

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

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 36-25**

**15 DECEMBER 2022**

***Personnel***

***MILITARY PROMOTIONS AND  
DEMOTIONS***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Todd Remington, Senior Coordinator)

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This Department of the Air Force Policy Directive (DAFPD) implements Department of Defense Instruction (DoDI) 1310.01, *Rank and Seniority of Commissioned Officers*; DoDI 1310.02, *Original Appointment of Officers*; DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*; DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*; DoDI 1320.13, *Commissioned Officer Promotion Reports*; DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*; and DoDI 1334.02, *Frocking of Commissioned Officers*. This directive has been approved in collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Space Operations for Personnel (SF/S1), and the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and develops personnel policy for Department of the Air Force Promotion and Demotion programs. This publication applies to uniformed members of the United States Space Force, Regular Air Force, Air Force Reserve, and the Air National Guard. Refer recommended changes and questions about this publication to the office of primary responsibility using the Department of the Air Force Form 847, *Recommendation for Change of Publication*; route Department of the Air Force Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records

Disposition Schedule, which is located in the Air Force Records Information Management System. This DAFPD may not be supplemented.

### ***SUMMARY OF CHANGES***

This directive was reviewed in accordance with Secretary of the Air Force guidance and has been updated to a Department of the Air Force policy directive to be inclusive of the United States Space Force.

**1. Overview.** The Department of the Air Force must be able to identify Airmen and Guardians with the highest potential to fill positions of increased grade and responsibility. This directive establishes policies for promoting and demoting Airmen and Guardians to grades appropriate to their abilities and for meeting Department of the Air Force needs.

**2. Policy.** It is Department of the Air Force policy that:

2.1. The Department of the Air Force will appoint as military officers those qualified individuals, enlisted members, and officers who possess the skills necessary to meet the needs of the Department of the Air Force and clearly have demonstrated the potential for full military careers.

2.2. The Department of the Air Force promotion system will provide promotion opportunities to advance Airmen and Guardians with the appropriate experience and skills to fill projected requirements, consistent with federal law and Department of Defense policies and procedures.

2.3. Airmen and Guardians will be assessed for promotion based on their potential to serve in the next higher grade. Selections will be made using the fully qualified or best qualified concept, which values duty performance and potential based on that performance, but not to the exclusion of other factors. Airmen and Guardians who are not qualified for advancement to the next higher grade will not be promoted. When appropriate, and as permitted by law and consistent with Department of Defense policy, Airmen and Guardians will be demoted to a grade commensurate with their demonstrated abilities and skills.

2.4. The Department of the Air Force will implement an enlisted personnel management plan that develops professionally trained Airmen and Guardians to satisfy force structure authorizations consistent with Department of Defense guidance.

**3. Responsibilities.** This directive establishes the following responsibilities and authorities:

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) provides policy oversight of and advocates for the Department of the Air Force's military promotion and demotion programs, and interfaces with the Office of the Secretary of Defense staff concerning development of Department of Defense promotion and demotion program policy and legislative initiatives.

3.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops, coordinates, and executes United States Air Force personnel policy and essential procedural guidance for managing appointments and promotion and demotion programs in collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard.

3.3. The Deputy Chief of Space Operations for Personnel (SF/S1) develops, coordinates, and executes United States Space Force personnel policy and essential procedural guidance for managing appointments and promotion and demotion programs.

3.4. The Chief of Air Force Reserve (AF/RE) executes personnel policy and essential procedural guidance for appointments and promotion and demotion programs for Air Force Reserve personnel and oversees the Reserve force.

3.5. The Director, Air National Guard (NGB/CF) executes personnel policy and essential procedural guidance for the promotion and demotion programs for Air National Guard personnel and oversees the Air National Guard force.

3.6. The Vice Chief of Staff of the Air Force serves as the appellate authority for Airmen and the Vice Chief of Space Operations serves as the appellate authority for Guardians in cases which:

3.6.1. The commander of a major command, field command, field operating agency, or direct reporting unit demotes an Airman or Guardian from the grade of senior master sergeant or chief master sergeant.

3.6.2. The senior Air Force officer, senior Space Force officer, Air Force element or Space Force element commander for the headquarters staff of a unified command demotes an Airman or Guardian from the grade of a senior master sergeant or chief master sergeant.

3.6.3. The senior Air Force officer, senior Space Force officer, Air Force element or Space Force element commander of an activity outside the Department of the Air Force demotes an Airman or Guardian from the grade of senior master sergeant or chief master sergeant.

3.6.3.1. For Airmen; however, if the Commander, Air Force District of Washington, is higher in grade to the senior Department of the Air Force officer or element commander who approved said demotion, then the Commander, Air Force District of Washington, serves as the appellate authority.

3.6.3.2. For Guardians; however, if the Commander, Space Operations Command, is higher in grade to the senior Department of the Air Force officer or element commander who approved said demotion, the then Commander, Space Operations Command, serves as the appellate authority.

3.7. The commander of a major command, field command, field operating agency, or direct reporting unit demotes an Airman or Guardian.

3.8. The senior Air Force officer, senior Space Force officer, Air Force element or Space Force element commander for the headquarters staff of a unified command demotes an Airman or Guardian from the grade of a senior master sergeant or chief master sergeant.

3.9. The senior Air Force officer, senior Space Force officer, Air Force element or Space Force element commander of an activity outside the Air Force demotes an Airman or Guardian from the grade of senior master sergeant or chief master sergeant. See paragraphs [3.6.3.1](#) and [3.6.3.2](#) for special rules governing appellate review of said demotion actions.

3.10. Major commands and field commands execute Department of the Air Force policy with regard to promotions and demotions in their respective commands.

FRANK KENDALL  
Secretary of the Air Force

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

DoDI 1310.01, *Rank and Seniority of Commissioned Officers*, 23 August 2013

DoDI 1310.02, *Original Appointment of Officers*, 26 March 2015

DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, 3 January 2014

DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*, 7 July 2017

DoDI 1320.13, *Commissioned Officer Promotion Reports*, 9 April 2021

DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*, December 2020

DoDI 1334.02, *Frocking of Commissioned Officers*, 10 May 2022

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**DAFPD**—Department of the Air Force Policy Directive

**DoDI**—Department of Defense Instruction

***Office Symbols***

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services

**AF/A1P**—Director of Military Force Management Policy

**AF/RE**—Chief of Air Force Reserve

**NGB/CF**—Director of the Air National Guard

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

**SF/S1**—Deputy Chief of Space Operations for Personnel

**SF/S1P**—Director of Military Policy and Management