy for the UPRG and provide the officer one copy.

8.2.3. For ANGUS officers, the unit commander will forward the original form through command channels to the state Adjutant General for approval. Send the approved form to ANG/DP to update PDS and forwarding to HQ ARPC/DPJ. Maintain a copy for the UPRG and provide the officer one copy.

8.2.4. For non-participating officers, submit two copies to HQ ARPC/DPJ for processing.

8.3. Consequences of an Approval of a Delay in Promotion. If approved, the officer's name remains on the promotion list during the authorized period of delay (unless removed under another provision of law). At the end of the delay period, or at anytime during the delay, the officer may accept the promotion. If the officer wants to accept the promotion before the end of the delay period, an AF Form 3988 indicating acceptance must arrive as stated below, within 5 days of acceptance of the promotion. The effective date is the date the officer accepts the voluntarily delayed promotion (**Table 5.2.**, Rule 10).

8.3.1. ANGUS. Submit AF Form 3988 (in three copies) to unit commander. The unit commander will forward the form to the State Adjutant General who will forward it to ANG/DP, for publication of promotion orders (with copy to HQ ARPC/DPJA).

8.3.2. USAFR. Submit AF Form 3988 (in three copies) through the unit commander to the senior rater. When the senior rater endorses the form, the unit commander will forward it to HQ ARPC/DPJA (with copy to HQ AFRC/DPMO [unit assigned] or HQ ARPC/CC [IMAs]), for orders publication.

8.4. Consequences of Disapproval of a Delay in Promotion. If the application for delay is disapproved, the officer must either accept the promotion or decline the promotion. The denial of a request for a delay of promotion is not considered a failure of selection for promotion unless the officer declines to accept the promotion following the denial of the request for delay. See paragraph **8.9.** for the effects of declination of a promotion.

8.5. Length of Delay. An officer may request a voluntary delay, in 1 year increments, for up to 3 years from the officer's original DOR. The appropriate approval authority may approve a period of delay less than the 1 year requested. If granted less than a 1 year delay, the applicant must reapply if a longer delay is needed. Each 1 year delay requires separate application and approval. Application must include immediate commander's plan to utilize the officer in a future higher graded position(s).

8.6. End of Delay Period. At the end of the delay period, the officer must either accept or decline the promotion. The promotion will automatically occur at the end of the approved delay period if the officer takes no action.

8.7. Delay for Limitations in Officer Strength In Grade (AGR). Promotion of an officer on the RASL, serving on active duty, to a grade with strength limitations set by Title 10 U.S.C., Section 10211 and 12310, can be delayed to ensure compliance with those strength limitations. The delay expires when the strength-in-grade limitations no longer apply. The grade of the position determines whether a selected officer can accept the promotion at DOR. If the grade of the position does not support the higher grade, the DOR is delayed until the officer obtains a position to support the higher grade, or the officer completes the tour. If the officer wants to decline the promotion, the commander submits the original AF Form 3988 to HQ ARPC/DPJ (for inclusion in the Master Personnel Record) through HQ USAF/REPS and HQ AFRC/DP.

8.7.1. When the promotion becomes effective, the DOR and position on the RASL of these officers remains the same, as if there had not been a delay.

8.7.2. An officer with a delayed promotion under this paragraph may request release from active duty. If granted, when the promotion becomes effective, the DOR and position on the RASL of these officers remains same, as if there had not been a delay.

8.8. Declination. An officer selected for promotion is considered to have accepted the promotion on the DOR unless the officer expressly declines the promotion. An officer must submit a declination statement no later than 2400 hours on the day before the DOR for mandatory promotions. For officers whose DOR is the public release date, and all USAFR PV selectees, the officer must decline no later than 15 calendar days after public release.

8.8.1. USAFR officers (other than Active Guard Reserve [AGR]) sign the original and one copy of AF Form 3988 and forward through their commander to the servicing MPF. The officer may decline the promotion with a written statement clearly indicating the officer is declining the promotion. The written statement must be signed, dated, and the officer's SSN clearly written on the statement. The

MPF sends the original to HQ ARPC/DPJA. The MPF files a copy in the officer's unit personnel record group (UPRG).

8.8.2. ANGUS officers (other than AGRs) sign the original and one copy of AF Form 3988 and forward them through their commander to the servicing MPF. The servicing MPF sends a copy of the declination statement through state headquarters to ANG/DP and to HQ ARPC/DPJA.

8.8.3. AGRs sign and send an original and three copies of the appropriate declination statement (either an AF Form 3988 or a letter) through the commander to the MPF. The MPF files the declination statement in the officer's UPRG. The MPF then sends the original to HQ USAF/REPS and HQ ARPC/DPMO (USAFR) or a copy to the state headquarters and a copy to ANG/DP (ANGUS). A copy is sent to HQ ARPC/DPJA.

8.9. Effect of Declining a Promotion. Declining a promotion causes the removal of an officer's name from the promotion list and, if serving in a grade below colonel, the officer is considered a deferred officer.

Chapter 9

SPECIAL SELECTION BOARDS (SSB)

9.1. Holding SSBs. HQ ARPC/DPJ conducts promotion SSBs to consider officers who did not meet a board or who were improperly considered by one or more promotion boards. SSBs replicate promotion boards, including pre- and post-board procedures and policies as outlined in **Chapter 1**, **Chapter 3**, **Chapter 4** and **Chapter 5** of this instruction, to the maximum extent possible. ***Exception:*** Panel members must be at least a colonel and the board president must be at least a brigadier general.

9.2. Granting SSB Consideration. Air Force Board for Correction of Military Records (AFBCMR) or a federal court can direct an officer for consideration by an SSB. The HQ ARPC Director of Personnel Program Management (HQ ARPC/DP) can approve an eligible officer for consideration by an SSB based on the conditions below.

9.2.1. Grant SSBs, based on an administrative error, a legal or material error, or based on a formal appeal. SSBs consider officers for promotion to the grades of captain through colonel.

9.2.2. Administrative Error. An administrative error occurs when an eligible officer did not meet a board. If this occurs, the officer can meet the next promotion board convened that will consider the officer's grade and competitive category.

9.2.3. Legal or Material Error. HQ ARPC/DPJ can direct an SSB for a nonselected officer, if the SAF, or a person acting on behalf of the SAF, determines:

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

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

9.2.4. Pursuant to Formal Appeal. The AFBCMR may grant SSBs when it determines an officer's nonselection for promotion resulted from an error or injustice in the officer's record. Barring extenuating circumstances, the SSB will convene and the officer informed of the results within 180 days of the finding of an error by the AFBCMR.

9.3. Application for SSB. Officers submit applications for SSBs using DD Form 149*, Application for Correction of Military Record Under the Provisions of Title 10, US Code, Section 1552*, or AF Form 948*, Application for Correction/Removal of Evaluation Report*.

9.4. SSB Procedures. SSB members consist of officers who meet qualifications outlined in paragraph **1.9.**, and who are diverse representations of officers corresponding to the officers under consideration by the SSB.

9.4.1. Reconstruct the records of officers under consideration, 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 board.

9.4.2. Use the scoring procedures outlined in paragraphs **4.8.** and **4.9.**

9.4.3. Select an officer if the SSB finds him or her fully qualified for promotion and the record:

9.4.3.1. Scores higher than all the nonselect records and

9.4.3.2. Ties at least one of the selected records from the original board.

9.4.4. Identify any officer considered by the board whose record indicates the officer should "show cause" for his or her retention on the RASL. The majority opinion of the members of the board will identify these officers.

9.4.5. Provide a report according to paragraph **4.17.**

9.5. Writing Letters to SSBs. An officer may write a letter to the SSB according to paragraph **4.7.** The letter must contain only information available to the original board. Mail the letter to the HQ ARPC/DPJA. Letters should arrive at least 30 days before the board convenes. Letters must arrive no later than 0800 the day the board convenes for consideration by the board.

