

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

**AIR FORCE INSTRUCTION 36-2504**

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**Personnel**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Military Personnel*; DAFPD 36-25, *Military Promotion and Demotion*; and DAFPD 36-26, *Total Force Development and Management*. It describes Air Force responsibilities under Title 10, United States Code (USC); Chapter 38, *Joint Officer Management*; Chapter 43, *Rank and Command*; and **Chapter 77**, *Posthumous Commissions and Warrants*; and Subtitle E, Part III, *Promotion and Retention of Officers on the Reserve Active-Status List*; Title 32 USC, Chapter 3, *Personnel*; 37 USC, Section 201; *Defense Officer Personnel Management Act*; *Reserve Officer Personnel Management Act*; Executive Order 12396, *Defense Officer Personnel Management Act*; Executive Order 13358, *Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*; Department of Defense Instruction (DoDI) 1215.17, *Educational Requirements for Appointment to a Grade Above First Lieutenant or Lieutenant (Junior Grade) in a Reserve Component*; DoDI 1300.19, *DoD Joint Officer Management (JOM) Program*; DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or United States (US) Senate Confirmation*; DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*; DoDI 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*; DoDI 1320.11, *Special Selection Boards*; DoDI 1320.13, *Commissioned Officer Promotion Reports*; DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*; DoDI 1334.02, *Frocking of Commissioned Officers*; DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*; and Chairman of the Joint Chiefs of Staff (CJCS) Instruction 1330.05, *Joint*

*Officer Management Program Procedures*; and CJCS 1331.01(d), *Manpower and Personnel Actions Involving General and Flag Officers*. This instruction has been developed in collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard, (NGB/CF), and the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1). Accordingly, this publication is applicable to all uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard (ANG). It also applies to members and units of the ANG performing duty under 32 USC, to the extent it is consistent with the applicable state, commonwealth, or district's military code or command policies. This publication does not apply to the United States Space Force. This publication can only be supplemented at the Director of Manpower, Personnel, Recruiting, and Services (NGB/A1) level. This publication provides directive guidance on personnel policy for officer promotion, continuation, selective continuation, and early removal. Procedural guidance to accompany this publication is found in Air Reserve Personnel Center Memorandums. Refer to **Attachment 1** for a glossary. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Record Notices F036 AFPC S, *Officer Promotion Propriety Actions*, F036 AF PC Q, *Personnel Data System (PDS)*, F036 AF PC C, *Military Personnel Records Systems*, and F036 AFPC J, *Promotions Documents and Records Tracking Systems (PRODARTS)* are available at <http://dpclld.defense.gov/Privacy/SORNs.aspx>. 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 (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; through Air Reserve Personnel Center (ARPC) Promotion Board Secretariat, Policy and Procedures Division (ARPC/PBP), [ARPC.PBP.Org@us.af.mil](mailto:ARPC.PBP.Org@us.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication's office of primary responsibility for non-tiered compliance items. Compliance with the following attachments in this publication are mandatory: Attachments **2, 4, 5, 6**, and **7**.

## **SUMMARY OF CHANGES**

This document has been completely revised and must be reviewed in its entirety. This instruction applies to AFR and ANG. Where it does not apply to both components, the chapter, paragraph and attachment will reflect to which component it does apply. Other major changes include the addition of **Chapter 9**, guidance on conducting Special Selection Review Boards (SSRB) for officers to the grades of major through major general and frocking (early pin-on) for general officers (GOs).

**Part 1—GENERAL POLICIES AND PROCEDURES 12****Chapter 1—OVERVIEW 12**

1.1.	Overview.....	12
1.2.	Strategic Level Roles and Responsibilities.....	12
1.3.	Promotion of Officers to Colonel and Below. ....	12
1.4.	Selective Continuation. ....	12
1.5.	Brigadier and Major General Selection / Federal Recognition Programs.....	12
1.6.	Program Objectives.....	12

**Chapter 2—ROLES AND RESPONSIBILITIES 14**

2.1.	Promotion of Officers to Colonel and Below. ....	14
2.2.	Selective Continuation. AF/REP and NGB/A1 Responsibilities.....	15
2.3.	Brigadier and Major General Selection and Federal Recognition Programs Pre-board Responsibilities.....	16
2.4.	Headquarters Air Reserve Personnel Center (ARPC).....	18
2.5.	Military Personnel Flight (MPF) or equivalent human resource support function..	19
2.6.	Commander.....	19
2.7.	Senior Rater. ....	20
2.8.	Eligible Officer. ....	20
2.9.	U.S. Government Officials, Civilian Personnel, and Service Members. ....	20

**Part 2—PROMOTIONS 21****Chapter 3—PROMOTION ELIGIBILITY CRITERIA 21**

3.1.	Eligibility for Promotion to First Lieutenant. ....	21
3.2.	Eligibility for Promotion to Captain through Colonel. ....	21
3.3.	Eligibility for Position Vacancy.....	22
3.4.	Promotion Ineligibility.....	22
Table 3.1.	Time in Grade. ....	23

**Chapter 4—AIR FORCE RESERVE POSITION VACANCY (PV) PROMOTION 24**

4.1.	Purpose.....	24
4.2.	Vacancy Determination. ....	24
4.3.	Eligibility Criteria. ....	24
4.4.	Identifying Eligible Officers. ....	25
4.5.	Ineligible Officers. ....	26

4.6.	Nominating Officers To Fill Vacancies.....	26
4.7.	War or National Emergency. ....	27
4.8.	AFR Position Vacancy Time in Grade (TIG) Eligibility Criteria.....	27
<b>Chapter 5—PROMOTION BOARD REQUIREMENTS</b>		<b>28</b>
5.1.	Overview. (Does not apply to ANG federal review recognition board (FRRB)) ....	28
5.2.	Rules Governing All Boards.....	28
5.3.	Selection Board Membership.....	28
5.4.	Board President.....	29
5.5.	Board Members.....	30
5.6.	Board Recorders. ....	30
5.7.	Rules Governing Communications With Boards.....	31
5.8.	Letters to a Board.....	31
5.9.	Adverse Information.....	32
5.10.	Information used by the Board includes: .....	37
5.11.	SecAF Instructions.....	38
5.12.	Board Member Preparation.....	39
5.13.	Conducting Trial Runs.....	39
5.14.	Record Distribution Procedures.....	39
5.15.	Scoring Records.....	39
5.16.	Scoring Scales.....	40
Table 5.1.	Scoring Scale. ....	40
5.17.	“Splits” defined.....	40
5.18.	Resolving “Splits. ....	40
5.19.	New Documents.....	41
5.20.	Identifying “Show Cause” Records. ....	41
5.21.	Promotion Quota Computation.....	41
5.22.	Establishing “Cut Lines.” .....	41
5.23.	Objective Quality Review.....	41
5.24.	Re-establishing the “Cut Lines.”.....	42
5.25.	Adverse Information Review.....	42
5.26.	Board President Quality Review.....	42
5.27.	Gray Resolution.....	43
5.28.	Skillset Requirements Procedures.....	43

5.29.	Fully Qualified Select List.....	43
5.30.	Merit-Based Reordering.....	44
5.31.	Resolution of “Show Cause” (SC).....	44
5.32.	Selective Continuation.....	44
5.33.	Board Report.....	45
5.34.	Additional Reports.....	45
5.35.	Board Anomalies.....	45
5.36.	Out-briefing Board Members.....	45
5.37.	Releasing Board Information.....	46
<b>Chapter 6—</b>	<b>POST-BOARD INSTRUCTIONS</b>	<b>47</b>
6.1.	Approving Board Reports.....	47
6.2.	Principal Deputy Under Secretary of Defense (PDUSD) for Personnel Readiness (P&R):.....	47
6.3.	AF/REP and NGB/A1.....	47
6.4.	Board Recorders.....	47
6.5.	Board President.....	47
6.6.	ARPC Selection Board Secretariat (PB):.....	47
6.7.	NGB/A1P.....	48
6.8.	MPF or equivalent human resource support function.....	48
6.9.	Determining Promotion Sequence.....	49
6.10.	Post Board Screen.....	49
6.11.	SecAF Promotion Withholds.....	49
6.12.	Notifying Officers Selected for Promotion to.....	51
6.13.	Notifying Officers Not Selected for Promotion.....	51
6.14.	Failure of Selection for Promotion.....	51
6.15.	Effect of Twice Failing Promotion to Captain, Major, or Lieutenant Colonel.....	52
6.16.	Publishing Promotion Orders.....	52
6.17.	When to Promote the Officer.....	52
6.18.	Conducting Promotion Ceremonies.....	52
6.19.	Retirement Restrictions for Promotion.....	53
Table 6.1.	Date of Rank.....	53

<b>Chapter 7—SPECIAL PROMOTION ISSUES</b>	<b>56</b>
7.1. Posthumous Promotions. ....	56
7.2. Transferring Promotions to a Reserve Active Status List. ....	56
7.3. (AFR) Accelerated Promotion. ....	57
7.4. AGR Promotion Procedures. ....	58
7.5. Exclusion from Promotion Consideration. ....	59
7.6. Effect of Transfer From RASL or Discharge. ....	60
7.7. Requirement for Bachelor's Degree. ....	60
<b>Chapter 8—PROMOTION PROPRIETY ACTIONS (PPAS)</b>	<b>61</b>
8.1. When to Question Promotions. ....	61
8.2. How to Document Reasons for PPA. ....	61
Section 8A—Promotion List Delays and Removals. ....	62
8.3. Initiating Authorities. ....	62
8.4. Delaying a Promotion. ....	62
8.5. Removing First Lieutenants through Lieutenant Colonels from a Promotion List. ....	65
8.6. How to Initiate a Promotion Delay, List Removal, or Resolution of Delay Action. ....	66
8.7. How to Process Delay or Promotion List Removal Actions. ....	66
8.8. Method for Sending Promotion Propriety Actions. ....	68
Section 8B—Not Qualified for Promotion Actions. ....	68
8.9. Recommending a Second Lieutenant NQP. ....	68
8.10. Deleted. ....	71
Section 8C—Other Promotion Propriety Actions. ....	71
8.11. Removing an Officer from a Report of a Selection Board. ....	71
<b>Chapter 9—SPECIAL SELECTION REVIEW BOARDS (SSRBS)</b>	<b>73</b>
9.1. Authority for Special Selection Review Boards (SSRBs). ....	73
9.2. Holding SSRBs. ....	73
9.3. Organizing Boards. ....	74
9.4. Information Meeting the Board. ....	75
9.5. SSRBs Procedures. ....	75
Figure 9.1. SSRB Decision Chart (Standard Selection Methodology). ....	77
9.6. Board Report. ....	78
9.7. Post Board Actions. ....	78

9.8.	Appointment of Officers.....	78
9.9.	Disclosing SSRB Proceedings.....	78
<b>Chapter 10—DECLINATION OF PROMOTION, INVOLUNTARY &amp; VOLUNTARY DELAYS</b>		<b>79</b>
10.1.	Voluntary Delay, Acceptance, or Declination of Promotion.....	79
10.2.	Applying for Delay, Acceptance, or Declination.....	79
10.3.	Voluntary Delay of Promotion.....	79
10.4.	Accepting a Promotion Prior to End of Delay Period.....	80
10.5.	Declination of Promotion.....	80
10.6.	Involutary Delay of Promotion.....	80
<b>Chapter 11—SPECIAL SELECTION BOARDS</b>		<b>82</b>
11.1.	General.....	82
11.2.	SSB Approval Authority.....	82
11.3.	Conditions That May Warrant a SSB.....	82
11.4.	Time Limits.....	83
11.5.	Submitting Appeals for SSBs.....	83
11.6.	SSB Procedures.....	83
11.7.	Writing Letters to SSBs.....	84
11.8.	Presentation of the SSB to the Board Members.....	84
11.9.	Board Composition.....	84
11.10.	Board Member Preparation.....	84
11.11.	Scoring Records.....	85
11.12.	Scoring Scales.....	85
11.13.	Defining “Splits.”.....	85
11.14.	Resolving “Splits.”.....	85
11.15.	Identifying “Show Cause” Records.....	85
11.16.	Promotion Quota for SSBs and Select or Non-select Status.....	86
Figure 11.1.	SSB Decision Chart (Standard Selection Methodology).....	86
11.17.	Board President Quality Review.....	87
11.18.	Fully Qualified Determination.....	87
11.19.	Merit-based Reorder Determination.....	87
11.20.	Resolution of “Show Cause.”.....	87
11.21.	Board Report.....	87

11.22.	Procedural Board Anomalies.....	87
11.23.	Deviations.....	87
11.24.	Post-board Actions.....	88
11.25.	Commander Actions on Promotions Resulting from SSBs.....	88
11.26.	Promoting Officers by SSB.....	89
11.27.	Disclosing SSB Proceedings.....	89
11.28.	Special Review Boards (SRB).....	89
Figure 11.2.	SSB Decision Chart (Modified Selection Methodology).....	90
<b>Chapter 12—SPECIAL BOARDS</b>		<b>91</b>
12.1.	General.....	91
12.2.	Holding SBs.....	91
12.3.	Requesting SB Consideration.....	91
12.4.	Granting and Denying SB Consideration.....	91
12.5.	Procedures for SBs.....	92
12.6.	Action on Reports of SBs.....	92
12.7.	Time Limits.....	93
<b>Part 3—SELECTIVE CONTINUATION</b>		<b>94</b>
<b>Chapter 13—AIR RESERVE COMPONENT SELECTIVE CONTINUATION BOARDS</b>		<b>94</b>
13.1.	Purpose.....	94
13.2.	Responsibilities.....	94
13.3.	Effects of Continuation.....	95
13.4.	Recommending officers Not Qualified for Continuation.....	95
13.5.	Initiating Removal from a Continuation List.....	95
13.6.	Completion of Continued Status.....	96
13.7.	Processing Continuation Statements.....	96
Table 13.1.	Maximum Years of Service for Continuation.....	96
<b>Chapter 14—AIR FORCE RESERVE SELECTIVE EARLY REMOVAL BOARDS</b>		<b>97</b>
14.1.	Purpose.....	97
14.2.	Quotas.....	97
14.3.	Conducting the Board.....	97
14.4.	Notification of Selection or Non-selection for Selective Early Removal from the Reserve Active Status List.....	97



<b>Part 4—BRIGADIER AND MAJOR GENERAL SELECTION AND</b>	<b>98</b>
<b>Chapter 15—PROMOTION ELIGIBILITY CRITERIA</b>	<b>98</b>
15.1. (AFR) Brigadier General and Major General Promotions.....	98
15.2. (AFR) Eligibility for Promotion to Brigadier General.....	98
15.3. (AFR) Eligibility for Promotion to Major General.....	98
15.4. (ANG) Eligibility for Federal Recognition Boards (see Chapter 21). ....	99
15.5. Ineligibility for Promotion to General Officer in the AFR. ....	99
<b>Chapter 16—PRE-BOARD ORGANIZATIONAL INSTRUCTIONS/RESPONSIBILITIES</b>	<b>100</b>
16.1. Eligible Officer. ....	100
<b>Chapter 17—CONDUCTING THE BOARD</b>	<b>101</b>
17.1. Program Objectives.....	101
17.2. Rules Governing All Boards.....	101
17.3. Selection and Federal Recognition Board Membership. ....	101
17.4. Board President.....	102
17.5. Board Members.....	102
17.6. Board Recorders and Administrative Support Staff. ....	103
17.7. Rules Governing Communications With Boards.....	103
17.8. What Information Meets the Boards.....	104
17.9. Senior Official Unfavorable Information File (SOUIF). ....	106
17.10. Letters to a Board.....	107
17.11. Board President and Member Preparation. ....	107
17.12. Trial Run (ANG).....	107
17.13. Rules for Scoring all Records. ....	108
17.14. Initial Review.....	108
17.15. Scoring for the Record. ....	108
17.16. Scoring Scales.....	109
Table 17.1. (AFR) Brigadier and Major General Selection Board Initial Review Scoring Scale.....	109
Table 17.2. (AFR) Brigadier and Major General Selection Board Scoring Scale. ....	109
Table 17.3. (ANG) Brigadier and Major General Board Scoring Scale. ....	109
17.17. “Split” Scores.....	109
17.18. Resolving “Splits. ....	110
17.19. New Documents.....	110

17.20. (AFR) Establishing the Initial “Cut Line. ....	110
17.21. (AFR). ....	110
17.22. (AFR) Gray Zone Resolution. ....	110
17.23. (AFR) Establishing the Final “Cut Line. ....	110
17.24. (AFR) “Show Cause” Procedures. ....	111
17.25. (AFR) Fully Qualified Board Report. ....	111
17.26. Board Report. ....	111
17.27. Out-briefing Board Members. ....	111
17.28. Disclosure of Board Recommendations and Proceedings. ....	112
17.29. Board Anomalies. ....	112
17.30. Special Selection and SBs. ....	112
<b>Chapter 18—POST-BOARD INSTRUCTIONS</b>	<b>114</b>
18.1. Report to SecAF. ....	114
18.2. Additional Reports. ....	114
18.3. Action on Reports of Selection Boards. ....	114
18.4. Benchmark Records. ....	114
18.5. Announcing Board Results. ....	114
18.6. United States Air Force Promotion Sequence. ....	115
18.7. AFR GO Appointments. ....	115
18.8. AFR Extending Mandatory Retirement Dates or Service for Points and Credits Beyond Age 60. ....	115
18.9. ANG General Officer Appointments. ....	116
<b>Chapter 19—SPECIAL GENERAL OFFICER PROMOTION ACTIONS</b>	<b>117</b>
19.1. (AFR) Frocking (Early Pin-On) for General Officers. ....	117
19.2. Declining a Promotion. ....	118
<b>Chapter 20—GENERAL OFFICER PROMOTION PROPRIETY ACTIONS</b>	<b>119</b>
20.1. General Information. ....	119
20.2. Vacating a Promotion. ....	119
20.3. Delaying Promotions. ....	119
20.4. (AFR) Removal From a Promotion List. ....	121
20.5. (ANG) Withholding Federal Recognition. ....	122
20.6. (AFR) Removal from a Report of a Selection Board. ....	122

<b>Chapter 21—ANG FEDERAL RECOGNITION FOR PROMOTION AND ASSIGNMENT FOR BRIGADIER AND MAJOR GENERAL OFFICER GRADES</b>	<b>123</b>
21.1. Program Objectives.....	123
21.2. General Officer Federal Recognition Board. ....	124
21.3. Nominations and Appointments. ....	124
21.4. General Officer FRB Eligibility Requirements. ....	125
21.5. Approval of Waivers.....	126
21.6. General Officer Federal Recognition Board Nomination Packages. ....	126
21.7. General Officer Federal Recognition Board Withdrawal. ....	128
21.8. Post Board.....	128
21.9. Unique ANG General Officer Actions. ....	129
Table 21.1. Mandatory Separation Date Calculation. ....	132
Table 21.2. Time in Grade (TIG).....	132
<b>Chapter 22—GENERAL OFFICER SPECIAL SELECTION REVIEW BOARDS (SSRBS)</b>	<b>133</b>
22.1. Authority for Special Selection Review Boards (SSRBs). ....	133
22.2. SSRB Procedures.....	133
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>134</b>
<b>Attachment 2—OATHS FOR BOARD MEMBERS, RECORDERS, AND ADMINISTRATIVE SUPPORT STAFF</b>	<b>149</b>
<b>Attachment 3—PROMOTION CEREMONIES</b>	<b>150</b>
<b>Attachment 4—NOT QUALIFIED FOR SELECTIVE CONTINUATION (SAMPLE)</b>	<b>151</b>
<b>Attachment 5—REMOVAL FROM SELECTIVE CONTINUATION LIST (SAMPLE)</b>	<b>152</b>
<b>Attachment 6—SAMPLE: MEMORANDUM FOR RECORD CAPTURING SUBSTANTIATED INVESTIGATIONS WITHOUT WRITTEN COMMAND ACTION, TO INCLUDE VERBAL COUNSELING</b>	<b>153</b>
<b>Attachment 7—SAMPLE: ADVERSE INFORMATION SUMMARY (T-0)</b>	<b>155</b>
<b>Attachment 8—DISPOSITION OF ADVERSE INFORMATION FOR INCLUSION IN THE OSR</b>	<b>156</b>

## Part 1

### GENERAL POLICIES AND PROCEDURES

#### Chapter 1

#### OVERVIEW

**1.1. Overview.** This publication establishes guidance and procedures for Air Reserve Component (ARC) officer promotion, continuation, selective continuation, and selective early removal. This publication is divided into four parts. Part One gives a brief overview of the programs contained in this AFI and defines the strategic-level roles and responsibilities for those programs. Part Two establishes the objectives and procedures for promoting commissioned officers to grades first lieutenant through colonel. **Part 3** outlines how to continue Air Force officers twice non-selected for promotion. **Part 4** outlines promoting officers to the grades of brigadier and major general.

**1.2. Strategic Level Roles and Responsibilities.** **Chapter 2** outlines responsibilities of the Secretary of the Air Force (SecAF), Regular Air Force (RegAF), ANG, AFR, and other strategic-level agencies involved with the programs contained within this publication.

**1.3. Promotion of Officers to Colonel and Below.** **Part 2** provides directive guidance on how to promote ANG and AFR officers to the grades of colonel and below. It specifically covers eligibility criteria, ANG and AFR vacancy promotions, promotion board requirements, post board instructions, special promotion issues and Promotion Proprietary Actions (PPA). It also contains information regarding Special Selection Review Boards (SSRB), declination of promotions, involuntary and voluntary delays, Special Selection Boards (SSB), and Special Boards (SB).

**1.4. Selective Continuation.** **Part 3** contains details on Selective Continuation Boards for Air Force Reserve members and Selective Early Removal Boards (SERB).

**1.5. Brigadier and Major General Selection / Federal Recognition Programs.** **Part 4** establishes promotion eligibility criteria, pre-board organizational instructions and responsibilities, how to conduct the board, post-board instructions, general officer (GO) PPAs, ANG Federal Recognition for promotion and assignments, and the GO SSRB.

#### **1.6. Program Objectives.**

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

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

1.6.1.2. Provide an opportunity for accelerated promotion for officers of particular merit or possessing exceptional potential.

1.6.1.3. Promote officers in sufficient numbers of each grade, as vacancies occur, to maintain the strength in each grade and competitive category. Officers in the same competitive category of the same component will compete amongst themselves for promotion. **(T-0)**

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

1.6.2. The objective of the officer continuation program is to:

1.6.2.1. Subject to the needs of the Air Force, retain officers in an active status for a specific period of time who are twice deferred for promotion at a mandatory promotion board to the next higher grade (major and lieutenant colonel) or have reached the maximum time in service for the member's grade. Officers in the same competitive category of the same component will compete amongst themselves for continuation.

1.6.2.2. Retain officers on the Reserve Active Status List (RASL), subject to involuntary separation or retirement, as dictated by the needs of the US Air Force (USAF). **(T-0)**

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Promotion of Officers to Colonel and Below.

##### 2.1.1. Secretary of the Air Force (SecAF).

2.1.1.1. Administers the promotion program through the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR), Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), Chief, Air Force Reserve (AF/RE), and Director, Air National Guard (NGB/CF). Issues written instructions to promotion, federal recognition, continuation, and early removal selection boards; establishes competitive categories, promotion zones, eligibility and selection criteria, promotion opportunity, and selection rates. **(T-0)** Appoints and convenes selection boards under 10 USC and 32 USC and provides guidance to implement a captain promotion program to generate an all-fully-qualified-officer list when promotion opportunity is 100%. **(T-0)** SecAF guarantees the independence and integrity of selection boards by prohibiting unauthorized communications to boards and ensures compliance with DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*. **(T-0)**

2.1.1.2. Conducts yearly interviews, on a random basis, of board presidents, board members, board recorders, or the administrative support staff assigned to support board deliberations. This ensures boards convened under 10 USC § 14101(a) follow applicable laws, instructions, and administrative directives. Conducts interviews for promotion boards to major through colonel. Delegates this function only to subordinate civilian officials appointed by the President of the United States by and with the advice and consent of the US Senate. **(T-0)**

2.1.1.3. Reviews annually the content of administrative briefings to the selection boards and ensures they are consistent with, and do not alter, Secretarial guidance. **(T-0)** Delegates this function only to subordinate civilian officials appointed by the President of the United States by, and with the advice and consent of, the US Senate. **(T-0)**

2.1.1.4. Appoints qualified personnel (board president, board members, recorders, and administrative support staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board. **(T-0)**

##### 2.1.1.5. Ensures no official, civilian or military:

2.1.1.5.1. Directs a particular individual be selected (or not be selected) by a selection board or Federal Recognition Board (FRB), Federal Recognition Review Board (FRRB), or Federal Recognition Examination Board; **(T-0)**

2.1.1.5.2. Censures, reprimands, or admonishes the board (or any member of the board) with regard to the recommendations of the board or the exercise of any function within the discretion of the board; or **(T-0)**

2.1.1.5.3. Attempts to coerce or, by any unauthorized means, influence any action of a board (or any member of a board) in the formulation of the board's recommendations. **(T-0)**

2.1.1.6. Approves training for board recorders on their duties and responsibilities. (T-0)

2.1.1.7. Approves release from duty as board member, recorder, and administrative support staff. (T-0)

2.1.1.8. Oversees the preparation and submission of the Commissioned Officer Promotion Report IAW DoDI 1320.13, *Commissioned Officer Promotion Reports*. (T-0)

2.1.1.9. Oversees the development of an annual promotion plan as specified in DoDI 1320.14, Section 3, and 10 USC § 14305 and § 14307. (T-0)

2.1.1.10. Establishes competitive categories to manage the career development and promotion of certain groups of officers whose specialized education, training, or experiences require separate consideration. Approves career development briefs annually. (T-0)

2.1.1.11. Ensures officers whose names are forwarded continue to remain qualified for promotion or appointment and meet the exemplary conduct provisions. (T-0)

2.1.1.12. Takes action under DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense or Under Secretary of Defense for Personnel and Readiness Approval or US Senate Confirmation* to delay the promotion or appointment of an officer or withhold the nomination package when such action is necessary to ensure compliance with [paragraph 2.1.1.11](#). (T-0)

2.1.2. The Inspector General of the Department of the Air Force (SAF/IG). Conducts post-board screening for adverse information and open investigations on promotion-eligible captains, majors, lieutenant colonels, and colonels.

2.1.3. Director of Manpower, Personnel, Recruiting, and Services (NGB/A1), and Director of Personnel, Office of Air Force Reserve (AF/REP).

2.1.3.1. Develops an annual promotion plan as outlined in DoDI 1320.14, Section 3, board convening packages, and Commissioned Officer Promotion Reports (for their respective components) for submission to SecAF.

2.1.3.2. Recommends to the SecAF for each board, the promotion opportunity based on Air Force (AF) requirements and recommendations from corps chiefs and functional managers and Air Force Specialty Code (AFSC) composition of each competitive category, when applicable.

2.1.3.3. Directs Force Strategy and Integration Division (AF/REPX), and A1 Data Systems (NGB/A1P), to develop the five-year promotion plan for each competitive category.

2.1.3.4. Prepares their respective component's Commissioned Officer Promotion Report IAW DoDI 1320.13. (T-0)

**2.2. Selective Continuation. AF/REP and NGB/A1 Responsibilities.** Coordinates with AF/REPX, and/or NGB/A1Q, to identify any critical skill needs to ascertain if continuation is necessary (and for how long) prior to processing the continuation board convening package.

## **2.3. Brigadier and Major General Selection and Federal Recognition Programs Pre-board Responsibilities.**

### **2.3.1. SecAF.**

2.3.1.1. Administers the General Officer boards, ensuring compliance with DoDI 1320.14 and all applicable laws. **(T-0)**

2.3.1.2. Convenes all brigadier and major general promotion selection boards to include SSBs, SBs, Federal Recognition Boards (FRBs), SSRBs. **(T-0)**

2.3.1.3. Appoints eligible, qualified selection and FRB members after considering recommendations from the Chief of Staff of the Air Force. **(T-0)** Board composition must be IAW 10 USC § 14102, *Selection Boards: Appointment and Composition* and 32 USC § 307, *Federal Recognition of Officers: Examination; Certificate of Eligibility*, and DoDI 1320.14, Section 2. **(T-0)**

2.3.1.4. Appoints qualified personnel (board president, board members, recorders, and administrative support staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board. **(T-0)**

2.3.1.5. Approves a course of instruction for board recorders to ensure they are properly trained on their duties and responsibilities. **(T-0)**

2.3.1.6. Approves release from duty as board members, recorder, and administrative support staff. **(T-0)**

2.3.1.7. Develops an annual promotion plan and determines eligibility requirements by grade and competitive category in compliance with 10 USC § 14305 and § 14307 and DoDI 1320.14, Section 3. **(T-0)**

2.3.1.8. Conducts yearly random interviews of board presidents, board members, board recorders, and administrative support staff assigned to support board deliberations. **(T-0)** This will ensure boards convened pursuant to 10 USC § 14101(a) are conducted IAW applicable law, Department of Defense (DoD) issuances, CJCS instructions, and this instruction.

2.3.1.9. Reviews the content of administrative briefings to the selection boards and ensures they are consistent with, and do not alter, Secretarial guidance. **(T-0)**

2.3.1.10. Ensures no official, civilian or military:

2.3.1.10.1. Directs a particular individual be selected (or not be selected) by a selection board or FRB; **(T-0)**

2.3.1.10.2. Censures, reprimands, or admonishes the board (or any member of the board) with regard to the recommendations of the board or the exercise of any function within the discretion of the board. **(T-0)**

2.3.1.10.3. Attempts to coerce or, by any unauthorized means, influence any action of a board (or any member of a board) in the formulation of the board's recommendations. **(T-0)**



2.3.2. General Counsel of the Department of the Air Force (SAF/GC). Approves or disapproves entries into the Senior Officer Unfavorable Information File (SOUIF). Also, has the delegated responsibility from SecAF to approve SOUIFs for board consideration.

2.3.3. Air Force Inspector General (SAF/IG). Conducts IG checks on promotion-eligible brigadier generals. Initial data pulls will include eligibles from all competitive categories until quotas for the board are decided. Prepares the executive summary, and in coordination with the Judge Advocate General (AF/JA), recommends entry of the summary into the SOUIF. Officers within the Senior Officials Inquiries Directorate (SAF/IGS) will be designated by SecAF to prepare these summaries IAW DoDI 1320.14. **(T-0)**

2.3.4. The Chief of Air Force Reserve (CAFR) or Director of the Air National Guard (DANG). Recommends annual promotion requirements and board members to SecAF.

2.3.5. The Judge Advocate General (AF/JA). Coordinates on executive summaries recommended for entry into a SOUIF.

2.3.6. The Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1).

2.3.6.1. Supports and administers all reserve component GO boards as necessary for the SecAF.

2.3.6.2. Provides trained board recorders as necessary for all GO boards IAW DoDI 1320.14, Section 2. **(T-0)**

2.3.7. The Air Force Colonel Management Office (AF/A1LO). Responsible for obtaining Active Duty (AD) board members for the major to colonel officer selection boards for all ARC promotion selection boards, FRBs, SSBs, SBs, and SSRBs.

2.3.8. The Air Force General Officer Management Office (AF/A1LG). Responsible for obtaining active duty board members for the brigadier and major general officer selection boards for all ARC promotion selection boards, FRBs, SSBs, SBs, and SSRBs.

2.3.9. National Guard Bureau Senior Leader Management Office (NGB/SL). Notifies all adjutants general at least 120 days prior to convening an ANG general officer FRB. NGB/SL announces the board convening date to all State Headquarters' Military Personnel Management Officer and Director of Staff-Air at least 120 days prior to board convening date. Announcement establishes suspense dates for nominations and nomination packages and provides guidance in preparation of these packages.

2.3.9.1. Verifies eligibility status as directed by the federal recognition guide.

2.3.9.2. Ensures computer generated officer selection briefs are provided to the FRB. **(T-0)**

2.3.9.3. Initiates IG checks for adverse and reportable information on promotion-eligible members through AF/A1LG to Inspector General Complaints Resolution Directorate (SAF/IGQ) or SAF/IGS approximately 120 calendar days prior to the board convening date. **(T-0)**

2.3.9.4. Publishes all ANG General Officer Federal Recognition orders.

2.3.10. AFR Senior Leader Management Office (AF/REG). In coordination with AF/RE, responsible for AFR brigadier general and major general officer vacancy promotion boards to

include issuing written notice directly to all eligible officers (meeting the eligibility criteria outlined in **Chapter 15** of this instruction) and announcing the board convening date to major commands (MAJCOMs), field operating agencies, direct reporting units, and military personnel flights (MPF), or equivalent human resource support function, approximately 120 calendar days prior to the board convening date. The announcement provides the board eligibility criteria, milestones, and associated suspenses.

2.3.10.1. Develops SecAF's memorandum of instructions (MOI) for AFR brigadier and major general boards. **(T-0)**

2.3.10.2. Verifies eligibility status for the GO promotion boards and flows computer-generated OPBs as directed by the board convening notice.

2.3.10.3. Furnishes to promotion board secretariats the board names and officer selection records (OSR) of the officers eligible for consideration.

2.3.10.4. Ensures eligible officers receive the OPB and the OPB instruction sheet. If an officer believes the data are incorrect, AF/REG (or office of primary responsibility listed on the OPB instruction sheet) takes the necessary corrective action. **(T-0)**

2.3.10.5. Initiates IG checks for adverse and reportable information on promotion-eligible members through AF/A1LG to Inspector General Complaints Resolution Directorate (SAF/IGQ) or SAF/IGS approximately 120 calendar days prior to the board convening date. **(T-0)**

2.3.10.6. Responsible for obtaining ARC board members for the brigadier and major general officer vacancy promotion boards, SBs, and SSRBs.

2.3.10.7. Publishes all AFR GO promotion orders.

## **2.4. Headquarters Air Reserve Personnel Center (ARPC).**

2.4.1. Will implement the promotion program approved by SecAF through a fair and equitable process. **(T-0)**

2.4.2. ARPC Selection Board Secretariat (ARPC/PB) will determine when officers are eligible for promotion and manage the first lieutenant and captain selection processes. Conducts pre- and post-board support for officer promotions. **(T-1)**

2.4.2.1. For promotion to captain (when the promotion opportunity is less than 100%) through colonel, announces the board convening date to MAJCOMs, field operating agencies, direct reporting units, and MPFs, or equivalent human resource support function, approximately 150 calendar days before a board convenes. The announcement will provide the eligibility criteria and the name and date of rank (DOR) of the most junior and most senior officer eligible in the promotion zone (IPZ) as of the date of the announcement. **(T-1)**

2.4.2.2. For promotions to captain when the opportunity is 100%, prepares and dispatches to MPF or equivalent human resource support function a memorandum providing a comprehensive overview of the captain promotion process and instructions for all pre- and post-selection actions. **(T-1)**

2.4.2.3. Forwards OPBs, duty qualification history briefs, and master eligibility lists for eligible officers to the MPF or equivalent human resource support function approximately 150 days before each board. (T-1)

2.4.3. Selection board secretariat (PB) conduct the officer promotion boards. (T-1) PBs will:

2.4.3.1. Schedule the boards. (T-1)

2.4.3.2. Obtain board members from the nominating agencies. (T-1)

2.4.3.3. Execute the boards. (T-1)

2.4.3.4. Process the board reports. (T-1)

## **2.5. Military Personnel Flight (MPF) or equivalent human resource support function.**

2.5.1. Issues written notice to each eligible officer of the eligibility criteria, to include the board convening date, and the names and DOR of the most junior officer and most senior officer eligible IPZ. (T-1)

2.5.2. Identifies all assigned eligible officers and verifies eligibility status. (T-1)

2.5.3. Ensures eligible officers receive the OPB and the OPB instruction sheet. Requests any missing OPBs through the USAF Promotion System, as outlined in the board convening notice found in myFSS. If an officer believes the data are incorrect, the MPF or equivalent human resource support function (or office of primary responsibility listed on the OPB instruction sheet) takes necessary corrective action. (T-1)

2.5.4. Makes the validated changes in-system according to the board convening notice for incorrect OPB data. (T-1)

2.5.5. Provides senior raters the master eligibility list, duty qualification history brief, and other tools necessary to make an informed promotion recommendation, as outlined in the board convening notice and as prescribed by AFI 36-2406, *Officer and Enlisted Evaluations Systems*. (T-1)

2.5.6. Identifies officers eligible for a United States Air Force Reserve (USAFR) position vacancy (PV) promotion nomination using Promotion Recommendation and In-board Support Management (PRISM) information system. Provides a listing of the eligible officers to commanders and/or senior raters for consideration for a PV promotion nomination.

2.5.7. Screens all candidates identified in PRISM for complete eligibility based on criteria in [Chapter 3](#) for mandatory boards and [Chapter 4](#) for USAFR PV boards.