9.5.1. Individuals meeting more than one SSB prepare and mail a separate letter to each board.

9.5.2. Address letters to FY (insert the appropriate year and grade), HQ ARPC/DPJA. To preserve anonymity, do not date the letter and do not address letter to the Special Selection Board.

9.6. Results of SSB.

9.6.1. Administrative Error. If the SSB conducted for administrative error does not recommend an officer (or former officer) for promotion to a grade below colonel, the officer is a deferred officer.

9.6.2. Material or Legal Error. If the SSB conducted for material error does not recommend the officer (or former officer) for promotion to a grade below colonel, the nonselection constitutes a deferral by the original board. The officer does not receive an additional deferral for the nonselection by the SSB.

9.7. Promoting Officers Recommended by SSB. Promote officers upon Presidential approval and Senate confirmation (if required). Promote the officer with the date of rank 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.

9.8. Disclosing SSB Proceedings. Release of information is the same as mandatory promotion boards.

9.9. Special Review Boards (SRB). Special Review Boards consider officers who, at the time of their original consideration, had an error in their selection record that met a board. SRBs are used for promotion boards held before 1 October 1996. An SRB will convene at HQ ARPC in conjunction with a regularly scheduled promotion board. Only the Air Force Board for the Correction of Military Records (AFBCMR) can direct this board. The SRB will forward their recommendations to the AFBCMR for final deliberations. The AFBCMR will then notify the officer of the results of the SRB.

Chapter 10

CONTINUATION BOARDS

10.1. Purpose. The purpose of continuation boards is to retain in an active status, officers who would otherwise be required to separate due to twice failing promotion to the next higher grade or reaching their maximum time in service (lieutenant colonel and colonel only). Individual application will not be accepted for continuation until HQ USAF/RE determines a need for specific grades of skills exists within the entire USAFR. If a need exists, HQ USAF/RE will request SAF authorize conducting a continuation board. When the SAF determines there is a need to retain additional officers in specific grades and competitive categories, officers meeting one of the above requirements may be invited to apply for continuation consideration.

10.2. Responsibilities.

10.2.1. SAF Responsibilities**.** SAF determines when to hold a continuation board based on Air Force requirements. SAF will establish continuation quotas, establish the length of continuation, approve applications for termination of continued officers (prior to expiration of term), and approve continuation propriety actions and board reports.

10.2.2. Competitive Category Corps Chiefs and Line of the Air Force (LAF) Functional Managers Responsibilities. Submit requests to ANG/DP (ANGUS) or HQ USAF/REP (USAFR) if continuation is desired based on "critical skill needs" prior to SAF approval to hold a continuation board.

10.2.3. ANG/DP and HQ USAF/REP Responsibilities.

10.2.3.1. Receive justified service need applications from BSC, MSC, NC, MC/DC, HC, JA functional chiefs, and LAF functional managers prior to processing any requests to HQ USAF/RE or NGB/CF for continuation boards.

10.2.3.2. Recommend to SAF quotas and length of continuation for each competitive category based on Air Force requirements and recommendations from competitive category corps chiefs and LAF functional managers.

10.2.4. HQ USAF/REPS Responsibilities. Endorses requests for continuation of colonels beyond their mandatory retirement due to years of service.

10.2.5. HQ ARPC/DPJ Responsibilities. Conducts continuation boards and processes board reports to SAF for approval. Processes officers for continuation and performs the following actions.

10.2.5.1. Flows post-board transactions to update PDS to reflect the results of the continuation board.

10.2.5.2. Establishes public release date and notifies MPFs when to release the results. *NOTE:* When held in conjunction with the member's promotion selection board, the release of continuation results will be concurrent with release of promotion results.

10.2.5.3. Notifies nonparticipating officers of their continuation status (**Attachment 14**).

10.2.6. MPF Responsibilities**.** Prepare the continuation acceptance or declination statement to accompany the letter that notifies the officer of continuation (sample at **Attachment 14**).

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

10.2.6.2. Ensures officers sign continuation statements within 60 calendar days from public release date.

10.2.6.3. Forwards a copy of the letter to MPF Relocations.

10.2.6.4. Annotates circumstances if an individual is unable or unwilling to sign the acceptance or declination statement.

10.2.6.5. Sends the original statement to HQ ARPC/ DPAD with a copy to HQ AFRC/DPM (for unit, AGR).

10.2.7. HQ ARPC/DPAD Responsibilities. HQ ARPC/DPAD takes the following actions for officers selected for continuation by a continuation board.

10.2.7.1. Updates the officer's MSD to reflect the length of continuation approved by SAF.

10.2.7.2. Updates acceptance or declination of continuation status in PDS. Sends the original document for filing in the Master Personnel Records Group.

10.2.7.3. If the officer declines continuation status, processes the officer according to procedures established for twice deferred officers, or for officers required to separate for years of service, as appropriate.

10.3. Consideration for Continuation.

10.3.1. Once SAF determines a service need exists, an officer, required to be removed from the RASL due to twice failing of selection for promotion (current grade of captain and major), or for years of service (current grade of lieutenant colonel and colonel), may be considered for continuation status on the RASL. HQ ARPC/DPJ will notify officers eligible to apply for consideration by a continuation board.

10.3.2. Recommending Officers Not Qualified For Continuation**.** A commander will submit a not qualified recommendation as soon as the commander deems an officer is not qualified for continuation.

10.3.2.1. The commander will complete the recommendation before the selection board convenes.

10.3.2.2. The commander must notify the officer of the recommendation and forward the package through command channels. Any commander may disapprove the recommendation. The MAJCOM commander signs it indicating approval and sends the package to HQ ARPC/DPJA for file in the officer's selection folder. If the MAJCOM commander disapproves the recommendation, the MAJCOM commander returns it to the servicing MPF. The MPF advises the initiating commander of the decision.

10.4. Effects of Continuation. Normally, a selection board will consider officers for continuation in conjunction with the promotion board that nonselects officers for promotion the second time. *NOTE:* Depending on Air Force requirements, stand alone continuation boards may be held to continue officers past their mandatory separation date.

10.4.1. Effects of Selection for Continuation. If selected for continuation, the officer shall be retained on the RASL. The officer remains eligible for APZ promotion consideration, while in a continued status, provided the officer remains otherwise eligible.

10.4.2. Effects of Nonselection for Continuation. If not selected for continuation, the officer shall be removed from the RASL for twice failure of promotion or for mandatory time in service requirements, as appropriate.

10.4.3. Notifying Officers of Selection or Nonselection for Continuation**.** Commanders have the responsibility to notify officers of selection or nonselection for continuation. The commander shall advise them to return acceptance statement or declination to the MPF

10.5. Initiating Removal from a Continuation List. If the commander believes continuation is not appropriate, he or she recommends the officer be removed from the continuation list. The commander notifies the officer of the recommendation, verbally or in writing, before the officer accepts continuation or prior to the 60-day suspense. The commander will advise the officer not to accept continuation until the SAF makes a final decision. *NOTE:* Do not initiate removal from a continuation list once the officer accepts continuation.

10.5.1. The commander forwards the recommendation to the servicing MPF who forwards the request through command channels to HQ ARPC/DPJA. HQ ARPC/DPJA sends the package to SAF for final decision.

10.5.2. The SAF approves or disapproves the action.

10.5.3. HQ ARPC/DPJA notifies the commander and HQ ARPC/DPAD (separations) of SAF decision to remove the officer from the nomination list. HQ ARPC/DPAD separates the officer not later than the last day of the 6th month after President approves the nomination list.

10.5.4. If the SAF disapproves the removal from the continuation list, notify the officer of his or her continued status. The officer has 10 days from notification to accept or decline continuation on the RASL. If the officer does not respond, or does not accept continuation, HQ ARPC/DPAD separates the officer not later than the 15th day after notification date.

10.6. Completion of Continued Status. Continuation status may not exceed the last day of the month in which the officer completes the commissioned service shown in **Table 10.1.** An officer must accept or decline continuation status if offered (see **Attachment 14**).

10.6.1. An officer's continuation status will terminate when removed from the RASL, if selected for promotion to a higher grade, or when terminated by the SAF due to a change in the "critical skill needs" of the Air Force.

10.6.2. If the officer declines to accept continuation on the RASL, the officer will separate as if not considered or selected for continuation on the RASL.

Table 10.1. Maximum Length of Continuation.

Current Grade	Commissioned Service
Captain	20 years
Major	24 Years
Lieutenant Colonel	33 years
Colonel	35 years

10.7. Processing Continuation Statements. Officers sign the acceptance or declination statement. Involuntarily separate or retire officers who fail to sign the statement within 60 days from public release, except when an officer has been advised not to sign the statement as required by paragraph **10.5.**

10.8. Early Termination of Continuation. The SAF may reduce the period of continuation on the RASL due to subsequent changes in the "critical skill needs" of the Air Force.

Chapter 11

SELECTIVE EARLY REMOVAL BOARDS

11.1. Purpose. If the SAF determines there are too many officers in any grade and competitive category with at least 30 years of commissioned service or 20 years of satisfactory federal service for retirement, the SAF may convene a board for the purpose of recommending officers, by name, for removal from the RASL.

11.2. Quotas. The SAF will establish a specific number of officers to be selected for early removal. All officers in the grade and competitive category being considered for early removal from the RASL are eligible for selection.

11.3. Conducting the Board. Conduct Selective Early Removal Boards in the same manner as Selection Boards. See **Chapter 1**, **Chapter 3**, **Chapter 4** and **Chapter 5**.

11.4. Notification of Selection or Nonselection for Selective Early Removal from the RASL. SAF will provide specific notification guidance for each selective early removal board conducted.

Chapter 12

PROMOTION TO GENERAL OFFICER GRADES

12.1. Promotion to General Officer Grades in the Air Force Reserve (Not Applicable to ANGUS). The Secretary of the Air Force holds a Reserve general officer vacancy promotion board each year. The board consists of at least five general officers who are senior in grade and rank to all officers under consideration. At least half of the board members must be USAFR officers.

12.1.1. HQ USAF/DP conducts USAFR General Officer Promotion Boards IAW procedures outlined in AFI 36-2501, *Officer Promotion and Selective Continuation*, Part 3. The Chief of Air Force Reserve sends AFGOMO the names of all eligible officers. The promotion board evaluates the officers and sends SAF the names of officers they consider best qualified and recommended for promotion.

12.1.2. The President of the United States appoints general officers with the advice and consent of the US Senate. Officers not appointed or confirmed may be reassigned as outlined in AFI 36-2115.

12.2. Eligibility for Promotion to General Officer Grades.

12.2.1. For promotion to brigadier general in the USAFR, an officer must:

Be a colonel in the Selected Reserve of the Air Force Reserve.

Complete 2 years as a Reserve of the Air Force colonel.

Fill an Air Force Reserve general officer position for at least 6 months.

Be less than 55 years old on the day the board convenes.

Have at least 50 points accrued during their most recent retention/retirement (R/R) year.

Have no waivers during 4 of the 5 years before the board convenes, with 2 of those 4 years being the two most recent.

Complete a senior service school.

12.2.2. For promotion to major general in the USAFR, an officer must:

Hold an appointment as a brigadier general in the Selected Reserve of the Air Force Reserve.

Complete 1 year in grade as a Reserve of the Air Force brigadier general.

Fill a Reserve major general officer position for at least 6 months.

Be less than 57 years old on the day the board convenes.

Have at least 50 retirement points accrued during their most recent R/R year.

Have no waivers during at least 4 of the 5 years before the board convenes, with 2 of those 4 years being the two most recent.

12.2.3. Waivers. Waiver authority for non-statutory eligibility criteria is HQ USAF/DP. Send fully justified waiver requests to HQ USAF/RE for review and processing.

12.3. Ineligibility for Promotion to General Officer in the USAFR. An officer is ineligible for consideration by a Reserve General Officer Selection Board, if, at the time the board convenes, the officer is on a list of officers selected for promotion by a previous Reserve General Officer Selection Board.

12.4. Promotion Recommendation Requirements. AFI 36-2501, *Officer Promotion and Selective Continuation* outlines promotion recommendation requirements for Reserve colonels occupying general officer positions (AF Form 709) and brigadier generals eligible for promotion (AF Form 78).

12.5. Forms Prescribed. AF Form 3988, **Application for Voluntary Delay, Acceptance or Declination of Promotion**

JAMES E. SHERRARD III, Major General, USAF
Chief of Air Force Reserve

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 1215.17, *Educational Requirements for Appointment of Reserve Component Officers to a Grade Above First Lieutenant or Lieutenant (Junior Grade)*

DoD Directive 1310.1, *Rank and Seniority of Commissioned Officers*

DoD Directive 1310.2, *Appointing Commissioned Officers*

DoDI 1320.8, *Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the Reserve Active Status List*

DoD Directive 1320.12, *Commissioned Officer Promotion Program*

DoD Instruction 1320.14, *Commissioned Officer Promotion Program Procedure*

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*

NGR (AF) 36-4, *Federal Recognition of Promotion in the Air National Guard of the United States and as a Reserve of the Air Force Below the Grade of General Officer*

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

AFI 36-2401, *Officer Evaluation System*

AFI 36-2501, *Officer Promotion & Selective Continuation*

AFI 36-2608, *Military Personnel Records System*

AFI 36-3209, *Separation Procedures for United States Air Force Reserve Members*

AFI 36-3203, *Service Retirements*

AFI 36-3206, *Administrative Discharge Procedures*

AFI 36-8001, *Reserve Personnel Participation and Training Procedures*

AFI 37-128, *Administrative Orders (PA)*

AFMAN 36-2622, *Base Level Military Personnel System* (5 volumes)

Abbreviations and Acronyms

AD—Active Duty

ADL—Active Duty List

AFBCMR—Air Force Board for Correction of Military Records

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ANGUS—Air National Guard of the United States

ART—Air Reserve Technician

AUTH-GR—Authorized Grade

AUTODIN—Automated Digital Information Network

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DOR—Date of Rank

DRU—Direct Reporting Unit

EAD—Extended Active Duty

EDCSA—Estimated Date Change in Strength Accountability

FOA—Field Operating Agency

FY—Fiscal Year

HAF MPF—Headquarters Air Force Military Personnel File

AFRC—Air Force Reserve Command

HQ ARPC—Headquarters Air Reserve Personnel Center

ISLRS—Inactive Status List Reserve Section

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

MPF—Military Personnel Flight

NGR—National Guard Regulation

NQP—Not Qualified for Promotion

OPR—Officer Performance Report

OPB—Officer Preselection Brief

PDS—Personnel Data System

PRISM—Promotion Recommendation and In Board Support Management

PSM—Personnel Systems Manager

PV—Position Vacancy Promotion (previously known as Unit Vacancy)

ResAF—Reserve of the Air Force

RegAF—Regular Air Force

RIP—Record of Individual Personnel

R/R—Retention and Retirement

SAF—Secretary of the Air Force

SRB—Special Review Board

SSB—Special Selection Board

SSN—Social Security Number

UMD—Unit Manning Document

UPRG—Unit Personnel Record Group

USAFR—United States Air Force Reserve

U.S.C.—United States Code

Terms

Above-the-Promotion Zone (APZ)—A subsequent consideration for promotion for an officer previously not selected, declined a promotion, or removed from a promotion list. The officer is also senior to the senior IPZ officer for their competitive category for that board.