## **2.6. Commander.**

2.6.1. Notifies officers of selection or non-selection for promotion and ensures selectees remain qualified for promotion through the promotion effective date. (T-1)

2.6.2. Initiates Not Qualified for Promotion (NQP), removal, and or delay actions, when appropriate (see [Chapter 8](#)). (T-1) Commanders continuously determine the officer's suitability for selective continuation should they not be selected for promotion. (T-1)

2.6.3. Notifies officers of selection or non-selection for continuation or selective early removal from the RASL. (T-1) Generates a not qualified for continuation action as appropriate. (T-1)

**2.7. Senior Rater.** Reviews the officer's information as outlined in the board convening notice. **(T-1)** Prepares the promotion recommendation form (PRF) (AF Form 709, *Promotion Recommendation*) when required. **(T-1)** Submits the completed form to ARPC/PB, as appropriate, no later than 45 days before the selection board and provides the eligible officer a copy approximately 30 days before the board convenes. **(T-1)**

**2.8. Eligible Officer.**

2.8.1. Monitors their eligibility to ensure their OSR is correct and current before the convening of the selection board. **(T-3)** Reviews their OPB for accuracy of personnel data, any adverse information, and takes necessary steps to correct errors. **(T-3)**

2.8.2. Considers submitting a letter to the board, if applicable.

2.8.3. Reports any errors to the MPF or equivalent human resource support function or other point of contact listed on the OPB instruction sheet.

**2.9. U.S. Government Officials, Civilian Personnel, and Service Members.** It is a violation of this instruction for anyone to engage in unauthorized communication with board members as outlined in DoDI 1320.14 and this instruction prior to and during a selection board. This includes attempts to improperly influence a selection either negatively or positively, as well as those items listed in [paragraph 2.1.1.1.4.1](#) through [paragraph 2.1.1.1.4.3](#) and [paragraph 2.3.1.11.1](#) through [paragraph 2.3.1.11.3](#).

## Part 2

### PROMOTIONS

#### Chapter 3

#### PROMOTION ELIGIBILITY CRITERIA

**3.1. Eligibility for Promotion to First Lieutenant.** Second lieutenants on the RASL are eligible for promotion upon completing two years' time in grade (TIG). Calculate the two years from the officer's current DOR as a second lieutenant. If the officer is NQP or a delay is warranted, see [Chapter 8](#) as appropriate.

**3.2. Eligibility for Promotion to Captain through Colonel.** (for ANG colonel eligibility reference Air National Guard Instruction (ANGI) 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*) Officers on the RASL are eligible if the officers meet the criteria established by the SecAF IAW 10 USC, Chapter 1401. **(T-0)** The following criteria apply for mandatory promotions to the grades of captain through lieutenant colonel (ARC) and through colonel (AFR).

3.2.1. An officer must be currently on the RASL when the board convenes. Additionally, the officer must have been on the RASL or a combination of the RASL and the active duty list (ADL) for one continuous year before the board convenes. An officer (above the grade of first lieutenant) transferring from ANG to AFR or AFR to ANG must be appointed and assigned within the new component before the board convenes to establish eligibility for promotion consideration with the new component. **(T-0)**

3.2.2. 10 USC § 14303, *Eligibility for consideration for promotion: minimum years of service in grade*, requires officers in the grade of captain, major, and lieutenant colonel to complete at least three years TIG (as of the board convening date) from their current DOR to be eligible for consideration by the board. **(T-0)** Services set their own TIG requirements based on the needs of the service. Service TIG requirements can be more than three years TIG, but not less than three years TIG (see [Table 3.1.](#)).

3.2.3. If the SecAF determines the promotion opportunity is 100% (fully qualified) for first lieutenants eligible for promotion to captain, a promotion process will be used IAW 10 USC § 14308. Officers' names will appear on the eligible list in the calendar year before TIG is met. If the promotion opportunity is less than 100%, selection board procedures will apply. **(T-0)**

3.2.4. Competitive Categories. Officers in the same competitive category of the same component will compete among themselves for promotion and continuation. **(T-0)** The ANG and AFR compete in separate boards. **(T-0).**

3.2.5. Extended active duty under 10 USC § 12311 shall include voluntary limited period of active duty (VLPAD) and the Limited Period Recall Program. All ARC officers serving on an active guard reserve (AGR) tour or VLPAD tour will meet either the AFR or ANG promotion boards as appropriate when in the promotion zone (IPZ) or above the promotion zone (APZ) eligible.

3.2.6. If below the promotion zone (BPZ) is authorized, promote officers selected BPZ the day following the last officer promoted IPZ from the same promotion list, unless the date of

the last IPZ officer falls on the last day of the promotion cycle. In this case, promote BPZ officers on the last day of the promotion cycle.

**3.3. Eligibility for Position Vacancy.** For PV eligibility criteria see [Chapter 4](#) for AFR and ANGI 36-2504 for ANG.

**3.4. Promotion Ineligibility.** Officers in the grade of lieutenant colonel and below are not eligible for consideration by a selection board if they:

3.4.1. Do not meet the eligibility criteria established by SecAF. All promotion (I/APZ or PV) eligibility criteria will be outlined in the respective board convening notice. **(T-1)**

3.4.2. Are in an Educational Delay Program (e.g., Chaplain candidates, officers attending law school, Health Professions Scholarship Program). Officers remain on the RASL but are not promotion eligible until program completion. **(T-0)**

3.4.3. Have any time on the inactive status list or the retired Reserve within one year of the board convene date, as this does not count toward TIG or time on the RASL. Time spent on the inactive status list or in the retired reserve will result in an adjusted DOR and seniority on the RASL. Once an officer returns to the RASL from one of these statuses, the officer must be on the RASL at least one continuous year (365/366 days) before the board convening date. **(T-0)**

3.4.4. Have a projected removal from the RASL within 90 days after the convening date of the board. **(T-0)** Officers with an approved (not pending approval) retirement or separation date of less than 90 days after the board convene date may apply for a waiver of the 90-day requirement. Officers desiring a waiver must submit a letter and PRF (if applicable) to ARPC/PB (through both the rater and senior rater) to arrive no later than 60 days before the board convening date. If approved by ARPC/PB, the officer will be notified of eligibility to meet the board. **(T-1)**

3.4.5. Air Reserve Technicians and ANG Federal Technicians (dual status) retained on the RASL beyond their mandatory separation date (MSD) for years of service are not eligible for promotion consideration. **(T-0)** Additionally, lieutenant colonel Air Reserve Technician and ANG Federal Technicians with 28 years of total federal commissioned service on or before the board convening date are not eligible for promotion consideration. **(T-0)** For ANG Colonel promotions, reference ANGI 36-2504.

3.4.6. (AFR) Are currently on a mandatory promotion list. **(T-0)** (ANG) National Guard Bureau, Director Manpower, Personnel, Recruiting Services (NGB/A1) provides ARPC/PB the details of all ANG candidates ineligible due to recent vacancy selection pending federal recognition of promotion for each promotion board.

3.4.7. Have an approved request to opt-out of the current promotion board (see [paragraph 7.5](#) for opt-out details) **(T-0)**

**Table 3.1. Time in Grade.**

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

## Chapter 4

### AIR FORCE RESERVE POSITION VACANCY (PV) PROMOTION

**4.1. Purpose.** Promotions under this program maintain a balanced force by affording commanders the means to nominate exceptionally well qualified candidates for promotion to fill AFR vacancies in the grades of major and lieutenant colonel.

4.1.1. 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 billet, because of their seniority to any other officer, or because they meet the established TIG requirements.

4.1.2. PV boards convene in conjunction with annual mandatory promotion boards convened under 10 USC § 14101 and are announced in the same board convening notice announcing convening of mandatory boards. **(T-1)**

**4.2. Vacancy Determination.** Base the vacancy determination on the following criteria:

4.2.1. The PV must be within the officer's duty AFSC (excluding prefix and suffix) in an organization managed by the nominating senior rater. **(T-1)**

4.2.2. A PV is defined as within the officer's duty AFSC 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).

4.2.3. When determining PVs within a duty AFSC, compute authorized and assigned figures separately for each Reserve category (e.g., Air Reserve Technicians, Individual Mobilization Augmentees (IMAs), Active Guard/Reserve, Traditional Reservists, etc.). Geographically separated units will be considered separately when determining vacancies. **(T-1)**

4.2.4. When computing the number of officers assigned by grade to a particular duty AFSC, 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.

**4.3. Eligibility Criteria.**

4.3.1. Eligibility for PV promotion nominations to the grades of major and lieutenant colonel will be defined in the convening notice for each board. **(T-1)** The TIG requirement will be no earlier than the minimum TIG required by 10 USC § 14303, which is three years of service in grade before consideration for promotion or federal recognition in the next higher grade. **(T-0)** See [Table 3.1](#) for TIG criteria. **Note:** Selected officers will pin on when they complete the Air Force Reserve time-in-grade requirement specified in the convening notice or public release date, whichever is later. **(T-0)** **Note:** A non-selection by a PV board does not count as a non-selection in the Military Personnel Data System (MilPDS). **(T-0)**

4.3.2. Captains and majors in the AFR are eligible for a PV promotion nomination if they meet the criteria below:

4.3.2.1. Occupy a position at a higher grade in the same competitive category. **(T-0)** The grade must not be lowered, and the position must remain on the unit manpower document and must be funded for at least one year from the board's convening date. **(T-1)**



4.3.2.2. Have an outstanding record, with at least 50 participation points for a year of satisfactory federal service during the last full retention and retirement year. The current retention and retirement year participation points do not apply when calculating most recent retention and retirement. Qualifying participation credit is based on 50 participation points as of the most recent retention and retirement year posted to the officer's point summary. The top retention and retirement entry on the OPB must show one year of satisfactory service as of the PRF suspense date. **(T-1)**

4.3.2.3. Complete the required TIG (Table 3.1) by the end of the fiscal year the board is held.

4.3.2.4. Officers assigned to a reorganized unit, position organization, or whose MAJCOM changed (but the duty AFSC remained the same), may receive consideration for position vacancy promotion nomination (if otherwise eligible).

4.3.2.5. Must be incumbent of the position for which nominated and not an overage. **(T-1)**

4.3.2.6. Must occupy the position for which nominated at the time of submission of the PRF. **(T-1)**

4.3.2.7. Must remain in the position for which nominated until board adjournment. **(T-1)**

4.3.2.8. To receive the promotion, the officer must remain in the position for which nominated until the time of public release of the board's results. **Exception:** Any officer reassigned from the position for which nominated, with an assignment date prior to public release may retain the position vacancy promotion if the new position is at least one grade higher than their current grade, the criteria in [paragraph 4.3](#) are met, and both the gaining and losing senior raters concur with the PV promotion. The gaining senior rater will forward a letter of concurrence to ARPC/PB before public release. **(T-1)**

4.3.2.9. The unit in which the vacancy exists cannot be scheduled for inactivation within 1 year of the board's convening date. **(T-1)**

**4.4. Identifying Eligible Officers.** All MPFs or equivalent human resource support function identify officers tentatively eligible for a PV nomination using "Reports Processing" in the Air Force promotion system. **(T-1)** The MPFs or equivalent human resource support function will also notify the commanders of officers identified as tentatively eligible. **(T-1)** **Note:** Tentative eligibility is based solely on DOR eligible and does not give entitlement to nomination or promotion consideration. **(T-1)**

4.4.1. MPFs or equivalent human resource support function inform raters of centrally managed IMAs (Line of the Air Force-Judge Advocate, Chaplain, Health Professions, and Foreign Area Officers) to contact the central program manager to determine the availability of positions for PV nominations.

4.4.2. Commanders recommend to senior raters those officers eligible for PV promotion nomination who they deem exceptionally well-qualified for promotion. Commanders also recommend to senior raters to deny PV nomination to any officer who does not meet all eligibility criteria.

4.4.3. The MPF or equivalent human resource support function, senior rater, and ARPC/PB complete further qualification screening.

**4.5. Ineligible Officers.** An officer is ineligible for a PV nomination or a PV promotion if any of the following apply:

- 4.5.1. Is not assigned to a fully funded AFR position.
- 4.5.2. Is retired (see AFI 36-3203, *Service Retirements*).
- 4.5.3. Was assigned, at any time during the full Calendar Year (CY) preceding the board convening date, to a reserve stipend program, inactive status list reserve section, the retired reserve, or civilian status.
- 4.5.4. Is serving in designated recall programs under 10 USC § 12301(d) and § 12311. The officer is not serving in a reserve position, but is filling an AD billet; **(T-1)**
- 4.5.5. Is currently on a mandatory promotion list; **(T-0)**
- 4.5.6. Is eligible for consideration by a mandatory board (IPZ or APZ ); **(T-1)**
- 4.5.7. Was considered by a mandatory AFR 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).
- 4.5.8. Declined an AFR promotion to major or lieutenant colonel (the officer cannot decline a promotion and then be nominated for position vacancy promotion to the same grade).
- 4.5.9. Was removed from an AFR promotion recommendation list, for promotion to the same grade, by a Promotion Propriety Action (PPA).
- 4.5.10. Was nominated for PV promotion but subsequently reassigned from the position for which nominated on or before the date of public release of board results, except as provided in [paragraph 4.3.2.8](#); or
- 4.5.11. Is coded as a unit manning document overage. **Note:** Adjusting an assignment date or other assignment action to make an officer eligible for a PV nomination is not authorized. If the nominated officer's position is re-designated due to reorganization, the officer is still eligible for promotion. The grade authorization, AFSC, and duties must remain the same. **(T-1)** MAJCOM manpower personnel must confirm the position's transfer if the position number changes. **(T-1)** If position numbers change for officers nominated for a PV promotion, commanders must report these changes to the MPF or equivalent human resource support function. **(T-1)** MPF or equivalent human resource support function will notify ARPC/PB as quickly as possible, in writing, before the board convenes. **(T-1)**

**4.6. 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 number.

- 4.6.1. The senior rater recommending a PV promotion notifies the officer of the recommendation. The officer may then request an OPB through the servicing MPF or equivalent human resource support function.
- 4.6.2. Senior raters verify eligibility and nominate qualified officers for PV promotion using AF Form 709 as outlined in the board convening notice. **Note:** All PV nominations are implied definitely promotes; therefore, no marking is required on the form. The senior rater must stratify eligibles for the PV PRFs. **(T-1)** Example: 2/6 = this senior rater nominated 6 officers

for PV consideration in this competitive category and this officer is #2 of those 6 officers. (T-1)

4.6.2.1. The senior rater may take recommendations from the officer's supervisor for inclusion on the PRF. Board convening notices, sent before each selection board, will include specific instructions for completion of the PRF. (T-1)

4.6.2.2. The senior rater provides a copy of the PRF to the eligible officer 30 days before the selection board convenes.

4.6.3. ARPC/PB must receive the completed PRF not later than 45 calendar days before the board convening date. (T-1) No waivers are authorized.

4.6.4. ARPC/PB verifies each recommended officer is eligible and will return recommendations for ineligible officers to the servicing MPF or equivalent human resource support function. (T-1)

4.6.5. The senior rater submitting the nomination must notify ARPC/PB, in writing, as quickly as possible when changes occur in eligible criteria outlined in [paragraph 4.3](#). (T-1)

**4.7. War or National Emergency.** Officers mobilized under 10 USC § 12302 will remain PV eligible if mobilized as a member of the unit in the higher-graded reserve billet. (T-1)

**4.8. AFR Position Vacancy Time in Grade (TIG) Eligibility Criteria.** Specific eligibility criteria, to include TIG requirements, will be outlined in the convening notices for each board (as determined by AF/RE and SecAF). (T-1) The TIG requirement will be no earlier than the minimum TIG required by 10 USC § 14303, which is three years of service in grade. (T-0)

## Chapter 5

### PROMOTION BOARD REQUIREMENTS

**5.1. Overview. (Does not apply to ANG federal review recognition board (FRRB))** A promotion is not a reward for past service; it is an advancement to a higher grade based on past performance and demonstrated potential to serve in the next higher grade. The promotion board objective is to select officers through a fair and competitive selection process advancing the best qualified officers to positions of increased responsibility and authority.

**5.2. Rules Governing All Boards.** When the board is in session, it works directly for SecAF under the supervision of the board president. **(T-0)** No person will:

5.2.1. Direct an individual be selected or not selected by the board. **(T-0)**

5.2.2. 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. **(T-0)**

5.2.3. Attempt to coerce or influence, by any unauthorized means, any action of a board or any member of a board in formulating the board's recommendations. **(T-0)**

5.2.4. Be a party to any unauthorized communications. Any attempt at unauthorized communications must be immediately reported. **(T-0)**

**5.3. Selection Board Membership.** Members of selection boards are appointed by SecAF. SecAF ensures board membership consists of at least five AF officers who are senior in grade to the eligible officers. **(T-0)** No member of a board shall serve in a grade below major. **(T-0)** Board duty should be rotated between the maximum number of eligible officers over time. (Does not apply to Federal Recognition Examining Boards to the grades of major and lieutenant colonel. See also [Chapter 9](#) for SSRB membership.)