Active Guard Reserve (AGR)—All personnel of the National Guard of the United States and Reserve components serving on statutory tours of active duty for periods in excess of 179 days under 10 U.S.C. 3015, 8033, 10301, 10142, 10143, 12301, 12310, or 12402, or 32 U.S.C. 502(f) in connection with organizing, administering, recruiting, instructing, or training members of the Reserve components.

Active Status—Status of all Reservists except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points and pay, or points only, and may receive consideration for promotion.

Air Force Legal Intern Program—A program in which all commissioned AFROTC graduates granted an educational delay to study law perform a legal internship during law school summer vacation, normally between the second and third year. Duration is at least 60 days but no more than 89 days. Legal Interns receive all pay and allowances during this period.

Air National Guard of the United States (ANGUS)—The Reserve component of the Air Force all of whose members are assigned to the Air National Guard.

AUTODIN—Automatic Digital Information Network, described in AFMAN 36-2322, Base Level Military Personnel Systems (5 volumes)

Below-the-Promotion-Zone (BPZ)—Officers eligible for promotion consideration, but junior to officers eligible IPZ and APZ for their competitive category. The Reserve of the Air Force will not consider officers for BPZ promotion.

Best and Fully Qualified—Method of selection by which a board may only recommend for promotion a specified number or percentage of officers considered within each competitive category. The board may not recommend an officer for promotion unless it considers the officer fully qualified for promotion.

Commander—As used in this instruction, refers to the immediate or higher level commander of the organization where an officer is assigned or attached.

Competitive Category—A group of officers who compete among themselves for promotion. The established categories are: ANGUS Line of the Air Force (LAF), Judge Advocate (JA), Medical Corps (MC), Dental Corps (DC), Chaplain (HC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC); and USAFR Line of the Air Force (LAF), Judge Advocate (JA), Medical

Corps (MC), Dental Corps (DC), Chaplain (HC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Cut Line—The point on the "order of merit listing" (ranks officers by their total scores) where the quota set by the SecAF is filled. All officers above the cut line are recommended for promotion. All officers below the cut line are deferred or not recommended for promotion.

Deferred Officer—An officer, considered for promotion to the next highest grade by a mandatory board, who has failed of selection for promotion by the first board for that grade. Also an officer, in a grade below lieutenant colonel, who has declined promotion to the next higher grade.

Gray Area—The gray area (also known as the "gray zone") occurs when the cut line established by the quota falls between two or more officers with the same score. In these instances the records of all officers within the gray area are rescored and the cut line reapplied until the cut line falls between officers having different scores.

In-the-Promotion-Zone (IPZ)—The first consideration for mandatory promotion to a specific grade. The officer is the junior officer or is senior to the junior officer eligible for promotion consideration in the competitive category. These officers have not failed selection to the next higher grade, have not been removed from a promotion list to that grade after selection, or have not declined a promotion to that grade.

Legal Intern—See AIR FORCE LEGAL INTERN PROGRAM

Management Level—DoD organizations (i.e., major commands) where the senior official reports directly to the SecDef, SAF, Chairman JCS, CSAF or State Adjutant General or Governor. Only the Chief of Staff of the Air Force may approve exceptions; however, the HQ USAF DCS, Personnel may exercise similar authority in cases involving the MLs of general officers. No individual can serve as the head of two separate MLs, unless the individual is serving in dual-hat capability. As used in this instruction, ML also refers to the personnel activity that supports the senior official.

Mandatory Promotion Board—Any promotion board other than a vacancy promotion board.

Mobilization Assistant (MA)—A portion of the duty title exclusively established for IMA program general officer positions by a MAJCOM commander or Air Staff agency chief.

Nonparticipating Categories—Training and retirement Categories E (Obligated Reserve Section and Nonparticipating Nonobligated Ready Personnel Section), J (Obligated Reserve Section and Reserve Stipend Programs), and N (standby nonobligated) (AFI 36-2114, Volume 2).

Participating Categories—Training and retirement Categories A, B, C, D (except standby), E (participating IRR, except Reserve Stipend Program), F, G and P (AFI 36-2114, Volume 2).

Promotion Zones—Officers eligible for promotion fall into one of the three promotion zones based on their DOR. An officer is In-the-Promotion-Zone, Above-the-Promotion-Zone, or Below-the-Promotion-Zone (BPZ).

PRISM—Promotion Recommendation and In-board Support Management. Computerized information system used to manage the officer promotion and selection program.

Ready Reserve—The units or Reservists, or both, liable for active duty as provided in Title 10 U.S.C., Sections 12301 and 12302. The Selected Reserve and the Individual Ready Reserve (Title 10 U.S.C., Sections 10142-10144) compose the Ready Reserve.

"Recommended", “Not Recommended”, "Deferred", "Selectee”, "Selected" and “Nonselected”

—The terms "recommended", "not recommended", and "deferred" are used in statutes governing officer promotions. "Selectee", "selected", and "nonselected" commonly refer to officers recommended or not recommended by a promotion selection board. *NOTE:* An officer is a selectee or nonselectee when the board adjourns.

Reserve Active Status List (RASL)—A list of all Reserve of the Air Force officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade. The RASL for the Air Force shall include officers in the Air National Guard and Air Force Reserve. Except as otherwise provided by law, an officer must be on the RASL to be eligible for consideration for selection for promotion, continuation, or selective early removal as a member of the Reserve of the Air Force.

Rescores—In the case of a split in scores awarded to a record, the Board President can order the record be scored again in order to eliminate the split.

Reserve of the Air Force (ResAF)—The Federal status possessed by members of the ANGUS and USAFR.

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reservists. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

Selection Folder—The term commonly used for the HQ USAF Officer Selection Record. It consists of the documents given to selection boards (see **Attachment 2**).

Senior Rater—For the Air Reserve Components, the senior rater is the evaluator who completes the AF Form 709, **Promotion Recommendation** (PRF), for mandatory promotion as well as Position Vacancy nomination. For the purpose of the PRF, the senior rater for lieutenant colonels and below must be at least a colonel serving as a wing commander or equivalent, as determined by the management level. For colonels, it's the first general officer (including brigadier general selects occupying general officer billets) or equivalent, in the rating chain. (The Management Level will determine civilian equivalents.)

Special Review Board (SRB)—A board to consider those officers who were eligible for consideration by a selection board, but because of an error or injustice, were not considered. This procedure is used for promotions and considerations in question before the enactment of ROPMA (1 October 1996).

Special Selection Board (SSB)—A board to consider those officers who were eligible for consideration by a selection board, but because of an error or injustice, were not considered. An SSB will also consider an officer if a previous selection board acted contrary to law or if the officer's record was incomplete or contained errors and the officer was not selected as a result. This procedure is used for promotions and considerations in question after the enactment of ROPMA (1 October 1996)

Splits—A scoring split is a significant disagreement between board members about the score of a record. A difference in a score of two or more points between any two panel members is a split; e.g., 6 and 8, or 7.5 and 9.5. When using a "yes" or "no" scoring system for promotion decisions (see paragraph **4.9.2.**) a "split" occurs when the vote is 3 to 2.

S7 Officers—All officers in the Ready Reserve not in the Selected Reserve, not in the participating IRR, and not in a student status, and all officers in the Standby Reserve. For the purpose of this instruction, S7 officers will not include officers assigned to the Retired Reserve.

United States Air Force Reserve (USAFR)—All Reservists of the Air Force except those units, organizations, and members assigned to the ANGUS. The USAFR consists of the Ready, Standby and Retired Reserve.

Vacancy Promotion Board—A promotion board convened to select officers to fill a position vacancy.

Whole Person Concept—Includes performance, breadth of experience, job responsibilities, professional competence, specific achievements, academic and professional military education, leadership, civilian skills, and military participation. Selection board members use this concept to subjectively assess an officer's potential for serving in the next higher grade.

Attachment 2

DOCUMENTS CONSIDERED BY SELECTION BOARDS

Include only the following documents in the HQ USAF Officer Selection Folder:

A2.1. Officer Evaluation System Reports:

AF Form 77, Supplemental Evaluation Sheet.

AF Form 77, Company Grade Officer's Effectiveness Report (old form).

AF Form 475, Education/Training Report.

AF Form 707A, Field Grade Officer Performance Report.

AF Form 707B, Company Grade Officer Performance Report.

AF Form 707, Officer Effectiveness Report (old form).

NOTE: Do not include airman performance reports. Do include available officer evaluation reports from other services.

A2.2. Officer Selection Brief.

A2.3. AF Form 709, Promotion Recommendation.

A2.4. AF Form 11, Officer Military Record.

A2.5. Citations, orders, or both for approved US decorations. Include documentation authorizing a decoration if the citation is missing.

A2.6. AF Form 330, Records Transmittal/Request.

A2.7. AF Form 366, Record of Proceeding of Vacation of Suspended Nonjudicial Punishment (removal according to AFI 36-2806, *Military Personnel Records Systems*).

A2.8. Reference AF Form 405 (obsolete), Officer Evaluation Policy Advisory (obsolete - filed on top of latest AF Form 707, 475, and 77, closing earlier than 1 April 1985).

A2.9. DD Form 553, Deserter/Absentee Wanted by the Armed Forces (remove when officer returns to military control).

A2.10. AF Form 307X Series, including AF Forms 3070, Record of Nonjudicial Punishment Proceedings.

A2.11. Correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (removal according to AFI 36-2806, *Military Personnel Records Systems*).

A2.12. AF Form 3212, Record of Supplementary Action Under Article 15, Uniform Code of Military Justice (file as an attachment to AF Form 3070).

A2.13. A letter explaining nonattendance, declination with prejudice, or ineligibility for professional military education schools (removal for declination with prejudice according to AFI 36-2806 *Military Personnel Records Systems*; other letters are permanent).

A2.14. Letters recommending that an officer be considered not qualified for promotion.

A2.15. Letter of Reprimand (if placed in Selection Record) (removal according to AFI 36-2806, *Military Personnel Records Systems*).

A2.16. Documentary evidence (letter or certificate) of specialty board certification for officers of the Medical Corps, Dental Corps, Nurse Corps, Biomedical Sciences Corps, and the Medical Service Corps.

A2.17. Court-martial orders supporting approved findings of guilt (removal according to AFI 36-2806, *Military Personnel Records Systems*).

A2.18. A letter to the board from the eligible officer.

A2.19. General Officer specific information:

AF Form 71, Air Force General Officer Effectiveness Report

AF Form 78, Air Force General Officer Promotion Recommendation

General Officer Photo

Attachment 3

OATHS FOR BOARD MEMBERS, RECORDERS AND ADMINISTRATIVE SUPPORT STAFF

Board Members Oath for Selection Boards Considering Officers for Promotion or Continuation to Captain Through Colonel:

"I solemnly swear (or affirm) that I will, without prejudice or partiality, having in view both the special fitness of the officers and the efficiency of the United States Air Force, perform the duties imposed upon me."

Board Members Oath for Selection Boards Considering Officers for Promotion or Continuation to Brigadier and Major General:

"I solemnly swear (or affirm) to perform my duties without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the United States Air Force and that I will not reveal information about the board conduct and results except as provided for in AFI 36-2504, DoD Directive 1320.12, and law."

Recorders and Administrative Support Staff Oath for Selection Boards Considering Officers for Promotion or Continuation to Captain Through Colonel:

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board."

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

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board, that I will perform my duties without prejudice or partiality, and that I will not reveal information about the board conduct and results except as provided for in AFI 36-2504, DoD Directive 1320.12, and law."

Attachment 4

DETERMINING A VALID VACANCY

Vacancy Determination

For PV promotion nomination to the grade of captain through lieutenant colonel, the officer must be otherwise eligible for promotion consideration and must be the incumbent (cannot be an overage) of a position with an authorized grade higher than the officer's current grade. A vacancy determination will be based upon the following criteria: (1) the position vacancy must be within the nominee's Duty Air Force Specialty (DAFS - excluding prefix and suffix) in an organization managed by the nominating senior rater and (2) a position vacancy is defined within the nominee's DAFS if the number of officers assigned in the next or higher grades (up to an including lieutenant colonel) is less than the number of officers authorized in the next or higher grades (up to and including lieutenant colonel). When determining vacancies within a DAFS, compute authorized and assigned figures separately for each Reserve category (i.e., Air Reserve Technicians (ARTs), Individual Mobilization Augmentees (IMAs), Active Guard Reserve (AGR), traditional unit participants, etc.). When computing the number of officers assigned by grade to a particular DAFS, do not count officers who, within 90 days after the board convening date, are either projected for reassignment from the senior rater's organization or have an established date for removal from the Reserve Active Status List (RASL). If their date of assignment from the senior rater's organization or removal from the RASL is projected to be later than 90 days after the board convening date, they must be counted in determining the number of officers assigned.

An Example

This scenario assumes that all authorized/assigned are the same Reserve category (traditional unit reservists), are assigned to an organization managed by Col Smith (the senior rater), are assigned against DAFS 11A UMD positions, and are not projected for reassignment from the organization or removal from the RASL within 90 days of board convening date. The numbers shown are purely for illustrative purposes and were chosen to illustrate promoting lower grades against higher graded vacancies.

Col Smith's UMD authorizes the number of officers shown, by grade, in DAFS 11A, and he has the number of officers assigned as shown:

GRADE	AUTHORIZED	ASSIGNED
Captain	8	10
Major	13	14
Lt. Colonel	16	12
TOTAL	**37**	**36**

PV Promotion from First Lieutenant to Captain. In this example, a captain position vacancy does not exist as the number of assigned captains is equal to or exceeds the number of authorized captains. If the number of assigned captains had been less than the number authorized, then eligible lieutenants could be nominated up to the point where, if these lieutenants were selected for promotion, the number of captains assigned equaled the number of captains authorized. However, 10 U.S.C. allows us to fill a

vacancy in any grade with an authorized appointment in any lower grade. With this in mind, we next look at the majors and find that the summation of captains and majors (21 authorized, 24 assigned) still does not yield a position vacancy opportunity. Had this example shown less assigned than authorized, then eligible lieutenants could be nominated up to the point where, if selected for promotion to captain, the number of captains and majors assigned equaled the number of captains and majors authorized. However, when we bring lieutenant colonels into the mix, a position vacancy now exists as the summation of captain, major, and lieutenant colonels yields the totals shown above (37 authorized, 36 assigned). Col Smith can thus use a lieutenant colonel vacancy to nominate one lieutenant for PV promotion to captain. If the lieutenant is selected, Col Smith will be unable to nominate any more lieutenants for PV promotion as long as the number of captains assigned is equal to or greater than the number of captains authorized, or the total captain/major/lieutenant colonel assigned mix is equal to or greater than the total captain/major/lieutenant colonel authorized mix.

PV Promotion from Captain to Major. A major position vacancy does not exist as the number of majors assigned exceeds the number of majors authorized. If the number of assigned majors had been less than the number authorized, then eligible captains could be nominated up to the point where, if selected for promotion to major, the number of majors assigned equaled the number of majors authorized. However, when we bring lieutenant colonels into this mix, we now have 29 majors and lieutenant colonels authorized and 26 assigned. Thus, Col Smith can nominate up to three captains for PV promotion to major using existing lieutenant colonel vacancies. If all three captains are selected, Col Smith will be unable to nominate any more captains for PV promotion as long as the number of majors assigned is equal to or greater than the number of majors authorized, or the total major/lieutenant colonel assigned mix is equal to or greater than the total major/lieutenant colonel authorized mix.