5.3.1. Personnel with immediate family members eligible for a board shall not serve as a member on that specific board. **(T-0)**

5.3.2. Selection boards shall include at least one officer from each competitive category of officers to be considered by the board. If there are no officers of the competitive category on the RASL or ADL serving in a grade higher than the officers being considered, the SecAF 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 or members of the Ready Reserve. **(T-0)**

5.3.3. An officer cannot serve as a member of two successive boards considering officers of the same competitive category and grade (except for SSBs when the second board is not considering the same officer or officers). **(T-0)**

5.3.4. The members of a selection board shall represent the diverse population of the DAF to the extent practicable. **(T-0)** At least one female or one minority officer will be a member of each board, even if no females or minorities meet a particular selection board. **(T-1)** Large MAJCOMs will not dominate the board membership. Ensure reasonable representation of smaller commands over time. **(T-1)**

5.3.5. Board membership for the Line of the Air Force (LAF) competitive categories will be structured to ensure no more than two thirds of the voting members will come from within the

competitive category under consideration; some categories will be structured to ensure less than a majority of the board members are from the same competitive category. (T-1) To the maximum extent possible, boards will reflect specialty and, where applicable, aeronautical rating. (T-1)

5.3.5.1. LAF competitive categories' board membership will include only LAF officers. (T-1)

5.3.5.2. Board membership for the judge advocate, chaplain, and health profession competitive categories will be structured to ensure no more than two voting members (or not a majority or more for a larger board) are from the same competitive category under consideration. (T-1) The remaining voting members will be line officers, except for boards considering health profession competitive categories where the other voting members will be officers from a health profession competitive category not under promotion consideration on that board, if such officers are available. (T-1) This does not preclude LAF officers substituting for these other voting members when it is deemed impractical for other health profession categories to be present. For boards considering competitive categories other than LAF, the competitive category under consideration will under no condition form the majority of the board. (T-1)

5.3.6. Board presidents and panel chairpersons will be LAF officers. (T-1)

5.3.7. ARC mandatory boards, not to include ANG FRRBs, must consist of a majority of officers on the RASL. (T-0)

5.3.8. At least one officer from each reserve component considered and one officer from each competitive category considered must be part of the board membership. (T-0) If no officer of a specific competitive category is considered, representation of that category is not required. (T-0)

5.3.9. For promotion to ANG colonel (FRRBs), only ANG and RegAF officers will be part of the board membership. The board will be composed of a majority of RegAF officers. (T-1)

5.3.10. For promotion to AFR colonel, only AFR and RegAF officers will be part of the board membership. (T-1)

5.3.11. AF/REP, through SAF/MR is delegated SecAF's authority to approve the use of an alternate board member within ten days of the board convening date when no new alternate board member is required to be added to the SecAF-approved board membership. (T-1)

**5.4. Board President.** Will be a non-voting, non-scoring member of the board (except when authorized IAW [Chapter 15](#)). (T-1) The Board President must be at least a major general (or select) for colonel and lieutenant colonel boards and at least a brigadier general (or select) for captain and major boards. (T-1) The board president will:

5.4.1. Perform administrative duties in connection with the board proceedings. (T-1)

5.4.2. Administer the oath in [Attachment 2](#) to board recorders and administrative support staff before the board begins scoring records. (T-1)

5.4.3. Take no action to constrain the board from recommending for promotion those officers it finds to be fully qualified and best qualified to meet the prescribed needs of the USAF established by SecAF. (T-1)

5.4.4. Oversee the conduct of the board, including approving “re-scores,” monitoring discussions, and resolving the “gray zone” records. (T-1)

5.4.5. Conduct a quality review of the records one score category below the second cut line on each order of merit (see [paragraph 5.22](#)). (T-1)

5.4.6. Ensure the consideration of all eligible officers without prejudice or partiality in a consistent, fair, and equitable manner. (T-1)

## **5.5. Board Members.**

5.5.1. Will perform their duties based on the best interests of the USAF.

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

5.5.3. Will request relief from SecAF or the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) if they cannot, in good conscience, perform their duties without prejudice or partiality. (T-0)

5.5.4. Will request relief from SecAF or USD (P&R) of their obligation not to disclose board proceedings if they believe the integrity of the board’s proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason. (T-0)

5.5.5. Will report the basis for their belief to SecAF or USD (P&R) after release from board duties. (T-0)

5.5.6. Will, by majority vote, recommend officers of particular merit be placed higher on the promotion list when merit-based reordering is utilized. (T-0)

**5.6. Board Recorders.** The board recorders will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the board president (and members) on board processes and other administrative matters. (T-1) Primarily, they ensure procedures outlined in this instruction and board proceedings meet all requirements of law and DoDIs. The board recorder will:

5.6.1. Complete a course of instruction during the previous 12 months, approved by SecAF, on their duties and responsibilities to ensure compliance with law and DoD policy. (T-0)

5.6.2. Ensure at least one board recorder is present during all board deliberations. (T-0)

5.6.3. Not serve as a board recorder on boards for which they are being considered. (T-0)

5.6.4. Not serve as a board member and a board recorder for the same board. (T-0)

5.6.5. Not serve as a board recorder if they are an officer or civilian equivalent whose primary responsibilities involve the career management of the officers eligible for consideration by a promotion selection board or the career management of those officers once selected for promotion. (T-0)

5.6.6. Request relief from SecAF or USD (P&R) as outlined in [paragraph 5.5.4](#) and report as outlined in [paragraph 5.5.5](#). (T-0)



**5.7. Rules Governing Communications With Boards.** The board recorder ensures all communications with the board are in writing, to include guidance from SecAF (for letters from eligible officers, see [paragraph 5.8.](#)). Furnish all written communications to all Board Members and record it as part of the board's record. **(T-0)** An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record. **(T-0)**

5.7.1. Only SecAF may appear in person to address a selection board on any matter. **(T-0)** Should the SecAF address a board in person, Selection Board Secretariat (AFPC/PB or ARPC/PB) will provide a verbatim transcript of remarks to every board member and include it in the record of the board. **(T-0)** This does not restrict the staff from furnishing administrative information to the board. **(T-1)**

5.7.2. Board members, board recorders, and administrative support staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

## **5.8. Letters to a Board.**

5.8.1. Officers eligible for promotion consideration may send written communication to the board calling attention to any matter the officer considers important to their case. Specific instructions, as they apply to each board, will be provided in the board convening notice. **(T-0)**

5.8.1.1. Submit the letter in good faith, ensure it is factual, and ensure it contains accurate information to the best of their knowledge. **(T-0)**

5.8.1.2. No one may write a letter to the selection board on another officer's behalf. Only the eligible officer may address the board. The officer submitting the letter must be able to support any statements made in the letter. **(T-1)**

5.8.1.3. Letters to promotion selection boards must be signed and dated. **(T-1)**

5.8.1.4. Send the letter to ARPC/PB so it arrives no later than 10 calendar days before the date the board convenes. **(T-0)** Eligible officers must review additional instructions as outlined in the convening notice. **(T-2)** Letters arriving after the 10-day period prior to the board will not be presented to the board for consideration. **(T-0)**

5.8.2. While not prohibited, attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter. Eligible officers may provide relevant attachments to their letters with the following limitations. **(T-1)**

5.8.2.1. Attachments addressed directly to a board on behalf of other individuals are not permitted. **(T-1)**

5.8.2.2. Attachments containing any of the following are not permitted: Information SecAF has directed be excluded from the officer selection brief (OSB) and the officer selection record (OSRs); recommendations for promotion, assignments, specific professional military education schools, and comments about assignments contingent on being selected for promotion. **(T-1)**

5.8.2.3. Attachments or documents that can become a permanent part of the officer's record (e.g., PRFs considered by previous boards, draft or proposed PRFs, and officer performance reports (OPR) and decoration narratives) are not permitted. **(T-1)**

5.8.2.4. Letters, including attachments, will not exceed ten pages: five two-sided pages or ten one-sided pages. (T-1)

5.8.2.5. ARPC/PB advises officers when letters and attachments do not meet the above requirements and will not be presented to the board. (T-1)

## 5.9. Adverse Information.

5.9.1. **Applicability.** This attachment provides guidance for all officers serving in the Air Force Reserve and the Air National Guard. paragraphs 5.9 to 5.9.6.3 and attachments 6-8 implement the provisions of Section 502 of the National Defense Authorization Act (NDAA) for Fiscal Year 2020 and Section 505 of the NDAA for Fiscal Year 2021, as codified in 10 USC, §§ 615(a)(3) and 14107(a)(3); and DoDI 1320.14, DoD Commissioned Officer Program Procedures. Except as otherwise provided by tiering statements in paragraphs 5.9 to 5.9.6.3 and attachments 6-8, waivers to the guidance are not permitted. (T-0)

### 5.9.2. Guidance for Adverse Information.

5.9.2.1. All adverse information an officer receives will be filed in the officer's OSR and will be considered by promotion selection, special selection, federal recognition (ANG specific), and selective continuation boards to the grade of major and above (to include processes for captain promotions that have "extraordinary adverse information" per DoDI 1320.14. (T-0) Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. (T-0) To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgement on the part of the individual. (T-0) Adverse information includes, but is not limited to:

5.9.2.1.1. Any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation or inquiry, regardless of whether command action was taken as a result (see paragraph 5.9.3). (Note: While some investigations (e.g., inspector general, commander directed or equal opportunity investigations) will conclude with substantiated/not substantiated findings, investigations conducted by certain authorities, such as security forces (SF) or the Office of Special Investigations (OSI), neither substantiate nor refute allegations. Consequently, SF and OSI investigations are not considered adverse information. However, command action taken as a result of information presented in an SF or OSI report of investigation is considered adverse information and must be filed in the OSR if a letter of admonishment or higher was issued). (T-0)

5.9.2.1.2. Court-martial findings of guilt (Court-Martial Orders and Entry of Judgement).

5.9.2.1.3. Nonjudicial punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ).

5.9.2.1.4. Letter(s) of Reprimand (LOR).

5.9.2.1.5. Letter(s) of Admonishment (LOA).



5.9.2.1.6. Notice of Relief of Command (for cause). The subject officer will be provided a copy of the Memorandum For Record (MFR) and will be afforded an opportunity to submit written comments in response to the filing of the notice of relief of command (for cause) in the OSR. (T-1) This is a response to the OSR filing and not the adverse action issued to the officer. The MFR and the officer's comments (if any) will be sent to SAF/IGQ, IAW AFI 90-301, Inspector General Complaints Resolution, Tables 4.4, 7.1, and 8.2 and to the member's MPF, commander's support staff (CSS), or equivalent personnel support function for inclusion in the master personnel records group (MPerRGp) and OSR. (T-1)

5.9.2.1.7. Developmental Education Removal (for cause). The subject officer will be provided a copy of the MFR and will be afforded an opportunity to submit written comments in response to the filing of the developmental education removal (for cause) in the OSR. (T-1) This is a response to the OSR filing and not the adverse action issued to the officer. The MFR and the officer's comments (if any) will be sent to SAF/IGQ, IAW AFI 90-301, Inspector General Complaints Resolution, Tables 4.4, 7.1, and 8.2 and to the member's MPF, CSS, or equivalent personnel support function for inclusion in the MPerRGp and OSR. (T-1)

5.9.2.1.8. Letter(s) of Counseling (LOC) related to a substantiated finding or conclusion from an officially documented investigation or inquiry.

5.9.2.2. LOCs unrelated to a substantiated finding or conclusion from an officially documented investigation or inquiry will not be considered adverse information. This preserves commanders' ability to administratively document and rehabilitate minor instances of substandard behavior or misconduct without making it a part of the permanent record (also referred to as "standalone" LOCs).

5.9.2.3. All adverse information as defined by this instruction will be permanently placed in the MPerRGp. (T-0) Except for the set aside of a court-martial or nonjudicial punishment action, removal of adverse information from the MPerRGp may only be directed pursuant to an Air Force Board for Correction of Military Records (AFBCMR) recommendation.

5.9.2.4. Court-martial findings of guilt are retained in the OSR permanently unless the findings are overturned on appeal or set aside in their entirety, and the member is not subsequently found guilty at a rehearing or new trial. If removed from the OSR for this reason, this is not considered adverse information and will not be filed in the MPerRGp. All other adverse information filed in the OSR will remain in the OSR:

5.9.2.4.1. For O-6 and below boards for 10 years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. (T-0) If the exception is met, the adverse information will remain in the OSR. (T-0) Except for the set aside of a court-martial or nonjudicial punishment action, earlier removal of adverse information from the OSR may only be directed pursuant to an AFBCMR recommendation.

- 5.9.2.4.2. For general officer promotion boards for (1) 10 years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year; or (2) until the US Senate considers it and confirms the officer. **(T-0)** Except for the set aside of a court-martial or nonjudicial punishment action, earlier removal of adverse information from the OSR may only be directed pursuant to an AFBCMR recommendation.
- 5.9.2.5. The date of command action is used to establish the 10-year time period. For adverse cases described below in [paragraph 5.9.3.1](#) for which there is no command action, the date of the substantiated adverse finding(s) or conclusion(s) from the officially documented investigation or inquiry is used to establish the time period. In neither case is the date of the incident used. If the exception in the 10-year rule is met, the adverse information will be retained in the OSR permanently. **(T-0)**
- 5.9.2.6. Major command staff judge advocates will provide a separate memorandum articulating whether the officer's adverse information meets or does not meet the exception to the 10-year retention rule as outlined in [paragraph 5.9.2.4](#) and [paragraph 5.9.2.5](#) for retention beyond 10-years. **(T-1)** The memorandum will be included with the command action documents submitted to the military personnel flight (MPF), commander's support staff (CSS), or equivalent personnel support function for inclusion in the MPerRGp. **(T-1)**
- 5.9.2.7. Commanders, or equivalent, will furnish all adverse information to the member's MPF, CSS, or equivalent personnel support function for inclusion in the MPerRGp and OSR. **(T-0)**
- 5.9.2.7.1. Notify the local IG at the start of any investigation or inquiry when an officer is named as a subject. (See admin note below)
- 5.9.2.7.2. Notify the local IG at the conclusion of any investigation or inquiry when an officer (is) named as a subject whether substantiated or not. If substantiated, provide the IG with the command action and rebuttal if accomplished. **Note:** If the commander elects to provide verbal counseling or no command action following the substantiated finding, it must be documented in MFR format and the officer will be provided an opportunity to provide rebuttal. (See admin note below)
- 5.9.2.7.3. Commanders must provide a copy of stand-alone command action (LOAs, LORs, Article 15s) on any officer that was not the result of an investigation or inquiry to the local IG. **Note:** Stand-alone LOCs (No investigation or inquiry) are not reportable. (See admin note below)
- 5.9.2.8. Notwithstanding the 10-year retention rule in [paragraph 5.9.2.4](#), in those instances where an officer had extraordinary adverse information that was not, but should have been reviewed by a promotion selection board, promotion process, or promotion review board prior to the officer's promotion, and the adverse information was subsequently removed from the officer's OSR, the extraordinary adverse information will be provided to a review board, as appropriate, or to the next board or process for consideration. **(T-0)**
- 5.9.3. Additional Information Pertinent to Officially Documented Investigations or Inquiries.

5.9.3.1. In the event that an officially documented investigation or inquiry concludes with a substantiated finding and a commander (or equivalent) decides not to issue written command action, to include verbal counseling, the findings and the commander's decision must still be documented and filed in the MPerRGp and OSR via a memorandum for record (MFR) (sample provided at [Attachment 6](#)) and Adverse Information Summary (AIS) (sample provided at [Attachment 7](#)). (T-0) The AIS must include the following:

- 5.9.3.1.1. Grade and position at time of allegation.
- 5.9.3.1.2. Summary of what the officer did.
- 5.9.3.1.3. Investigation agency.
- 5.9.3.1.4. Findings.
- 5.9.3.1.5. Date findings were approved.
- 5.9.3.1.6. Command actions taken (e.g., verbal counseling or no command action).
- 5.9.3.1.7. Reason for commander action (or no command action).

5.9.3.2. The subject officer will be provided a copy of the MFR and AIS and will be afforded an opportunity to submit written comments in response to the documents before they are filed in the OSR. (T-0) The MFR and the officer's comments (if any) will be sent to SAF/IGQ, IAW AFI 90-301, Tables 4.4, 7.1 and 8.2, and to the member's MPF, CSS, or equivalent personnel support function for inclusion in the MPerRGp and OSR. (T-0)

#### 5.9.4. Historic Adverse.

5.9.4.1. Historic adverse information that was issued prior to the date of the implementation of this guidance will be filed in the MPerRGp. (T-0) Subject to the rules in [paragraph 5.9.2.4](#) and [paragraph 5.9.2.5](#), on retention of adverse information in an OSR, select historic adverse information that was issued prior to the date of the implementation of this policy, will also be filed in the OSR (refer to [Attachment 8](#), [Figure A8.1](#) and [Figure A8.2](#)). (T-0) This direction applies even in those situations in which a commander elected not to file the adverse information in an OSR, or where the adverse information was removed from an OSR, pursuant to previous DAF policy. Historic adverse information, not already contained in the MPerRGp or OSR that must now be filed includes each of the following:

5.9.4.1.1. Field Grade Officer (FGO) adverse information disposition (reference [Figure A8.1](#), [Attachment 8](#)); where the disposition was assessed when the member was an FGO:

5.9.4.1.1.1. Nonjudicial punishment pursuant to Article 15, UCMJ. (T-0)

5.9.4.1.1.2. Adverse information that received significant media attention or is of interest to the US Senate Armed Services Committee (Extraordinary Adverse), as provided in DoDI 1320.04, Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or US Senate Confirmation, Enclosure 6, [paragraph 2\(a\)\(2\)\(a\)](#). (T-0)

5.9.4.1.1.3. Notices of Relief of Command (for cause) issued on or after 1 January 2012. **(T-0)**

5.9.4.1.1.4. Substantiated finding(s) or conclusion(s) from an officially documented investigation or inquiry, approved on or after 1 January 2012, where a commander decided not to issue written command action or the command action is not available. **(T-0)** The current commander of the officer, in cooperation with the officer's commander at the time the substantiated finding was approved, if available, must follow the process in [paragraph 5.9.3](#). **(T-0)**

5.9.4.1.1.5. LORs and LOAs issued on or after 1 January 2012. **(T-0)**

5.9.4.1.1.6. LOCs issued on or after 1 January 2012 related to a substantiated finding or conclusion from an officially documented investigation or inquiry. **(T-0)**

5.9.4.1.1.7. Notices of Developmental Education Removal (for cause) issued on or after 1 January 2012. **(T-0)**

5.9.4.1.2. Company Grade Officer (CGO) adverse information disposition (reference [Figure A8.2](#), [Attachment 8](#)) includes each of the following, where the disposition was assessed when the member was a CGO:

5.9.4.1.2.1. Nonjudicial punishment pursuant to Article 15, UCMJ.

5.9.4.1.2.2. Adverse information that received significant media attention or is of interest to the US Senate Armed Services Committee (Extraordinary Adverse), as provided in DoDI 1320.04, Enc. 6, paragraph 2(a)(2)(a).

5.9.4.2. Officers are not required to furnish historic adverse information on themselves. All required historic adverse information will be migrated by the Air Force Personnel Center from existing data systems into the Automated Records Management System and made part of the MPerRGp and OSR. **(T-1)** Adverse information already in the OSR regardless of when issued/received must remain in the OSR, unless removed under the rules of [paragraph 5.9.2](#). **(T-0)**

#### 5.9.5. Information Related to Officer Promotion Boards.

5.9.5.1. An adverse information screening will be done on officers prior to a promotion board. Officers with adverse information as defined in [paragraph 5.9.2.1](#), [paragraph 5.9.3.1](#), or [paragraph 5.9.4.1](#) of this memorandum will be identified during the Air Force promotion process.

5.9.5.2. Officers are responsible for ensuring the accuracy of their records prior to meeting the board. Officers who have adverse information as part of their history should check the Personnel Records Display Application (PRDA) to ensure that a full record of the adverse information is in their record, to include the full response, if applicable.

5.9.5.3. Officers will not receive an additional opportunity to respond to the adverse information or provide information to the board, with the exception of the right to communicate with the promotion board directly via letter. Officers may elect to write a letter to the board IAW this instruction, to address adverse information included in the OSR.

#### 5.9.6. Miscellaneous.

5.9.6.1. Wing commanders (WG/CC), delta commanders, or issuing authorities can no longer direct removal of derogatory data from the OSR as previously permissible in DAFI 36-2907, *Adverse Administrative Actions*, and DAFI 36-2608, *Military Personnel Records Systems*.