PV Promotion from Major to Lieutenant Colonel. As there are four less lieutenant colonels assigned than are authorized, Col Smith may nominate up to four majors for PV promotion to lieutenant colonel. Had the number of lieutenant colonels assigned been equal to or exceeded the number authorized, Col Smith would be unable to nominate any majors for PV promotion to lieutenant colonel. Additionally, if Col Smith nominates four majors and they are all selected, he will be unable to nominate any more majors for PV as long as the number of lieutenant colonels assigned is equal to or greater than the number authorized.

Note that when determining if a valid vacancy exists, you first look at authorized/assigned in the grade you wish to promote to. You only bring the higher grades into the vacancy determination mix if the number assigned in the grade you wish to promote to is equal to or greater than the number authorized. Although this process is somewhat cumbersome, it allows us the potential to promote more officers via PV as well as the potential to continue promoting the more junior grades despite overgrades and overages. In the above scenario, we can promote up to 8 officers (one lieutenant, three captains, and four majors) using the four lieutenant colonel vacancies. Had we only looked at the grade we wished to promote to, we could only promote 4 officers via PV (no lieutenants or captains and 4 majors).

Keep in mind that the above scenario is a snapshot used to compute a position vacancy at a given point in time. The DAFS authorized/assigned are dynamic variables that will constantly change due to accessions, separations, reassignments, promotions into (lieutenant to captain) or out of (lieutenant colonel to colonel) the DAFS mix, UMD changes, etc.

Attachment 5

SAMPLE
ACCELERATED PROMOTION

MEMORANDUM FOR (Senior Rater)

FROM: Commander

SUBJECT: Accelerated Promotion

1. Major John H. Doe, 123-45-6789, was recommended for promotion to lieutenant colonel by the FY 98 Reserve of the Air Force Lieutenant Colonel Line and Health Professions Mandatory Selection Board that convened on 11 June 1997.

2. This officer has demonstrated the ability to perform in the grade of lieutenant colonel and will be/has been assigned to a lieutenant colonel position, position number 000512, that has been determined to be a valid vacancy per AFI 36-2504, effective 1 December 1997.

3. In accordance with Title 10 U.S.C., Section 14308(e)(1) and AFI 36-2504, I recommend promoting Major Doe to the Reserve grade of lieutenant colonel effective 1 December 1997 with the same date of rank.

(signature)

(Signature Block of Commander)

Attachment

Manning Document

1st Ind, (Senior Rater)

(Senior Rater ID)

TO: HQ ARPC/DPJA

The recommendation to promote Major Doe to the Reserve grade of lieutenant colonel is approved effective 1 December 1997 with the same date of rank.

(signature)

(Signature Block of Senior Rater)

Attachment 6

SAMPLE
NOTIFY RESERVISTS (OTHER THAN AGR) OF PROMOTION

Use the following sample letter to notify the selected officers of their Date of Rank (DOR).

(Organization Address) (Date)

(Grade, Name, USAFR)

(Address)

Dear _____

It is my pleasure to inform you of your promotion to the grade of (appropriate grade), United States Air Force Reserve. This promotion attests to your ability, performance, and future potential in the Air Force Reserve.

A program exists for notifying civilian companies of a promotion of one of their employees, who is also an officer in the Air Force Reserve. In this way, you are given recognition for your achievements as a reservist. At the same time, it encourages civilian industries to support the Reserve program. If you wish to have your employer notified of your Air Force Reserve promotion, please send me a letter of permission and include your employer's name and address. If the letter should be addressed to a particular person, please include that person's name and title.

For your promotion to be effective you must remain on the Reserve Active Status List, or in case of transfer, on the Active Duty List until the effective date of promotion.

As a reminder, to retire at the higher grade, there is a requirement that you serve satisfactorily for 6 months at the higher grade (grades of major and below) or 3 years (grades of lieutenant colonel and above).

Congratulations on your promotion. I hope you will continue to participate in the Reserve program and wish you success in your future endeavors.

Sincerely

(signature)

(Type name, grade, USAF/USAFR)

Commander

Attachment 7

SAMPLE
LETTER TO THE RESERVIST'S (OTHER THAN AGR) EMPLOYER

Use the following sample letter to notify the selected officer's employer of the officer's promotion

(Organization Address) (Date)

(Employer Address)

Dear _____

It is my pleasure to inform you that your employee, (name), has been promoted/has been selected for promotion to the grade of (appropriate grade) in the United States Air Force Reserve. This selection/promotion attests to (name's) ability, performance, and future potential in the Air Force Reserve.

(Name) is an active member of the Air Force Reserve and an asset to the organization. His/Her participation is possible because you have allowed him/her to take advantage of the opportunity to train when required. The Air Force Reserve is important to our national security and its endorsement by private employers is essential and greatly appreciated.

On behalf of the Air Force--and the United States Government--I thank you for your cooperation and support of the Air Force Reserve.

Sincerely

(signature)

(Typed name, grade, USAF/USAFR)

Commander

Attachment 8

SAMPLE
NOTIFY RESERVISTS (OTHER THAN AGR) OF NONSELECTION FOR PROMOTION

Use the following sample letter to notify officers not selected for promotion.

(Organization Address) (Date)

(Grade, Name, USAFR)

(Address)

Dear _____

I regret to inform you that you were not recommended for promotion to the grade of _____ by the selection board that recently convened at the Air Reserve Personnel Center (HQ ARPC). While it is not possible to determine the specific reason or reasons why you were not selected, you can be assured that you received fair and equitable consideration by the board.

You will soon receive correspondence from HQ ARPC/DP giving you more specific information about the effect of your nonselection.

(Signature)

(Typed name, grade, USAF/USAFR)

Commander

Attachment 9

SAMPLE
EFFECTS OF NONSELECTION FOR PROMOTION TO CAPTAIN OR MAJOR

Title 10, United States Code, covers administration of the Reserve of the Air Force including promotion and discharge or retirement. The following summarizes the provisions of law with specific sections noted in parentheses:

Officers who have failed of selection for promotion by their first mandatory board will be considered by the next mandatory board considering officers of their grade, providing they remain on the Reserve Active Status List (Sections 14101 & 14501). As with the first board, officer may send a letter to the promotion board (Section 14106). If selected by the second board, the officer will be promoted in order of seniority after those previously selected have been promoted (Section 14308).

If not recommended by the second board, the officer will be discharged, retired, or retained temporarily as required by law. All officers are required to serve a prescribed minimum number of years of military service (Section 651). Officers who have not completed the required service may not be discharged until completion of the required service (Section 12645). Officers who have completed the required minimum service but have less than 18 years or more than 20 years of creditable service for retirement will be discharged or retired. The date of discharge/retirement will be the first day of the seventh month after the month the board list is approved by the President (Section 14504 or 14505).

Officers who have completed at least 18 years but less than 19 years of creditable service for retirement will be retained until completion of 20 years of satisfactory service or for 3 years after the required discharge date, whichever comes first (Section 12646). Officers with more than 19 years but less than 20 years of creditable service for retirement, will be retained until completion of 20 years of satisfactory service or 2 years after the required discharge date, whichever comes first (Section 12646).

Attachment 10

SAMPLE
EFFECTS OF NONSELECTION FOR PROMOTION TO LIEUTENANT COLONEL

Title 10, United States Code, covers administration of the Reserve of the Air Force including promotion and discharge or retirement. The following summarizes the provisions of law with specific sections noted in parentheses:

Officers who have failed of selection for promotion by their first mandatory board will be considered by the next mandatory board considering officers of their grade, providing they remain on the Reserve Active Status List (Sections 14101 & 14501). As with the first board, officer may send a letter to the promotion board (Section 14106). If selected by the second board, the officer will be promoted in order of seniority after those previously selected have been promoted (Section 14308).

If not recommended by the second board, the officer will be discharged, retired, or retained temporarily as required by law. All officers are required to serve a prescribed minimum number of years of military service (Section 651). Officers who have not completed the required service may not be discharged until completion of the required service (Section 12645). Officers who have completed the required minimum service but have less than 18 years or more than 20 years of creditable service for retirement will be discharged or retired. The date of discharge/retirement will be the first day of the month after the month in which the officer completes 20 years of commissioned service (Section 14506).

Officers who have completed at least 18 years but less than 19 years of creditable service for retirement will be retained until completion of 20 years of satisfactory service or for 3 years after the required discharge date, whichever comes first (Section 12646). Officers with more than 19 years but less than 20 years of creditable service for retirement, will be retained until completion of 20 years of satisfactory service or 2 years after the required discharge date, whichever comes first (Section 12646).

Attachment 11

SAMPLE
NOTIFY RESAF OFFICERS OF A DELAY OF PROMOTION

(Organization Address) (Date)

(Grade, Name, USAFR)

(Address)

Dear _____

In accordance with AFI 36-2504, **Chapter 7**, I recommend delaying your promotion to [grade] until [a date not to exceed 6 months after the DOR].

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

Your promotion will not become effective until the approval authority makes a decision on this recommendation. Do 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 documents you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and support documents, if any, to me not later than (see AFI 36-2504, **Table 7.1.**, Note 3) the date of this letter.

(Signature)

(Typed name, grade, USAF/USAFR)

(Commander)

Attachments

(Supporting Documentation Identified)

1st Ind, (Office Symbol) (Date)

TO:

1. Receipt and understanding is acknowledged.

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)

Attachment 12

SAMPLE
NOTIFY RESAF OFFICER OF RECOMMENDATION TO THE PROMOTION BOARD: NOT QUALIFIED FOR PROMOTION

(Organization Address) (Date)

(Officer's Grade, Name, USAFR)

(Address)

Dear _____

In accordance with AFI 36-2504, **Chapter 7**, I recommend finding you not qualified for promotion to [grade].

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

If the MAJCOM/CC supports this action, the selection board will receive this correspondence 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 documents you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documents, if any, to me no later than (see **Table 7.1.** Note 3) from the date of this letter.

(Signature)

(Typed name, grade, USAF/USAFR)

(Commander)

Attachments:

1s Ind, (Office Symbol) (Date)

TO:

1. Receipt and understanding is acknowledged.

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)

Attachment 13

SAMPLE
NOTIFICATION OF INTENT TO REMOVE FROM THE RECOMMENDED LIST*

(Organization Address) (Date)

(Officer's Grade, Name, USAFR)

(Address)

Dear _____

In accordance with AFI 36-2504, **Chapter 7**, I recommend removing your name from the [FY __grade] promotion list.

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

As a result, your promotion is delayed until the Secretary of the Air Force makes a decision on this recommendation. You are not to 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 documents, if any, to me no later than (see **Table 7.1.**, Note 3) from the date of this letter.

(Signature)

(Typed name, grade, USAF/USAFR)

(Commander)

Attachments

(Supporting documentation identified)

1st Ind, (Office Symbol) (Date)

TO:

1. Receipt and understanding is acknowledged.

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)

* There are no selection lists to first lieutenant. For those officers, a recommendation to find the officer not qualified for promotion is appropriate.

Attachment 14

SAMPLE
NOTIFY OFFICERS OF CONTINUATION STATUS

(Organization Address) (Date)

(Grade, Name, USAFR)

(Address)

Dear _____

You have been selected for continuation on the Reserve Active Status List. You will remain in this status unless sooner relieved by the Secretary of the Air Force.

While in continuation status, you will be considered Above-the-Promotion-Zone by future promotion boards if you remain otherwise eligible.

Continuation will not guarantee qualification for retired pay. Your adjusted separation date is based on years of commissioned service, not satisfactory service for retirement. Contact the office below at 1-800-525-0102 ext 401 for your specific separation date.

You must accept or decline this status within 60 days of public release of the Continuation Board results. If you decline continuation status, you will be retired, if you qualify and apply for retirement, or discharged.

Please indicate your choice by endorsing this letter and returning it to:

HQ ARPC/DPAD

6760 East Irvington Place #1700

Denver CO 80280-1700

Sincerely

(signature)

(Type name, grade, USAF/USAFR)

Commander

1st Ind (Date)

TO: HQ ARPC/DPAD

I (will) (will not) accept continuation status on the Reserve Active Status List. I understand if I do not accept continuation status, I will be retired, if I qualify and apply for retirement, or discharged.

(Signature of officer concerned)

Attachment 15

IC 2002-1 TO AFI 36-2504, OFFICER PROMOTION, CONTINUATION AND SELECTIVE EARLY REMOVAL IN THE RESERVE OF THE AIR FORCE

14 JANUARY 2002

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1. This change affects the USAFR only and establishes a 2 year Time in Grade for First Lieutenants to be promoted to the grade of Captain. This change modifies **Table 2.1.** to reflect 2 years. It establishes separate competitive categories (COMPCATs) for promotion consideration for officers assigned to the Selected Reserve (SELRES) and Non-Selected Reserve (NON-SELRES). This change adds subparagraph **2.4.11.** that defines the category the SECAF assigns an officer to compete for promotion and adds **Table 2.3.** which outlines the new COMPCATs.

2.4.11. Competitive Categories (CompCat). Each officer on the Reserve Active Status List (RASL) is placed in a competitive category as specified by the SecAF. Officers in the same CompCat will compete among themselves for promotion, continuation, and selective early removal. The ANG and USAFR compete in separate categories. Both ANG and USAFR are further divided as shown in **Table 2.2.** and **Table 2.3.** Each CompCat has a separately computed quota for promotions, continuation, and selective early removal. The SecAF determines the available quotas each year based on projected needs of the ANG and USAFR.

Table 2.1 Promotion Eligibility Criteria

Promotion To:	Mandatory (IPZ) Promotion Years In Grade (Note 1)	Vacancy Promotion Time-In-Grade (Notes 2 and 3)
First Lieutenant	2	N/A
Captain	2 (USAFR) / 5 (ANG)	N/A
Major	7	4
Lieutenant Colonel	7	4
Colonel (Note 2)	3	N/A

Notes:

1. IPZ criteria could change based on service needs as determined during annual promotion planning.

2. USAFR only.

3. TIG cut-off for each PV board is 30 September of the year the board is held

Table 2.3 USAFR Competitive Categories

Selected Reserve (SelRes) (Note 1)	Non-Selected Reserve (NonSelRes) (Note 2)
Line of the Air Force	Line of the Air Force
Medical Corps	Medical Corps
Dental Corps	Dental Corps
Nurse Corps	Nurse Corps
Medical Service Corps	Medical Service Corps
Biomedical Science Corps	Biomedical Science Corps
Chaplain	Chaplain
Judge Advocate	Judge Advocate

Notes

1. Selected Reserve. Individuals assigned to a position requiring pay and points. ANG units, USAFR units, IMAs are part of the SelRes. Limited extended active duty (LEAD) officers compete with SelRes officers, but are not a part of the SelRes.

2. Non-Selected Reserve. Any position or assignment in the Reserves that does not allow pay and points. Category E (Academy Liaison, Civil Air Patrol Liaison, Ready Reinforcement) and all non-participants are Non-SelRes.

Attachment 16

IC 2002-2 TO AFI 36-2504, OFFICER PROMOTION, CONTINUATION AND SELECTIVE EARLY REMOVAL IN THE RESERVE OF THE AIR FORCE

11 FEBRUARY 2002

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-2. This change affects the promotion eligibility criteria for officers serving on Limited Active Duty (LEAD). Specifically, this change permits Reserve Active Status List promotion eligibility for Air Force Reserve (AFR) and Air National Guard (ANG) officers who are serving on LEAD tours of three years or less. AFR/ANG officer serving LEAD tours greater than three years are not RASL eligible and compete for promotion on the ADL. This change affects the USAFR and delegates approval authority for AGR(formerly known as stat tour) promotions to AF/RE IAW AFI 36-2504 para **6.6.** This change modifies **Table 5.2.** , note 3 and paragraph **6.6.** to reflect AF/RE has AGR approval authority vice SAF/MIR. A bar (|) indicates revision from the previous edition.