5.9.6.2. Unless otherwise directed, general officers with adverse information that is not documented in their officer performance report (OPR) or their OSR will continue to have a Senior Officer Unfavorable Information File created for consideration by a selection board IAW AFI 90-301, Inspector General Complaints Resolution. Adverse information that arises after an officer is appointed to O-7 will not be placed in the OSR but will be provided to a selection board in the form of a SOUIF.

5.9.6.3. IAW 10 USC §§ 1558, 14502(a)(2) and 14502(b)(3), *special selection boards: Correction of Errors* – special election boards (SSB) and special boards (SB) considering promotion selection boards and federal recognition boards prior to February 26, 2021, will consider the record as it would have appeared to the original board. Historic adverse information will not be presented to a board, via the OSR, for officers meeting an SSB or SB considering an original board prior to February 26, 2021. (T-0)

#### 5.10. Information used by the Board includes:

5.10.1. The name and OSR, outlined in DAFI 36-2608, of each eligible officer, including the Officer Selection Brief. (T-0)

5.10.2. Adverse information (for promotion to major and above) will be added to the OSR as outlined in [paragraph 5.9](#). (T-0)

5.10.3. Letters submitted to selection boards by eligible officers (see [paragraph 5.8](#)). (T-0)

5.10.4. Information not part of the official military personnel record of an officer, but which SecAF (or a civilian official appointed by the President, by and with the advice and consent of the US Senate and designated by SecAF) determines as substantiated and which could reasonably and materially affect board deliberations. SecAF, or designee, must ensure the procedures for identifying and proposing such information for consideration apply to all eligible officers for the board concerned. (T-0) In these cases, SecAF ensures the officer:

5.10.4.1. Is notified and provided a copy of the information. (T-0)

5.10.4.2. Is allowed a reasonable opportunity to submit written comments. (T-0)

5.10.4.3. Is provided a factual summary of the information, if it is not totally available for reasons of national security, or other lawful reasons. (T-0)

5.10.5. Administrative information to amplify or clarify the official military records, instructions, and information provided to the board (e.g., career development briefs, pre-board discrepancy reports, etc.). (T-0)

5.10.6. Information described in [paragraph 5.10.4](#) will not meet a subsequent board unless the information is in the official military personnel record of the officer, or SecAF or designee makes a new determination. (T-0) When rendering a new determination, the officer will have the opportunity to comment upon notification. (T-0)

**5.11. SecAF Instructions.** The board president will read the main portion of the SecAF's MOI, verbatim. **(T-0)** The addenda and any attachments will be read individually by each board member, when applicable. **(T-0)** These instructions will not contain information on particular officers. **(T-0)** Do not modify, withdraw, or supplement the instructions after the board submits its report to SecAF. **(T-0)** The instructions must contain the following information:

5.11.1. The written instructions to promotion selection boards as outlined in DoDI 1320.14, Section 3. **(T-0)** For continuation and selective early removal boards, SecAF will provide specific instructions as they pertain to each board. **(T-1)**

5.11.2. Guidelines to ensure the board considers all eligible officers without prejudice or partiality. **(T-0)**

5.11.3. Information or guidelines on the needs of the USAF 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. **(T-0)** Information or guidelines on officers with particular skills must be furnished to the board as part of the written instructions provided to the board. **(T-0)**

5.11.4. 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 their promotion opportunity. **(T-0)**

5.11.5. Directions for boards convened to consider officers for promotion to a grade below colonel in the nurse corps, biomedical sciences corps, medical corps, dental corps, and medical service corps 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 the officer's administrative and management skills. **(T-0)**

5.11.6. Guidelines to prohibit board members, board recorders, and administrative support staff (or people acting on their behalf) from receiving, starting, or participating in communications or discussions involving information that DoDI 1320.14, Section 3, or this instruction does not allow. **(T-0)**

5.11.7. Guidelines on actions if a board member or board recorder believes someone is exerting, or attempting to exert, inappropriate influence over the board or its proceedings. **(T-0)**

5.11.8. The maximum number of officers the board can recommend in each promotion zone and competitive category. **(T-0)** Determine this number by using the guidelines in DoDI 1320.14, Enclosure 3. No increase in the number will be made after the selection board convenes without the written approval of the USD (P&R). **(T-0)**

5.11.9. Incorporate the exemplary conduct provisions of 10 USC § 9233. **(T-0)**

5.11.10. Information or guidelines on merit-based reordering of the promotion list (if authorized) to include prescribing procedures, percentages, and required board report content. **(T-0)**

5.11.11. Guidelines to prohibit board members from considering an officer's previous decision to opt out of a promotion board, if applicable. **(T-0)**

**5.12. Board Member Preparation.** The Selection Board Secretariat (PB) will pre-brief the board president on the board agenda, SecAF MOI, board president responsibilities, and the trial run exercise (practice scoring session). **(T-1)** Board recorders will conduct the first day administrative briefing to board members. **(T-1)** The board president then will read the main portion of the SecAF MOI, verbatim to the board and a copy will be provided to each board member. **(T-0)** The addenda and any attachments will be read individually by each board member, when applicable. **(T-1)** Oaths are administered to board members, board recorders, and administrative support staff. A trial run exercise will then be conducted to familiarize board members with the selection records and situations the board may encounter during actual scoring. **(T-1)**

**5.13. Conducting Trial Runs.** The board recorder provides the board members pre-identified records to set their scoring standard and to acquaint them with some situations they may encounter during the actual scoring of the records. The trial run records will not be the actual records of officers being considered by the current board. **(T-1)**

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

5.13.2. Subsequent trial runs can be conducted, if needed.

**5.14. Record Distribution Procedures.** Within a competitive category, eligible records will be grouped by zone (I/APZ together; BPZ separately, when applicable) and core identifier (Core ID), then sorted in ascending order by reverse of the officer's social security number (SSN), unless otherwise directed. **(T-1)** All records will then be numerically sequenced using these numbers. **(T-1)**

**5.15. Scoring Records.** Records are scored on a best-qualified basis unless otherwise directed by SecAF. Board members will ensure officers selected for promotion are fully qualified to assume the next higher grade. **(T-1)** I/APZ records will be scored together. **(T-1)** BPZ records will be scored separately from I/APZ records, if BPZ is authorized. **(T-1)** Records will be scored separately by competitive category; officers within the same competitive category compete only among themselves for promotion. **(T-0)**

5.15.1. Scores are based on the following:

5.15.1.1. The material in each officer's OSR.

5.15.1.2. Any information SecAF may provide to the board according to DoDI 1320.14.

5.15.1.3. Any authorized communication by letter from the officer concerning their own record.

5.15.2. Score records by secret ballot, without discussion, unless a significant disagreement (a "split") occurs in the scores on a particular record. If a board member identifies a record-based matter causing concern, the member will identify the matter to the board recorder, who may discuss it with the board president. **(T-1)** The board president may approve bringing the matter to the attention of the board members. **(T-1)**



5.15.3. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers, provided they discuss only matters documented in the OSR or permitted by law; DoDI 1320.14, Section 3; this instruction; or SecAF guidance or instructions. **(T-0)**

5.15.4. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under DoDI 1320.14, Section 3. **(T-0)**

## 5.16. Scoring Scales.

5.16.1. Boards will use the following scoring scale when the promotion opportunity is less than 100%: **(T-1)**

**Table 5.1. Scoring Scale.**

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

5.16.2. Some situations require a “yes or no” scoring system.

5.16.2.1. For boards using all fully qualified criterion, a “yes” vote indicates an officer is fully qualified, a “no” vote indicates an officer is not fully qualified.

5.16.2.2. For FRRB and for boards where the opportunity is 100%, the “yes or no” scoring system will be used. **(T-1)**

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

**5.18. Resolving “Splits.”** All voting panel members must be present and may discuss the record involved in a “split.” **(T-1)** Only panel members with split scores may change their scores in the process of resolving a split. When using a “yes or no” scoring system and a “split” cannot be resolved, the majority vote rules. **(T-1)**



**5.19. New Documents.** If new information (e.g., decoration citation, OPR, updated Officer Selection Brief) regarding an officer's record is acquired during initial panel scoring, the affected records will be brought back to the same panel for re-scoring. **(T-1)** Board members may choose to keep their original score or change it based on the new information. Split resolution will then occur. **(T-1)**

**5.20. Identifying "Show Cause" Records.** During the scoring process, IAW 10 USC and SecAF policy, board members are required to identify the records of officers who, in their opinion, should "Show Cause" for retention on the RASL. **(T-0)** They do this by voting "Show Cause" on the scoring ballot for each record of this type. [Paragraph 5.31](#) addresses resolution of "Show Cause" records.

**5.21. Promotion Quota Computation.**

5.21.1. Compute the board promotion quota by multiplying SecAF-authorized promotion opportunity, as reflected in the board details, by the number of IPZ officers considered. If BPZ is applicable on a given board, the quota is then reduced by the maximum number of SecAF-authorized BPZ quotas. The board convening package will provide the BPZ quota. **(T-1)** The board's quota will then be reduced by an "adjusted panel quota." **(T-0)**

5.21.2. The adjusted board quota step is done to ensure a proportion of records and associated quota are available for consideration in the "gray process," discussed in [paragraph 5.27](#). If the adjusted board quota process is used, the board convening package will provide specific details. **(T-1)**

**5.22. Establishing "Cut Lines."**

5.22.1. Establishing the Initial Cut Line. An order of merit is established after scoring is complete. The initial cut line is then drawn on the order of merit at the bottom of the score category coming closest to filling the quota (or adjusted quota) without exceeding it. A "score category" consists of all records having the same aggregate score. The aggregate score is the total of individual scores determined by each panel member for each record. Since all scores are determined at half-point increments, a "score category" will normally represent a half-point spread in the order of merit. If the cut line is at a point where the number of cumulative records equal the quota (or adjusted quota), this is referred to as a "clean cut." **(T-1)**

5.22.2. Establishing the Second Cut Line. For a "clean cut," draw the second cut line at the bottom of the score category immediately below the initial cut line. If a "clean cut" does not exist, draw the second cut line at the bottom of the second score category below the initial cut line. If the total quota is below the second cut line, draw the second cut line at the bottom of the score category that includes the total quota.

**5.23. Objective Quality Review.** The Board Secretariat will complete this process and provide results to the board president. **(T-1)** A board recorder presents the reason (see below) the record is being returned to the board members for rescore and advises there is no intent to drive any particular result. A simple validation of their original score may be an appropriate result. For all records returned for re-scoring, resolve splits and use only the resulting score. **(T-1)**

5.23.1. Identify all records above the second cut line and return the records to their original panels for re-scoring if they contain any of the following negative objective quality review characteristics:

5.23.1.1. Court-Martial conviction(s).

5.23.1.2. Article 15(s).

5.23.1.3. Letter(s) of Reprimand.

5.23.1.4. Letters(s) of Admonishment.

5.23.1.5. Notice of Relief of Command (for cause).

5.23.1.6. Letter(s) of Counseling (LOCs) and Adverse Information Summaries related to a substantiated finding or conclusion from an officially documented investigation or inquiry.

5.23.1.7. Developmental Education Removal (for cause).

5.23.1.8. Do Not Promote PRF.

5.23.1.9. Current prisoner or appellate leave.

5.23.1.10. Referral OPR(s) or Training Report(s) (AF Form 475, *Education and Training Report*).

5.23.1.11. “Do not promote me” letter.

5.23.2. Identify all records below the initial cut line (potential non-selects) and return the records to their original panels for rescoring if they contain any of the following positive and special consideration Objective Quality Review characteristics:

5.23.2.1. Medal of Honor Recipient.

5.23.2.2. Prisoner of War/Former Prisoner of War.

5.23.2.3. Missing in Action/Former Missing in Action.

5.23.2.4. Astronaut.

5.23.2.5. Wounded Warrior (reporting identifier 92WX).

**5.24. Re-establishing the “Cut Lines.”** After completion of objective quality review, the cut lines will be redrawn. Repeat steps in [paragraph 5.22](#) if necessary. **(T-1)**

**5.25. Adverse Information Review.** 10 USC § 14108 and DoDI 1320.14 require that records of officers recommended for promotion containing adverse information be considered by all board members. **(T-0)** Additionally, the board must certify that all officers whose records contain adverse information and who are recommended for promotion meet the requirement of exemplary conduct articulated in 10 USC § 9233. **(T-0)**

**5.26. Board President Quality Review.** The board president conducts a quality review of all records one score category below the second cut line. This allows the board president to review records about to be removed from further consideration by the board, but which are generally competitive. The purpose of this review is to determine whether the record of every officer in this range, as well as officers in special skills or career groups, have been scored in a manner consistent with the SecAF’s Memorandum of Instruction (MOI) and have been afforded fair and equitable consideration in the initial scoring. If the board president determines there is a rational basis to conclude, from any such record together with its aggregate score, the record may not have been

scored in a manner consistent with the MOI, the board president may direct such record be added to the “gray zone” for re-scoring by the entire board along with all other records in the “gray zone.”

**5.27. Gray Resolution.** After the board president has conducted the quality review, any records identified by the board president will be added to the “gray.” (T-1)

5.27.1. Prior to scoring any records in the “gray,” the board president will instruct all members to re-read the SecAF’s MOI. (T-1) The board president will only be required to instruct the panel to re-read the MOI during the first gray resolution. (T-1) For subsequent gray resolutions, the board recorder will instruct the panel to re-read the MOI. (T-1)

5.27.2. After scoring, an order of merit will be established and the remaining quotas applied to it. (T-1) If records are tied at the score that would result in promotion, this establishes a new “gray” zone. Continue to resolve any “gray” without further board president quality review until all available promotion opportunities are filled. (T-1)

5.27.3. After resolving the “gray zone,” if necessary, break any ties immediately above and below the final cut line to determine the lowest select and #1 I/APZ non-select.

5.27.4. Tentative I/APZ order of merit is now finalized pending BPZ scoring and BPZ displacement (if applicable).

**5.28. Skillset Requirements Procedures.** Requirements Displacement. Skillset selection requirements, commonly referred to as “floors,” directed in the SecAF’s MOI will be satisfied after resolving all gray scoring using the following procedures:

5.28.1. Identify, in order of merit standing, records in, and above the zone which hold the skillset specified for a selection requirement and are above the cut line. If the number of records meets or exceeds a skillset’s selection requirement, the selection requirement is satisfied. If the selection requirement is not satisfied, proceed to [paragraph 5.28.2](#).

5.28.1.1. Identify, in order of merit standing, records below (if applicable), in, and above the zone which hold the skillset specified for a selection requirement and are above the cut line. Skillset requirements are applied to BPZ selects first (if applicable) and I/APZ selects second. If the number of records meets or exceeds a skillset’s selection requirement, the selection requirement is satisfied. If the selection requirement is not satisfied, proceed to [paragraph 5.28.1.2](#).

5.28.2. Displace records on the tentative selection list which do not satisfy a skillset selection requirement on a one-for-one basis in reverse standing order until requirements are satisfied, or no records remain in that skillset. Records meeting the requirements on the tentative non-selection list would be selected and displace the other records. As necessary, break ties to achieve the skillset selection requirement. Notwithstanding the rule in [paragraph 5.29](#), records meeting the requirements on the tentative non-selection list which displace records on the tentative selection list must be individually confirmed as fully qualified by majority vote.

**5.29. Fully Qualified Select List.** The board must confirm all records selected for promotion are fully qualified for promotion. (T-1) To do this, the entire board will vote on whether the bottom select record is fully qualified for promotion. (T-1) If a majority of the board votes yes, that officer and the officers above the bottom select are then considered fully qualified for promotion. If a majority of the board votes “no,” conduct a fully qualified determination by moving up the order of merit until a record receives a majority “yes” vote. Apply this process to both I/APZ and position

vacancy boards. Those records receiving a majority “no” vote are not recommended for promotion. (T-1) **Note:** See [paragraph 5.28.2](#) for additional fully qualified instructions when skillset requirements are used.

**5.30. Merit-Based Reordering.** After the board has fully qualified the select list, the board, if authorized, will consider whether to recommend a merit-based reordering of the promotion list. (T-1) The board is not required to recommend officers be placed higher on the promotion list based on merit; however, it is normally in the best interest of the USAF to ensure highest scoring officers are promoted first. Prior to reviewing the select list, the board president will instruct all members to re-read the merit-based reordering section of the SecAF’s MOI. (T-1) The board will then be provided the relative standing of each officer selected for promotion as determined by record scoring. (T-1) In the event of ties within the score category, the records will be sequenced within that score by seniority precedence as defined in [paragraph 6.8](#). (T-1) After review and discussion of the list of relative standing, the board will vote on whether to recommend a reordering of the promotion list until the board reaches a majority decision. (T-1) If the board decides to use this authority, it will consider the recommended order to be the relative standing of each officer selected for promotion, as determined by record scoring. (T-1) The board may recommend the officers be placed on the promotion list in that merit order, or it may adjust that order; however, no officer shall be moved down on the promotion list, except by insertion of the name of an officer of particular merit above that officer’s name. (T-1)

**5.31. Resolution of “Show Cause” (SC).** After scoring is complete and a select/non-select list is established, return to the board all records previously identified for “SC” determination. If a record is nominated for “SC” during initial scoring” the record will be returned to the board for majority rule vote. Board members will discuss all “SC” nominations and a majority rule vote will determine whether the officer’s name will be included in the board report to SecAF recommending the member be required to “SC” for retention. If the board makes a “SC” recommendation, the chairperson completes a “SC” worksheet outlining the factors for the recommendation. The board president reviews the results. If the board president determines there is a rational basis to conclude any of these records may not have been voted upon in a manner consistent with SecAF MOI, the Board President may direct these records be returned to the board for re-vote. The second vote will be used. (T-1) If a record is recommended for promotion, this recommendation overrides any pending “SC” action previously initiated and the record will not be returned to the board. (T-1)

**5.32. Selective Continuation.** Selective continuation ballots are generated for records meeting SecAF eligibility criteria.

5.32.1. ARPC/PB will ensure letters to the promotion board and PRFs are removed from the records for the selective continuation board. (T-1)

5.32.2. ARPC will ensure Not Qualified for Continuation recommendations are filed in the records (if applicable). (T-1)

5.32.3. Recorders will brief the selective continuation board on the continuation eligibility criteria, SecAF policy, the relevant portions of SecAF’s MOI, and applicable paragraphs in DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active Status List*. (T-0)

5.32.4. When continuation opportunity is 100%, score records using “yes/no” votes. If voting is not unanimous on a record and a split cannot be resolved, the majority vote rules. If the continuation opportunity is less than 100%, use the 6- to 10-point scoring scale IAW [Table 5.1](#), resolving any splits or “gray zone” as described above.