2.4. Eligibility Criteria and Restrictions. The following criteria are restriction apply for promotions to grades of captain through lieutenant colonel (ANGUS) through colonel (USAFR) Promotion Eligibility.

2.4.11. Officers who voluntarily remain on LEAD for subsequent tours, will be transferred to the ADL at the three-year and one day point and compete for promotion under DOPMA provisions (ADL) when they meet the established promotion eligibility criteria. LEAD officers who desire to remain promotion eligible under ROPMA provisions (RASL) must return to the AFR/ANG for a minimum of one year prior to returning to LEAD. Officers who are voluntarily returned to lead before the one-year has expired will have orders generated that are greater than three years, which automatically places them of the ADL.

Table 5.2. Date of Rank

RULE	A	B
	If an officer with no pending propriety of promotion action	then the DOR is
1	Is selected IPZ	The anniversary of the DOR once the time-in-grade requirements are met as specified in **Table 2.1.** or **Table 2.2.**, or as specified by the SAF (Notes 1, 2, and 3).
2	Is selected IPZ/APZ and nominated for accelerated promotion	The date requested by the senior rater. (Notes 2, 3 and 4)
3	Is selected to fill an overall vacancy in the grade of colonel (USAFR only)	Established by HQ USAF/REP (Notes 4)
4	Is selected by a PV board for promotion to captain, major or lieutenant colonel to fill a USAFR unit, IMA, or USAFR AGR higher grade vacancy	The public release date of the promotion list (Notes 2 and 3).
5	Is promoted by the next selection board after removal from a recommended list	If approved by SAF, the date the officer would have been promoted if officer had not been removed from the first recommended list; otherwise, either as stated in Rule 1 or Rule 6, as appropriate (Notes 1, 2, and 3).
6	Is promoted APZ	The first of October of the fiscal year of the board (Notes 2, 5, and 6).
7	Is promoted after delay action is ended	The date the officer would have received if promotion had not been delayed.
8	Is a second lieutenant found qualified after a recommendation of not qualified	The date the officer became qualified, as SAF directs.
9	Accepts a previously declined promotion before the effective date	The original effective date
10	Accepts a voluntarily delayed promotion	The date the officer accepts the voluntarily delayed promotion
11	Does not or cannot extend a voluntary delay of promotion	The date of the expiration of the voluntary delay
12	Accepts an assignment following a break in active status (ISLRS, civilian status, Retired Reserve, etc.)	Adjusted to reflect only the time in grade spent in an active status.

RULE	A	B
	If an officer with no pending propriety of promotion action	then the DOR is
13	Transfers from the ADL to the RASL, with a pending ADL promotion	Calculated using the current (as of the date of the transfer) ResAF IPZ eligibility criteria (Note 7)
14	Transfers from the ADL to the RASL with a pending ADL promotion and the senior rater nominates the officer for an accelerated promotion	The date requested by the senior rater provided the criteria in paragraph **6.5.** are met (Note 4)

Notes:

1. The US Senate confirms promotions to colonel and above.

2. DOR will never be earlier than the public release date.

3. AGRs will pin on the new rank only if USAFR strength limits are not exceeded and the promotion is approved by HQ USAF/RE . (AGRs may delay declination of promotion until date released from the tour.)

4. This date can be no earlier than the public release date (if the officer is in the position at that time), or the date the officer is placed in the higher graded position (when after public release date) and meets all the criteria. The letter must arrive at HQ ARPC/DPJA 2 business days before the proposed DOR. See also paragraph **6.5.**

5. HQ USAF/REP makes USAFR colonel promotions incrementally.

6. ***Example*:** A first lieutenant with a DOR of 15 Mar 93, is not selected by the FY98 Captain Promotion Board. The officer meets the FY99 Captain Promotion Board and is selected. The officer's DOR to captain is 1 October 1998, the first of October of the Fiscal Year of the board.

7. Calculate the officer's date as if selected (using the eligibility criteria based on the officer's service dates) by a Reserve of the Air Force Selection Board. However, at no time will the date be sooner than the date of the officer's transfer to the RASL. Also, see paragraph **6.5.**

6.6. Promotion Procedures for USAFR AGRs. All AGR officers selected for promotion to the grade of colonel and below must obtain approval from AF/RE before the officer can assume the higher grade. For AGRs assigned to HQ AFRC, HQ AFRC/DPM (for lieutenant colonel selects and below), and HQ AFRC/DPO (for colonel selects) will send the request for the officer to assume the higher grade to HQ USAF/REAMO for processing to HQ USAF/RE. For other headquarters assigned AGRs, USAF/REAMO will prepare the request and process it to HQ USAF/RE for approval. The memo will include a recommendation for promotion, position control number, PAS code, and authorized grade for the position to which assigned.

Attachment 17

IC 2003-1 TO AFI 36-2504, OFFICER PROMOTION, CONTINUATION AND SELECTIVE EARLY REMOVAL IN THE RESERVE OF THE AIR FORCE

9 JANUARY 2003

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1. Except where noted, these changes apply to the ANG/and USAFR. These changes permit Air Reserve Component officers to compete for promotion under the Reserve Active Status List (RASL) while mobilized and explain administrative procedures to accomplish. This change adds Para **6.7.** A bar (|) indicates revision from the previous edition.

6.7. ANG and USAFR officers are eligible to compete for position vacancy and mandatory promotion on the Reserve Active Status List (RASL), when the promotion board is convened IAW Title 10 USC 14101(a), while the officers are mobilized under Title 10 USC 12302 commonly known as partial mobilization.

6.7.1. For USAFR Colonel selects only while mobilized under Title 10 USC 12302: (for normal pin on rules see AFI 36-2115, Assignments within the Reserve Components para 1.5.5.4 applies)

6.7.1.1. Officers may elect to voluntarily delay their promotions IAW Title 10 USC 14312 and **Chapter 8** of this AFI. They may elect to pin on their promotions on promotion effective date- with or without having a higher graded reserve billet. If the Colonel select does not have a higher graded reserve billet, the member may continue to look for a higher graded billet for up to 6 months after promotion effective date or 45 days after the member is demobilized whichever is later.

6.7.1.2. Colonel Selects who have a higher graded reserve billet may have their promotions accelerated to a date no earlier than Senate Confirmation if they already are incumbent in a higher grade reserve billet during the time they are mobilized under this statute and they meet the accelerate guidelines of this AFI in **Chapter 6** .

Note that AGR colonel selects may be involuntarily delayed in pin on due to strength limitations of the AGR force imposed by law. Paragraph **8.7.** of this AFI applies to mobilized AGRs as well.

6.7.2. For USAFR Colonel selects not mobilized upon actual pin-on date; If the officer has not located a vacant colonel authorization, the MPF should project the officer for assignment to ARPC (non selected reserve) with an EDCSA of 6 months from pin-on date. At 60 days prior to EDCSA (4 months after pin-on date), if the officer has still not yet located a vacant colonel position, the MPF should, through

command channels, request a stop loss waiver to allow reassignment of the officer to ARPC on the established 6 month EDCSA date.

6.7.3. USAFR officers selected for PV promotion may pin on while mobilized under Title 10 USC 12302 when the mobilized officer's Senior Rater submits a signed letter to ARPC/DPBA stating the officer is "in the reserve position". The promotion effective date can be no earlier than 2 business days after receipt of the letter by ARPC; or the date the officer meets the Time In Grade requirements in **Table 2.1.** of this AFI whichever is later; or the officer is demobilized from Title 10 USC 12302. The promotion effective date in this case will be the day after demobilization or the date the officer meets the Time In Grade requirements in **Table 2.2.** of this AFI whichever is later.