5.32.5. The board president reviews results. If the board president determines there is a rational basis to conclude any of these records may not have been voted in a manner consistent with the applicable guidance, they may direct these records be returned to the board for re-scoring—the second score will be used. **(T-1)**

**5.33. Board Report.** Board members, board recorders, and administrative support staff will sign a board report stating they conformed to the law and DoDI 1320.14. **(T-0)** This report will include lists of those selected and non-selected, those identified as causing their own non-selection by communication to the board, and those selected to “Show Cause” for retention. **(T-0)** If authorized to recommend a merit-based reordering of the promotion list, the board report will recommend the order in which those officers should be placed on the promotion list. **(T-0)** If the board is authorized to recommend a merit-based reordering but recommends no reordering or recommends less than the full order of merit listing, the board will justify its decision in the board report. **(T-1)**

**5.34. Additional Reports.** After the board has completed and signed the reports, the Selection Board Secretariat will prepare, for review by SecAF, a report of selection rates for the following segments of the eligible population of officers (when applicable): joint duty officers, race, ethnicity, gender, and other criteria as directed. **(T-1)**

**5.35. Board Anomalies.** Certain procedural anomalies occurring during a board may require variation from established procedure requiring board president resolution. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine SecAF-level decision is required. The board president will advise SecAF of any significant procedural anomalies during their out-brief of the board. **(T-1)** These responsibilities of the board president do not limit in any way the right of a board member or board secretariat member to communicate with SecAF (as provided by other authority). After the board has convened, the board president will make the determination to excuse a primary board member and if an alternate board member is required. **(T-1)** The board president is the authorizing official for directing a SecAF-approved alternate to replace the primary board member. The need for an alternate board member being called to replace a primary board member will be treated as an anomaly and will follow guidelines specified in this paragraph. **(T-1)**

**5.36. Out-briefing Board Members.** Board recorders out-brief the board members (discuss cautions and collect all notes). It is important personal observations do not jeopardize the credibility of the board process and Airmen receive a consistent USAF message.

5.36.1. The Selection Board Secretariat staff will inform board members they are prohibited from disclosing board proceedings (e.g., how a record scored, or comments made during split resolution). **(T-1)**

5.36.2. Board members are encouraged to use the briefing slides provided by the board secretariat staff to brief the board process and structure (e.g., numbers considered, board organization, and process followed).

**5.37. Releasing Board Information.** AFPC/PB/DP2SPP and ARPC/PB release only the recommendations of the board. They do not disclose board proceedings, including specific information on how the board scored each record, to any individual not a member of the board. They release information on the number of officers considered and selected, board demographics, board organization, the general procedures followed by the board, the number of board members and their names, grades, and service components. **(T-0)**

## Chapter 6

### POST-BOARD INSTRUCTIONS

**6.1. Approving Board Reports.** The SecAF reviews the report and ensures the board acted within the law, applicable directives, and Secretarial guidelines and processes the report according to 10 USC § 14110 and § 14111. If the SecAF 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 USC § 14110. The SecAF 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 SecAF. The SecAF 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 US Senate. The SecAF will approve results and proceedings for continuation and selective early removal boards.

**6.2. Principal Deputy Under Secretary of Defense (PDUSD) for Personnel Readiness (P&R):**

6.2.1. Approves promotion board reports for promotion to all grades below the grade of brigadier general for all promotion boards, SSBs, SBs, and SSRBs.

6.2.2. Reviews the Commissioned Officer Promotion Reports, Report Control Symbol (RCS): DD-Personnel and Readiness (P&R)(A)1621, Defense Officer Promotion Report IAW DODI 1320.13.

**6.3. AF/REP and NGB/A1.** Prepares the ARC portion of the Commissioned Officer Promotion Reports, RCS: DD-P&R(A)1621. Prepares this report according to DoDIs 1320.13 and 1320.14, Section 2. The report will contain a narrative and statistical summary of promotion opportunity and timing compared to the Defense Officer Personnel Management Act and Reserve Officer Personnel Management Act objectives and DoD guidelines. **(T-0)** Submit report through channels to AF/A1PPP.

**6.4. Board Recorders.**

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

6.4.2. Destroy all score rosters and internal working papers associated with the board not part of the board report itself. Do not do this until approval of the board results by Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD P&R).

6.4.3. If a board is authorized to conduct merit-based reordering and recommends officers be re-ordered, maintain score data, the board's order of merit, and recommended re-ordering of the promotion list for use at SSBs and SBs. The board's score data are "proceedings" of the board and will not be disclosed to any person not on the board's approved membership. **(T-0)**

**6.5. Board President.** Provides feedback to SecAF regarding board compliance with SecAF instructions to the board (e.g., joint experience, acquisition experience, etc.).

**6.6. ARPC Selection Board Secretariat (PB):**

6.6.1. Prepare board reports as specified in DoDI 1320.14, Section 3, and 10 USC § 14109. **(T-0)**



6.6.2. Prepare for the approval authority's review of the race, ethnicity, and gender of the population considered by selection boards for promotion to major, lieutenant colonel, and colonel for all competitive categories. **(T-0)**

6.6.3. Ensure all letters to the board are included in the Master Personnel Record Group. Access will be confined to those with a need to know and will be used for historical, legal, and appeal purposes only. **(T-0)**

6.6.4. Promotion Benchmark Records. After adjournment of selection boards, Selection Board Secretariat will identify a sampling of benchmark records near the select and non-select cutline for any future SSBs or SBs. Provided enough records in each category exist on the selection boards, five records from among the lowest scored selects and eight records (5 + 3 spares) from among the highest scored non-selects are identified. When less than five (or eight, respectively) records are available, use the number available. If none of these benchmarks contain adverse information, the board recorders or administrative staff will also identify a benchmark record from the next lowest scored select and the next highest scored nonselect, if any, with adverse information. For mandatory boards with requirements, the Selection Board Secretariat will also benchmark the bottom select from each semi-specialty (below the cutline); and five records plus three alternate records from the score category immediately below the lowest semi-specialty select. These records are archived for future use. **(T-1)**

6.6.5. Merit-based Reorder Benchmark Records. After adjournment of selection boards, Selection Board Secretariats will identify a sampling of benchmark records from among those selected for order of merit changes for any future SSBs/SBs. **(T-1)** Identify a sufficient number of records across the relative standing of selects to accurately identify each considerer's placement within the order of merit. These records are archived for future use. In the event the original board members did not exercise merit-based reorder authority, benchmark records will not be identified. **(T-1)**

6.6.6. Establishes the public release date for promotions to first lieutenant through lieutenant colonel after SecDef approval. **(T-0)**

6.6.7. Establishes the public release date for promotions to O-6 after Deputy Secretary of Defense signs the memorandum forwarding the nomination scroll to the President. **(T-0)**

6.6.8. Provides instructions to MPF for processing promotion releases. **(T-1)**

6.6.9. Publishes AFR promotion orders. **(T-1)**

6.6.10. Publishes promotion increment sequence numbers (as appropriate), by competitive category, for monthly projected promotions to grade of colonel. **(T-1)**

6.6.11. (AFR) For DOR updates see [Table 6.1](#).

**6.7. NGB/A1P.** Publishes ANG promotion orders. **(T-1)**

**6.8. MPF or equivalent human resource support function.**

6.8.1. Carries out promotion releases IAW this instruction and as instructed by NGB/A1P or ARPC/PB. **(T-1)**

6.8.2. Servicing MPFs, or equivalent, are responsible for notifying commanders or equivalent of promotion notification (selection and non-selection) and must coordinate with gaining MPF temporary duty locations when necessary to ensure 100% notification. **(T-1)**



6.8.2.1. (ANG) Prepares the required non-selection letters on first and second time non-selectees. (T-1)

6.8.2.2. (AFR) Unit Commanders or equivalent shall prepare the required first time non-selection letters. Non-select letters resulting in an MSD are sent from Directorate of Personnel and Total Force Services (ARPC/DPT) to AFR members. (T-1)

## **6.9. Determining Promotion Sequence.**

6.9.1. For officers recommended for merit based reordering ([paragraph 5.30](#)), the selection board shall recommend the order in which those officers should be placed on the list.

6.9.2. (AFR) Unless [paragraph 6.9.1](#) applies, position officers with the same DOR in order of seniority based on the following criteria in order listed. See also [Table 6.1.](#):

6.9.2.1. Previous grade DOR (if applicable) or if the same, the DOR in an earlier grade.

6.9.2.2. Previous AD grade relative seniority (if applicable).

6.9.2.3. Total active federal commissioned service.

6.9.2.4. Total federal commissioned service.

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

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

6.9.2.7. Reverse social security number, with the lowest number taking precedence.

**6.10. Post Board Screen.** SAF/IGQ will conduct a post-board screen of adverse, reportable information, and pending investigations for officers selected for promotion. (T-0)

**6.11. SecAF Promotion Withholds.** Following the post-board screen, SecAF will withhold the names of officers pending investigation into alleged adverse information or pending adjudication of substantiated adverse information from nomination and appointment scrolls, unless otherwise provided for in DoDI 1320.04. (T-0). When directed by the SecAF, an officer's promotion may be withheld, placed on hold, or split from an appointment or nomination scroll when there is cause to believe the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade or there is cause to believe the officer has not met the requirements for exemplary conduct set forth in 10 USC § 9233. (T-0)

6.11.1. Promotions can also be withheld if: (1) sworn charges against an officer have been received by an officer exercising General Courts-Martial jurisdiction over the officer and such charges have not been disposed of; (2) a board of officers has been convened under Title 10 USC. § 14903; *Boards of Inquiry* (3) a criminal proceeding in a Federal or State court is pending against an officer; or (4) substantiated adverse (and/or reportable) information about the officer material to the decision to appoint the officer is under review by the SecDef or SecAF; or (5) SecAF determines that the convening of a SSRB is required.

6.11.2. Officers will be notified in writing of their withhold status and the reasons why SecAF withheld the officer from the appointment or nomination scroll. (T-0) The officer will acknowledge the notification in writing.

6.11.3. Resolving Promotion Withholds. When an investigation, inquiry, or action is completed on an officer whose nomination is on hold, or SecAF otherwise has sufficient

information to resolve the matter, SecAF will decide whether to support the officer's promotion or take other action. **(T-0)** If SecAF supports promotion with the officer's original date of promotion reinstated, upon promotion, the officer shall have the same DOR and the same effective date for the pay and allowances of the grade to which promoted as the officer would have had if no delay had intervened. **(T-0)**

6.11.4. When an allegation is ongoing (e.g., Equal Employment Opportunity complaint or potential Anti-Deficiency Act violation), and it is likely to take months or years to resolve, the SecAF may review the allegations pertaining to the case and if that review indicates the allegation will likely not be substantiated, forward the nomination. If SecAF forwards the nomination, the submission will include the particulars of the complaint, the results of any completed reviews and final decisions, the status of the pending actions and the expected length of time to resolve, and the impact if the nomination is not forwarded. **(T-0)**

6.11.5. If adverse information was not available for review by the promotion board but should have been (based on the board convening date), an SSRB must review the adverse information and make a recommendation to SecAF whether the original recommendation should be sustained IAW 10 USC § 14502a. **(T-0)**

6.11.6. An officer's name may not be removed from the promotion list, nor an officer's date of rank adjusted, unless a promotion propriety action is initiated. If SecAF determines additional information is required for resolution of a promotion withhold, or is considering removing an officer's name from the promotion list or adjusting the officer's date of rank, SecAF will direct the command to initiate a promotion propriety action. If directed to initiate a promotion propriety action, the officer's command must include the following information recorded on an official memorandum, not an AF Form 4363, *Record of Promotion Propriety Action*:

6.11.6.1. The adverse or reportable information itself (i.e., referral performance report, letter of reprimand, nonjudicial punishment, etc.) and detailed information (e.g., relevant source material to include, reports of investigation, statements, and memorandums for record) concerning the adverse or reportable information forwarded with the personnel action (include the officer's response if any). **(T-0)**

6.11.6.2. Recommendation as to whether each officer for which adverse or reportable information has been forwarded merits promotion or appointment, and justification for why or why not. **(T-1)**

6.11.6.3. A statement evaluating the officer's judgement as it relates to the adverse or reportable information and the officer's potential for future service. **(T-1)**

6.11.6.4. A statement providing the officer an opportunity to review the information and comment as appropriate. **(T-1)**

6.11.6.5. An indorsement from the Major Command commander (MAJCOM/CC) or designee indicating whether or not they support the promotion. **(T-1)**

6.11.6.6. Include as an attachment, the officer's response to the promotion withhold (if any). **(T-0)**

6.11.7. The SecAF may request the SecDef or designee extend the promotion eligibility period for an additional 12 months (for a total of 30 months) IAW 10 USC § 14310, *Removal from a*

*List of Officers Recommended for Promotion.* The request must be approved prior to the expiration of the promotion eligibility period. **(T-0)**

6.11.8. At the end of an officer's promotion eligibility period, an officer whose appointment requires the advice and consent of the US Senate will be administratively removed from a promotion list by the office with primary responsibility for maintaining the applicable promotion list pursuant to 10 USC § 14130(c) if the US Senate has not given its advice and consent. **(T-0)** This provision is in effect for board reports approved after January 1, 2007.

**6.12. Notifying Officers Selected for Promotion to First Lieutenant through Colonel.** Upon public release, commanders notify officers either verbally or in writing (optional) of their selection status. **(T-1)** Air Reserve Personnel Center Commander ARPC/CC will notify those non-participating Individual Ready Reserve (IRR) officers of their select status. **(T-1)**

**6.13. Notifying Officers Not Selected for Promotion.**

6.13.1. ANG. The commander will verbally, or in writing (optional), notify officers not selected for promotion through the grade of colonel. **(T-1)**

6.13.2. AFR.

6.13.2.1. For participating officers, the commander notifies the officer verbally, or in writing, of non-selection on the public release date or as soon as possible after that date. **(T-1)**

6.13.2.2. ARPC/CC will notify non-participating officers not selected for promotion for the first time and all AFR officers not selected for promotion for the second time. **(T-1)**

**6.14. Failure of Selection for Promotion.**

6.14.1. 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:

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

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

6.14.2. 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:

6.14.2.1. 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.

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

6.14.2.3. The officer's name was removed from the board report under 10 USC 14111(b) or from the promotion list under 10 USC 14310 after recommendation by a mandatory board or by a SSB and:

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

6.14.2.3.2. The officer's name was again removed from the board report or from the promotion list.

**6.15. Effect of Twice Failing Promotion to Captain, Major, or Lieutenant Colonel.** ARPC reassigns twice-deferred officers according to AFI 36-2110, *Total Force Assignments*. For twice deferred ANGUS officers, refer to ANGI 36-3504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force below the grade of General Officer*, for separation procedures. ANG State Headquarters separates and reassigns twice-deferred officers according to DAFI 36-3211, *Military Separations*.

6.15.1. A first lieutenant, twice deferred for promotion to captain, will be separated from the AFR no later than the first day of the seventh month after the month the President or designee approved the board report of the board that considered the officer for the second time. **EXCEPTION:** The SecAF may retain the officer in order to meet planned mobilization needs. This may not exceed 24 months from the date the President or designee approves the report of the board that considered the officer for the second time.

6.15.2. A captain, twice deferred for promotion to major and not in a continued status, will be separated from the AFR 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.

6.15.3. 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.

6.15.4. 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 10 USC § 12646. 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 10 USC § 12686.

**6.16. Publishing Promotion Orders.** NGB/A1P or ARPC/PB publishes orders to announce the effective date of promotions (as appropriate).

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

**6.18. Conducting Promotion Ceremonies.** Appropriate ceremonies to publicly recognize the importance of promotions are highly encouraged. Commanders may use [Attachment 3](#) for planning the ceremony.

6.18.1. Conduct pin-on ceremonies on the last duty day before the effective date of an officer's promotion, as close to the end of the duty day as possible.

6.18.2. The promotion is not effective until the date specified on the promotion order and the early ceremony will not affect the officer's pay, seniority, or entitlements. **(T-1)**

**6.19. Retirement Restrictions for Promotion.** Officers promoted to the grade of lieutenant colonel or colonel must have at least three years of satisfactory service in that grade to retire in the higher grade. **(T-0)** Officers promoted to the grade of major must serve satisfactorily in that grade for at least six months to retire in the higher grade. **(T-0)** For criteria on how an officer is deemed to have served satisfactorily, see 10 USC § 1370a and AFI 36-3203, **paragraph 8.6. (T-1)**

**Table 6.1. Date of Rank.**

RULE	If an officer with no pending promotion propriety action:	then the DOR is:
1	Is selected IPZ	Subject to limitations in the notes, the anniversary of the current DOR once the TIG requirements are met as specified in the release instructions <b>(Notes: 1, 2, and 3)</b> .
2	Is selected by a mandatory board (IPZ /APZ) and nominated for accelerated promotion	The date requested by the senior rater, provided the request is received as outlined in <b>Chapter 7</b> . However, ARPC/PB or NGB/A1 (for ANG) will verify SecAF guidelines for eligibility. <b>(Notes: 1,2, 3, and 4)</b>
3	Is selected to fill an overall vacancy in the grade of colonel (AFR only)	Established by AF/RE <b>(Notes: 1, 2, 3, 4, and 5)</b> .
4	Is selected by a Position Vacancy board for promotion to major or lieutenant colonel to fill an AFR unit, IMA, or Active Guard/Reserve higher grade vacancy	Upon SecDef appointment or when the officer completes the TIG specified in the release instructions, whichever is later <b>(Notes: 2, 3, and 4)</b> .
5	Is promoted by the next selection board after removal from a recommended list	If approved by SecAF, the date the officer would have been promoted if the officer had not been removed from the first promotion list; otherwise, either as stated in Rule 1 or Rule 6, as appropriate <b>(Notes: 1, 2, 3, and 4)</b> .
6	Is promoted APZ	The first of October of the year of the board <b>(Notes: 1, 2, 3, 4 and 5)</b> .

7	Is promoted after involuntary delay action is ended (10 USC § 14311)	The date the officer would have received if promotion had not been delayed. Promotion effective date is date of pin-on ( <b>Notes: 3 and 4</b> ).
8	Is a second lieutenant found qualified after a recommendation of not qualified	The date the officer became qualified, as SecAF directs.
9	Accepts a previously declined promotion before the effective date	The original date.
10	Accepts a voluntarily delayed promotion	The date the delay action ends and/or assignment in a higher grade of billet. The promotion effective date will be the same as the DOR.
11	Does not or cannot extend a voluntary delay of promotion	The date the previously approved delay action ends.
12	Accepts an assignment following a break in active status (Inactive Status List Reserve Section, civilian status, Retired Reserve, etc.)	Adjusted to reflect only the TIG spent in 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) ARC IPZ eligibility criteria. <b>Note:</b> The officer must be on an approved promotion list prior to transfer. The officer must also be subsequently appointed as a reserve officer and subsequently appointed in the higher grade on the RASL. ( <b>Note: 6 and paragraph 7.2.2</b> ).
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 outlined in <b>paragraph 7.3</b> are met. However, the date will be no sooner than SecDef promotion appointment, or US Senate confirmation of the promotion nomination, as appropriate, to the higher grade on the RASL. ( <b>Note: 6</b> )
15	Is projected for promotion but dies prior to the promotion date and is recommended for posthumous promotion by the commander	The day the promotion board or process selected the officer for promotion adjourned ( <b>Note: 7</b> ).

**Notes:**

1. The US Senate confirms nominations for promotion to colonel and above; promotion cannot occur prior to US Senate confirmation of the names on the nomination list.
2. A selection board recommendation list does not become a promotion list until after the approval authority (normally PDUSD (P&R)) approves the board report. DOR is the date the officer completes the required TIG, the date SecDef appoints the officers; or 1 October, whichever is later. For promotion to the grade of colonel, **Note: 1** takes precedence.
3. AGR will be promoted to the higher grade if grade strength limitations are not exceeded, and the promotion is approved. Since they were involuntarily delayed, their DOR will be as if the delay never happened, promotion effective date is when delay is removed. (See **paragraph 7.4**). **(T-1)**
4. This date can be no earlier than the date SecDef appoints, or the US Senate confirms (if the officer is in the position at that time), the date the officer completes the TIG requirement specified in release instructions, the date the officer is placed in the higher graded position (if after the date SecDef appoints or the US Senate confirms) and meets all the criteria, whichever is later. See also **paragraph 7.4** (AGR).
5. United States AFR colonel promotions are established incrementally. See also **paragraph 7.4** (AGR).
6. Calculate the officer's date as if selected (using the eligibility criteria based on the officer's service dates) by an AFR Selection Board. However, at no time will the date be sooner than the date of the SecDef promotion appointment, or US Senate confirmation of the promotion nomination, as appropriate, to the higher grade on the RASL. See also **paragraph 7.4** (AGR). **(T-1)**
7. The officer may be given a posthumous promotion if recommended for promotion (See 10 USC § 1521; and **paragraph 7.1**).

## Chapter 7

### SPECIAL PROMOTION ISSUES

**7.1. Posthumous Promotions.** 10 USC § 1521(a), *Posthumous commissions*, authorizes the posthumous promotion of officers who were officially recommended for appointment or promotion, but the member was unable to accept because of death. No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous promotion.

#### 7.1.1. Basic Criteria and Restrictions.

7.1.1.1. The request must include the date of death and the circumstances of death. **(T-1)**

7.1.1.2. The effective date for the posthumous promotion is the date of the appointment, recommendation, or official recommendation. **(T-0)** For a promotion or federal recognition board, it is the day the board selecting the officer adjourned.

7.1.1.3. The officer must be approved for promotion by SecAF exercising delegated Presidential authority. **(T-0)**

7.1.1.4. A Promotion Propriety Action (PPA) must not be in effect against the officer. **(T-1)**

7.1.2. (AFR) The commander sends a priority message (email transmission is acceptable) through the MPF, to ARPC/PB, with information copy to MAJCOM, Field Operating Agency, or Direct Reporting Unit. The recommendation must state the criteria in [paragraph 7.1.1](#) has been met and verify family members have been advised that no financial entitlements accumulate as a result of a posthumous promotion. ARPC/PB will process package to SecAF for approval/disapproval. **(T-1)**

7.1.2.1. Upon approval, ARPC/PB will process the promotion order and send the published promotion order to the immediate commander. **(T-1)** The commander will present the order to the next of kin. **(T-1)**

7.1.3. (ANG) The immediate commander submits the request for posthumous promotion through the MPF and State Headquarters Director of Staff to NGB/A1P. **(Note:** Immediate telephone contact from the State Headquarters with NGB/A1P is desirable.)

7.1.3.1. NGB/A1P will process the package to SecAF for approval or disapproval. **(T-1)**

7.1.3.2. NGB/A1P will process the posthumous promotion order. **(T-1)**

#### 7.2. Transferring Promotions to a Reserve Active Status List.

7.2.1. Officers will provide ARPC/PB or NGB/A1P documentation verifying their selection for promotion to the higher grade. **(T-1)**

7.2.2. ADL to RASL. An officer selected for promotion to a higher grade, who transfers from the ADL to the RASL in the same armed force, will receive their promotion provided they remain in the same competitive category and transfer after they are on the promotion list. A promotion list is established as of the date of the approval of the report of the selection board (normally by USD(P&R) for promotion to a grade below O-7). **(T-0)** Calculate the officer's DOR on the RASL using the current ARC requirements for IPZ promotions for the officer's competitive category. **Note:** Officers must notify NGB/A1P or ARPC/PB to receive further



instructions. **(T-1)** Officers transferring require a new original appointment in the new component in their grade as of the date of transfer. An appointment to the higher grade must also be completed before the officer is promoted in the new component. **(T-0)**

7.2.3. Reserve Active Status List to Reserve Active Status List. Officers with a pending promotion transferring within reserve components (mandatory boards only) retain their promotion and DOR. Officers on a promotion list of a sister Service (Army National Guard, Army Reserve, Navy Reserve, and Marine Corps Reserve) may bring their approved promotion with them, provided there is no break in service during the transfer (DoDI 1300.04). Officers transferring require new original and promotion appointments. For the purposes of this paragraph, a \* add position vacancy and certificate of eligibility (with reference)\* in the ANG is not considered a pending promotion transferable within the AFR. **(T-0)**

**7.3. (AFR) Accelerated Promotion.** IAW 10 USC § 14308(e), an officer on a promotion list as a result of selection for promotion by a mandatory promotion board or AD selection board (10 USC, Chapter 36), or SSB may be promoted at any time to fill a vacant position. **(T-0)**

7.3.1. The officer must meet the same vacancy requirements as the position vacancy program, as outlined in **Chapter 4** (AFR) with the exception that the position may be either a fully funded AD or ARC position (reference **4.5.1 and 4.5.4**). **(T-1)**

7.3.2. The accelerated DOR can be no earlier than the date of SecDef appointment (if the officer is in the position at that time), or the date the officer is placed in the higher graded position (after SecDef appointment), whichever date is later. **(T-0)** In the case of accelerated promotion to colonel, DOR shall be no sooner than US Senate confirmation. **(T-0)** In all cases, this date must be a future date from submittal to Promotions Eligibility Division (ARPC/PBE). **(T-1)**

7.3.3. Accelerated promotion to the grade of captain is not authorized. A first lieutenant must have at least two years' TIG before assuming the grade of captain. **(T-0)**

7.3.4. For ANG accelerated promotions refer to ANGI 36-2504.

7.3.5. For AFR, the senior rater or commander will initiate a request by an Accelerated and Active Guard/Reserve Promotion Application into the designated electronic system. The senior rater must approve a completed accelerated promotion request for eligible officers. **(T-1)** The completed request is sent to ARPC/PB for verification of SecAF guidelines regarding eligibility. If the applicant does not meet the position vacancy eligibility requirements, with the exception noted in **paragraph 7.3.4.1**, the promotion will be denied. **(T-1)**

7.3.6. The accelerated promotion request of a selected AFR officer must arrive at ARPC/PB as outlined in the board convening notice. **(T-1)** This allows time to ensure eligibility verification and publication of the order prior to the promotion. MPF and/or point of contact should monitor MilPDS for changes in promotion grade data. Distribution of promotion orders will be provided upon approval of accelerated promotion request. **(T-1)**

**7.4. AGR Promotion Procedures.** All AGR officers selected for promotion must obtain grade ceiling approval before the officer can assume the higher grade (10 USC § 12011) or delay the promotion. **(T-0)** AGR officers will assume the higher grade only if strength limitations are not exceeded and the officer is approved to serve on AD in the higher grade. **(T-0)** If strength limitations are exceeded the officer will be involuntarily delayed until room is available under strength limitations (10 USC § 14311 and [paragraph 11.6.1](#)). **(T-0)** All approval authorities will verify end-strength prior to approving the officer to serve in the higher grade. **(T-0)**

7.4.1. For ANG AGR promotions refer to ANGI 36-2504.

7.4.2. (AFR) AGR promotion, AGR accelerated promotion (colonel and below), and AGR selected on a position vacancy promotion selection board (major and lieutenant colonel).

7.4.2.1. Commanders use the designated electronic system, Accelerated, and AGR promotion application. All coordination requirements will be outlined in the board convening notice. **(T-1)**

7.4.2.2. Requests must be submitted to ARPC/PB no earlier than 30 duty days before the DOR or within 15 duty days of the public release of the promotion results if the DOR is on public release. **(T-1)**

7.4.2.3. AFR AGR management office will conduct grade ceiling verification. **(T-1)**

7.4.2.4. (AFR only) ARPC/PB will publish promotion orders. **(T-1)**

7.4.3. Promotion of Mobilized Officers. While mobilized under 10 USC § 12302, commonly known as partial mobilization, ARC officers are eligible to compete for mandatory (I/APZ) and position vacancy promotion on the RASL, when the promotion board is convened IAW 10 USC § 14101(a). (AFR only) Officers selected for position vacancy promotion may pin-on while mobilized under 10 USC § 12302 if the mobilized officer's senior rater submits a request via myFSS to ARPC/PB. The promotion effective date can be no earlier than the date the officer completes the time-in-grade requirement outlined in the board convening notice and any other eligibility requirements, whichever is later. If not in a higher graded Reserve position, the officer's promotion effective date will be the day after demobilization from the 10 USC § 12302 tour or the date the officer meets the TIG requirement, whichever is later. **(T-0)**

7.4.3.1. (AFR only) Colonel-selects who are not assigned to a colonel billet will be placed in an overage code "M" when they promote to Colonel and projected for reassignment to the IRR (see DAFI 36-2110, *Total Force Assignments*). **(T-1)** Colonel-selects may elect to voluntarily delay their promotion IAW 10 USC § 14312 (see [Chapter 10](#)).

7.4.3.2. Colonel-selects mobilized on pin-on date may elect to pin-on on the promotion effective date with or without having a higher graded AFR billet. If the colonel-select is not the incumbent in a higher graded AFR billet, the member may continue to look for a higher graded billet for up to six months after the promotion effective date, or 45-days after the member is demobilized, whichever is later. A member not selected to fill a colonel billet within the preceding time frame will be transferred to the IRR IAW DAFI 36-2110. **(T-1)** **Note:** AGR colonel-selects will be involuntarily delayed due to strength limitations imposed by law. **(T-0)** Colonel-selects occupying a higher-graded Reserve billet may have their promotion accelerated to a date no earlier than US Senate confirmation of the

promotion list, if they are the incumbent in a higher graded Reserve billet during the time they are mobilized under 10 USC § 12302 and they meet the remainder of the accelerated promotion requirements outlined in [paragraph 7.3.4](#).

7.4.3.3. AFR colonel-selects (not mobilized on pin-on date). If the officer has not located a vacant colonel authorization and pins on the new grade, ARPC assignments will project the officer for assignment to the IRR with an effective date change in strength accountability of six months from pin-on date. **(T-1)** If the officer is not selected for hire or sitting in a vacant or previously vacant colonel position, the officer will be reassigned to the IRR. **(T-1)** If stop loss is in progress, 60-days prior to effective date change in strength accountability (four months after pin-on) and the officer has not yet located a vacant colonel position, the MPF or equivalent will, through command channels, request a stop loss waiver to allow reassignment of the officer to the IRR on the established six-month effective date change in strength accountability. **(T-1)**

**7.5. Exclusion from Promotion Consideration.** When authorized by the SecAF IAW the provisions of 10 USC § 14301(j), *Authority To Allow Officers To Opt Out of Selection Board Consideration*, eligible officers who meet certain conditions may request exclusion ('opt-out') from consideration by a selection board for promotion to the next higher grade. Officers approved for exclusion from promotion consideration will meet the next promotion board for the same grade and the same zone, unless approved for further exclusions or deemed ineligible based on law or policy. **(T-0)** Officers may request to opt out of promotion consideration no more than three times to the same grade.

#### 7.5.1. Eligibility.

7.5.1.1. The request for exclusion from consideration is limited to promotions to the grade of major, lieutenant colonel, or colonel.

7.5.1.2. SecAF determines the exclusion from consideration is in the best interest of the USAF. **(T-0)**

7.5.1.3. Requests for exclusion must be based on one or more of the following conditions:

7.5.1.3.1. To allow an officer to complete a broadening assignment (i.e., an assignment outside of the officer's Core AFSC, such as formal instructor duty, recruiting duty, exchange assignments, etc.). **(T-1)** An officer is also eligible if selected for one of these assignments and the officer begins the assignment before the promotion board convenes. **(T-1)**

7.5.1.3.2. To allow an officer to complete a Department of the Air Force-funded resident graduate-level education program (e.g., Masters, PhD). **(T-1)** An officer is also eligible if selected for one of these programs and the officer begins the program before the promotion board convenes. **(T-1)**

7.5.1.3.3. To allow an officer to complete a career progression requirement, the accomplishment of which has been delayed by either a broadening assignment, a Department of the Air Force-funded resident graduate-level education program, or crossflow to a new career field. **(T-1)**

7.5.1.3.4. To allow an officer to complete another assignment of significant value to the USAF. **(T-1)**

7.5.2. Ineligibility. Officers who meet any of the following conditions are ineligible to request to opt out of consideration for promotion:

7.5.2.1. The officer was considered IPZ at a mandatory promotion board to the grade for which the officer requests the exclusion from consideration and was not recommended for promotion; or declined to accept that promotion. (T-0)

7.5.2.2. The officer has received adverse information in the current grade. (T-1) See [paragraph 5.9.1](#) for guidance on adverse information. (T-1)

7.5.3. Authority. The authority to approve or disapprove such requests is delegated to the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) and will not be further delegated. (T-1)

7.5.4. Process. Members requesting exclusion from promotion consideration will comply with all routing instructions and timelines detailed in the corresponding promotion board convening notice and myFSS officer promotions website. (T-1) Members' requests will utilize the template provided and will route, at a minimum, through the member's senior rater, MAJCOM A1, and Headquarters Air Force prior to SAF/MR adjudication. (T-1)

**7.6. Effect of Transfer From RASL or Discharge.** To be promoted or federally recognized in a higher grade, a selected officer must remain on the RASL. If a selected officer is transferred to an inactive status or retired status before being promoted or federally recognized, the officer will be treated as if not having been recommended for promotion or federal recognition. In this case, no promotion or federal recognition occurs until reconsideration and selection of the officer by a subsequent board. (T-0) See also [paragraph 8.5.4](#).

**7.7. Requirement for Bachelor's Degree.** 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 been awarded a baccalaureate degree at a qualifying institution (10 USC § 12205). If the officer's record does not reflect a baccalaureate degree in MilPDS, the decision authority delegated to TAG (ANG) or senior rater (AFR) may place the officer's name on the not fully qualified list. The following **exceptions** apply:

7.7.1. The officer was appointed or assigned for service in a health profession not requiring a baccalaureate degree for original commission. (T-0)

7.7.2. The officer was appointed or federally recognized in the grade of captain before 1 October 1995. (T-0)

## Chapter 8

### PROMOTION PROPRIETY ACTIONS (PPAS)

**8.1. When to Question Promotions.** Promotion is not a reward for past service. It is advancement to a position of greater responsibility based on the requirements of the USAF and the officer's future potential. If an officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the next higher grade, it is in the best interest of the USAF for the proper authority to initiate action to delay the promotion, to find the officer not qualified for promotion, or to remove the officer's name from the promotion list. **(T-1)** Early identification of the officer and proper documentation are essential. Formal rules of evidence do not apply to a PPA. However, PPAs are not disciplinary or rehabilitative tools.

8.1.1. Commanders have a responsibility to ensure all commissioned officers under their command have the necessary qualifications to serve in the next higher grade. **(T-0)** When there is cause to believe an officer is not suited for promotion, commanders should initiate a PPA. Do not wait for the completion of an investigation, disciplinary action, trial, or other administrative process to initiate a PPA. Such action does not require proof beyond a reasonable doubt. The standard of proof for a PPA is a preponderance of credible evidence. If one can fairly conclude from the evidence already at hand that an officer is unsuited for promotion, a removal action should be immediately initiated. If, on the other hand, circumstances suggest that an officer "may" not be suited for promotion, and time is needed to determine when or if the officer should be promoted, a promotion delay should be initiated.

8.1.2. Where removal action is appropriate, even if an officer declines a promotion, initiate removal action because the officer's name otherwise remains on the promotion list. (Declination procedures are outlined in [paragraph 10.5](#)). **(T-1)**.

**8.2. How to Document Reasons for PPA.** PPAs must clearly state the reasons for the action and be accompanied by documentation substantiating those reasons. **(T-1)** In stating the reasons, be as specific as possible; do not generalize. Moreover, if an officer has been the subject of an adverse action, the stated reasons should focus on specifically what it is the officer did or failed to do for which the adverse action was imposed. Do not merely state the officer was the subject of an adverse action. **(T-1)** For example, one should state: "You posted a photo of yourself in the nude on the internet, for which you received an Article 15" or "You were involved in an armed robbery, for which you are currently being tried by General Court-Martial" and NOT an over-generalized "You engaged in conduct unbecoming," or a reference only to the adverse action such as, "You received an Article 15."

8.2.1. To create a sufficient record supporting the PPA, attach documentation such as report of investigation extracts, witness and member statements or memos for record, record of trial extracts (including stipulations of fact and guilty plea statements), incriminating email and/or texting correspondence or video recordings, and copies of forged/falsified/fraudulent statements or financial documents. Do not simply attach an AF Form 3070, *Record of Non-judicial Punishment Proceedings*, or other disciplinary or adverse action without also attaching reasonably available evidence of the underlying misconduct or substandard duty performance. **(T-1)**

8.2.2. All evidence to be considered, including any administrative disciplinary action and responses thereto must also be included and served on the member as part of a PPA. (T-1) Also, include all of the member's OPRs including a draft of any unsigned report that has not been finalized. (T-1)

### ***Section 8A—Promotion List Delays and Removals.***

#### **8.3. Initiating Authorities.**

8.3.1. An officer's immediate commander normally initiates a promotion list removal or delay recommendation; higher level military commanders have concurrent authority to initiate such actions as well. (T-1)

8.3.2. The next superior commander serves as the reviewing commander. The "next superior commander" is the first military commander in the initiating commander's chain of command who is at least a wing commander or equivalent commander. When actions are initiated by a wing commander, or equivalent or higher commander, the initiating commander is also the reviewing commander. **Note:** (ANG only) the reviewer will be TAG. (T-1)

8.3.3. The Air Force District of Washington Commander serves as the initiating and reviewing commander for all officers assigned to: Headquarters U.S. Air Force; Office of SecAF; Office of the Joint Chiefs of Staff; DoD; all Field Operating Agencies and Direct Reporting Units IAW AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, and Agencies and activities outside the AF where the officer is neither assigned nor attached to an AF element commanded by an AF colonel or higher ranking AF officer. (T-1)

8.3.4. Notify the officer using AF Form 4363, *Record of Promotion Propriety Action*. (T-1)

**8.4. Delaying a Promotion.** Delaying an officer's promotion is applicable to officers eligible for promotion to first lieutenant and captain, or selected for promotion by a central selection board, SSB, or SB to the grades of captain through colonel (not applicable to ANG colonels). A commander takes action to delay a promotion if there is cause to believe the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 and/or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. (T-0)

8.4.1. Promotions may also be delayed if:

8.4.1.1. Sworn charges against an officer have been received by an officer exercising general court-martial jurisdiction over the officer and such charges have not been disposed of. However, there is no requirement to wait until a trial is over before recommending removal from a promotion list if there is a preponderance of credible evidence supporting the removal action.

8.4.1.2. An investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer.

8.4.1.3. A board of officers has been convened under 10 USC Chapter 1411, to review the record of an officer.

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



8.4.1.5. Substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the SecDef or SecAF.

8.4.1.6. SecAF determines that a SSRB should be convened.

8.4.2. A commander takes action to delay the promotion until it is determined whether an officer should be promoted. The delay of promotion is effective when the commander notifies the officer of the delay, either verbally or in writing. Accomplish this notification prior to the effective date of the promotion. **Note:** When an officer has a projected DOR and effective date prior to public release of a board, notification should be made on the day prior to public release date. A commander initiates action to delay an officer's promotion by following the steps detailed in [paragraph 8.6](#).

8.4.3. Initial Delays.

8.4.3.1. A commander takes action to delay the promotion by following the steps detailed in paragraphs [8.6](#) and [8.7](#). (T-1)

8.4.3.2. The reviewing commander may approve an initial delay, up to six months from the officer's original promotion effective date. The officer may make a written statement in memorandum format to SecAF, via the reviewing commander, in response to the recommended delay action. Alternatively, the reviewing commander may convert the action from a recommended delay to a recommended removal by simply recommending removal and processing the file as a removal IAW [paragraph 8.7](#).

8.4.3.3. After indorsement, the reviewing commander sends the appropriate AF form(s) and associated documents electronically to ARPC/PBE through Department of Defense Secure Access File Exchange (DoD SAFE, <https://safe.apps.mil/>) to arpc/pbe@us.af.mil who will conduct a quality review check and update status in MilPDS. (T-1)

8.4.4. Extension of Delays: Director of the Air Force Review Boards Agency (SAF/MRB) (or other designee) must approve all extensions of the initial delay. (T-1). Commanders may initiate action to extend the delay prior to the expiration of the initial delay; commanders must use DAF Form 4363. (T-1).

8.4.4.1. AF/MRB may grant extensions (in six-month increments) up to 18 months from the officer's original promotion effective date or until 90 days after final action has been taken in any criminal case against such officer in a Federal or State court or court-martial case. Alternatively, SAF/MRB may forward the case file to SecAF with a recommendation the proposed extension of delay be converted to a promotion removal action.

8.4.4.2. An officer's appointment should not be delayed more than 90 days after final action has been taken in any criminal case against such officer in a Federal or State court, more than 90 days after final action has been taken in any court-martial case against such officer (if the officer is otherwise qualified for promotion), or more than 18 months after the date on which such officer would otherwise have been appointed, whichever is later (unless further processing for confirmation by the Senate is required).

8.4.5. Resolving a Promotion Delay. When the reviewing commander initiates a promotion delay, it remains in effect until terminated by proper authority. **(T-0)** Commanders will initiate action to terminate the delay at any time by using AF Form 4364, *Record of Promotion Delay Resolution*. **(T-1)**

8.4.5.1. Except as discussed in [paragraph 8.4.5.2](#) and [paragraph 8.4.5.3](#), only the SecAF (or designee) may terminate a promotion delay. Commanders should discuss with AF/REP before taking action which purports to terminate a promotion delay. Notwithstanding the commander's recommendation, SecAF (or designee) may promote an officer on their original promotion effective date; promote an officer with a DOR adjustment; extend the officer's promotion delay; or remove the officer from the promotion list. **(T-0)**

8.4.5.2. A reviewing commander will terminate an initial delay only when the delay was initiated to conduct an investigation or inquiry, and upon completion, there was no finding or conclusion substantiating or partially substantiating any allegation(s) and no disciplinary action of any kind (administrative, non-judicial, or judicial) is taken against the officer. **(T-0)**

8.4.5.3. A reviewing commander will disapprove and terminate an action to resolve a promotion delay only if the initiating commander's recommendation is considered premature. **(T-0)**

8.4.6. DOR Determination. Terminate the promotion delay with an adjusted DOR, the original DOR, or a removal action. Upon termination of a promotion delay, SecAF (or designee) may determine the officer should be promoted effective as of their original DOR, or that the officer did not meet standards for promotion during part of any period of delay during which the action was processed. Therefore, SecAF (or designee) may adjust the officer's promotion effective date and DOR to reflect the date upon which the officer ultimately did meet standards. **(T-0)**

8.4.6.1. If the commander determines the officer was not qualified for promotion during part of the delay period, the commander may recommend an adjustment to the officer's DOR and promotion effective date. The commander initiates the action by using AF Form 4364 and following the steps detailed in [paragraph 8.6](#) and [paragraph 8.7](#) prior to the end of the promotion delay. Additionally, commanders must document the reason(s) why, and state as of the recommended adjusted DOR, that the officer is mentally, physically, morally, and/or professionally qualified to perform the duties of the next higher grade on the recommended adjusted DOR. The commander must correlate facts and/or observations that support the recommended adjusted DOR. It is insufficient to recommend an adjusted DOR without correlating facts and observations to support the recommended date. For example, the end of the promotion delay period is not a sufficient reason, in itself, for the recommended adjusted DOR. **(T-1)**

8.4.6.2. If the commander recommends the officer be promoted effective as of their original DOR, the commander must document the reason(s) why, and state as of the recommended original DOR, that the officer was mentally, physically, morally, or professionally qualified to perform the duties of the next higher grade. **(T-1)** The commander must correlate facts and observations that support their recommendation. **(T-1)** It is insufficient to recommend an original DOR without correlating facts and observations to support the recommended date.



8.4.6.3. If a commander recommends removal from the promotion list after initially delaying the officer's promotion, the commander must correlate facts and observations that support their recommendation. **(T-1)** It is insufficient to recommend removal from a promotion list without correlating facts and/or observations to support the recommended action.

**8.5. Removing First Lieutenants through Lieutenant Colonels from a Promotion List.** A commander initiates action to remove an officer's name from a promotion list when a preponderance of the evidence shows that the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade.

8.5.1. A commander initiates action to remove an officer's name from a promotion list by following the steps detailed in [paragraph 8.6](#) and [paragraph 8.7](#). The SecAF (or designee), acting for the President, approves all removal actions. The SecAF may, in lieu of removal, also approve a delay, terminate the action, or terminate the action with a date of rank adjustment. If the SecAF (or designee) disapproves the removal action but determines the officer did not meet standards for promotion during part of the delay period during which the removal was processed, the SecAF (or designee) may adjust the officer's promotion effective date and date of rank as described in [paragraph 8.4.11](#). Initiation of removal action will automatically delay an officer's promotion until SecAF makes a decision on the action. **(T-0)**

8.5.2. When an officer is considered and selected I/APZ (other than by a PV board), but later removed from a report of a selection board or a promotion list, the removal is deemed a non-selection for promotion. **(T-0)** Officers not selected by the next board, or if selected and again removed from a report of a selection board or the promotion list, are determined to have been twice non-selected for promotion. **(T-0)**

8.5.3. Officers considered and selected BPZ or PV (if authorized) but subsequently removed do not incur a non-selection for promotion. **(T-0)**

8.5.4. When an officer is discharged, dropped from the rolls, or transferred to a retired status after being recommended for promotion (under 10 USC, Chapters 1403 and 1405) or found qualified for federal recognition (under 32 USC), but before being promoted, the officer's name shall be administratively removed from the promotion list by the office with primary responsibility for maintaining the applicable promotion list. **(T-1)** A memorandum for record documenting the removal with supporting documentation will be maintained with the original board file by the office with primary responsibility for maintaining the applicable promotion list. **(T-1)** For the purposes of this paragraph, an officer is "discharged" if the officer: is involuntarily discharged for cause pursuant to DAFI 36-3211; or resigns, in lieu of court-martial, involuntary discharge for cause, or after initiation of a promotion delay or promotion list (or report) removal action pursuant to this instruction. **(Note:** This provision does not apply to an officer who is removed from the reserve active-status list and placed on the active-duty list in the same armed force and in the same competitive category under 10 USC § 14317, *Officers in transition to and from the active-status list or active-duty list*. Nor does it apply to an officer who is permanently or temporarily retired for physical disability under 10 USC, Chapter 61, *Retirement or Separation for Physical Disability*). **(T-1)**

**8.6. How to Initiate a Promotion Delay, List Removal, or Resolution of Delay Action.** The initiating commander informs the officer of the recommendation using AF Form 4363 (with applicable supporting documentation) for promotion removal and delays before the promotion effective date. When the officer is not immediately available, or time is of the essence, verbal notification is sufficient; however, written notification (AF Form 4363) must follow as soon as possible. **(T-1)** Verbal notification effectively delays the officer's promotion until the reviewing commander formally acts upon the recommendation. An action begun as a delay may be converted by higher authority to a removal. An action begun as a removal may also be converted by higher authority to a delay. Accordingly, the AF Form 4363 notifies the member regardless of the initiating commander's recommendation, the action may result in a delay or a removal. AF Form 4364 is used to resolve promotion delays. It is processed in the same manner as the AF Form 4363 under **paragraph 8.7. (T-1)**

**8.7. How to Process Delay or Promotion List Removal Actions.**

**8.7.1. Initiating Commander.**

8.7.1.1. Consults with servicing personnel advisor and staff judge advocate prior to notifying the officer. **(T-3)**

8.7.1.2. Ensures case file contains all supporting documentation. Reproduced or electronically transmitted copies are encouraged, but must be legible. **(T-3)**

8.7.1.3. Notifies the officer, who acknowledges receipt by signing the notification. **(T-1)** When the officer is not immediately available, verbal notification is sufficient, however, written notification (AF Form 4363) must follow as soon as possible. **(T-1)** **(Note:** If the member is unavailable for a prolonged period (e.g., confinement) or refuses to acknowledge the written notice, commanders will make note and include this as part of the case file.) **(T-1)**

8.7.1.4. Allows five duty days for full-time ARC officers (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.) and 30 calendar days for other ARC officers to respond to the written notification. Only the initiating commander may grant an extension to the response time. Written delay requests and endorsements become part of the case file. **(T-1)**

8.7.1.5. Immediately notifies NGB/A1P or ARPC/PB by sending the AF Form 4363 electronically to prevent erroneous pay in MilPDS.

8.7.1.6. Ensures the officer marks their response on AF Form 4363 and includes the officer's written response, if any, as part of the case file. **(T-1)**

8.7.1.7. After the officer has responded to the initial notification, the commander either terminates the action or forwards to servicing staff judge advocate for a legal sufficiency review. If the action is terminated, the commander will notify the officer and provide an email update to NGB/A1P, or ARPC/PB. **(T-1)**

**8.7.2. Staff Judge Advocate.** Determines legal sufficiency and signs the AF Form 4363 and forwards case file to the reviewing commander for action. **(T-1)** Records that are legally sufficient should normally be reviewed without comment.

8.7.3. Reviewing Commander: (AFR) Wing commander or equivalent, (ANG) State Adjutant General. **(T-1)**

8.7.3.1. Allows five duty days for full-time ARC officers (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.) and 30 calendar days for other ARC officers to comment on all adverse information added after the officer first reviews and acknowledges the initial recommendation, unless the information originated solely from the officer's personnel record. **(T-1)**

8.7.3.2. Reviews the officer PPA and renders a final decision (initial delay or termination) or forwards a recommendation to NGB/A1P or AF/REP Officer Promotions (through ARPC/PB) for action by the SecAF, or designee (removal, delay extension, early termination of delay, or DOR adjustment). **Note:** Reviewing commander can only terminate a delay based on the guidance in [paragraph 8.4.10.2](#) and [paragraph 8.4.10.3](#) **(T-1)**

8.7.3.3. Immediately notifies ARPC/PB by sending the AF Form 4363/4364 (as applicable) electronically. **(T-1)**

8.7.3.4. After the reviewing commander takes action, the AF Form 4363/4364 and case file are returned to the initiating commander who obtains the officer's acknowledgment of the action on the form. For initial delay actions, the initiating commander then electronically sends the original case file with attachments to NGB/A1P or ARPC/PB. For terminations, the initiating commander provides a scanned copy of the acknowledged form to NGB/A1P or ARPC/PB.

8.7.3.5. If the reviewing commander recommends action by SecAF, or designee the case file, with attachments, is forwarded to NGB/A1P or AF/REP Officer Promotions (through ARPC/PB).

8.7.4. Upon receipt, the appropriate organization reviews for completeness and forwards the case file to AF/JA and SAF/GC. **(T-1)**

8.7.5. AF/JA and SAF/GC (for delay termination and removal recommendations; AF/JA only for delay extensions). Review for legal sufficiency, provide comments as necessary, and annotate the AF Form 4363/4364 (as applicable). **(T-1)**

8.7.6. SAF/MRB. Makes final decision on delay extension recommendations, delay termination recommendations, and removal recommendations, completes AF Form 4363/4364 (as applicable) and returns case file to NGB/A1P or AF/REP. **(T-1)**

8.7.7. SecAF: Maintains final authority, if exercised, over all promotion propriety actions. **(T-0)** Completes the AF Form 4363/4364 (as applicable) and returns the case file to NGB/A1P or AF/REP. **(T-1)**

8.7.8. AF/REP forwards the completed package to ARPC/PB. Notifies initiating commander of SecAF's (or designee's) decision. Notifies AF/REG on decisions for colonel-selects.

8.7.9. (ANG only) NGB/A1P. Notifies initiating commander of SecAF's (or designee's) decision. Notifies applicable state/territory headquarters of SecAF's decision by sending the completed AF Form 4363/4364 (as applicable). Final MilPDS updates are made at this point and a copy of the case file is maintained at NGB/A1P. **(T-1)**

8.7.10. (AFR only) ARPC/PB. Notifies initiating commander of SecAF's decision by sending the commander the completed AF Form 4363/4364 (as applicable). Final MilPDS updates are made and a copy of the case file is maintained at ARPC/PB. (T-1)

8.7.11. Initiating Commander. Notifies the officer of SecAF's final decision by providing a completed copy of the AF Form 4363/4364 (as applicable), obtaining the officer's acknowledgement on the form, and returning the copy of the acknowledged form to NGB/A1P or ARPC/PB. (T-1)

**8.8. Method for Sending Promotion Propriety Actions.** (AFR) Reducing cumulative time in transit is essential to expeditious processing and finalization. Cases are forwarded via the applicable electronic system. Do not send cases through any task management system (e.g., TMT). (T-1) Submit these documents to ARPC/PBE through DoD SAFE, <https://safe.apps.mil/> to [ARPC.PBE@us.af.mil](mailto:ARPC.PBE@us.af.mil). (T-1) If the documents cannot be scanned or submitted through electronic means, or if there are any questions or concerns regarding the transmittal of PPAs email [ARPC.PBE@us.af.mil](mailto:ARPC.PBE@us.af.mil), who will provide additional information. For ANG, submit to [usaf.jbanafw.ngb-a1.mbx.a1po-mandatory-promotions@mail.mil](mailto:usaf.jbanafw.ngb-a1.mbx.a1po-mandatory-promotions@mail.mil) or Nation Guard Bureau Force Management Branch (NGB/A1PO), 3500 Fetcher Avenue, Joint-Base Andrews, MD 20762. (T-1)

***Section 8B—Not Qualified for Promotion Actions.***

**8.9. Recommending a Second Lieutenant NQP.** IAW DAFI36-3211, as applicable when the preponderance of the evidence shows a second lieutenant has not met the requirement for exemplary conduct set forth in 10 USC § 9233, or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, the commander recommends in writing SecAF (or designee) find the officer NQP. NQP actions may limit service characterization and are meant to address officers found unqualified to be promoted. If the basis for the action is misconduct, commanders should consider recommending a delay of the member's promotion and initiating administrative discharge proceedings.

8.9.1. Commanders should give officers a reasonable opportunity to overcome the basis for their non-qualification. Unless retention is inconsistent with good order and discipline, second lieutenants found NQP will be retained for a minimum observation period of six months, starting on the date the promotion would have occurred. (T-1) Commanders consult with their MPF, or equivalent human resource support function and staff judge advocate prior to initiating an NQP action.

8.9.2. Unless the promotion has been effectively delayed according to [paragraph 8.4](#), an NQP action is initiated by an officer's immediate commander. The immediate commander informs the officer of the NQP recommendation, either verbally or in writing, before the promotion effective date. Written notification must follow verbal notification as soon as possible. The letter of notification will include:

8.9.2.1. One or more specific reasons for the action with supporting documents listed and attached. (T-1)

8.9.2.2. A statement that the officer's promotion will not become effective until the approval authority makes a decision and that the officer may not assume the higher grade even if their name appears on a promotion order. (T-1)

8.9.2.3. A statement that if the recommended action is approved, the officer is subject to discharge under DAFI 36-3211 and may be separated with an honorable service characterization. **(T-1)**

8.9.2.4. A statement (with rationale) noting whether the commander is recommending immediate discharge or retention for a six-month observation period starting on the date the promotion would have occurred. **(T-1)**

8.9.2.5. A statement that the officer must acknowledge receipt and understanding within the period specified in [paragraph 8.9.3](#) and that the officer may submit a statement on their own behalf, including supporting documents. **(T-1)**

8.9.2.6. A statement the officer may be subject to recoupment if the officer is separated. **(T-1)**

8.9.2.7. A statement the officer is entitled to military legal counsel and may obtain civilian counsel at their expense. **(T-1)**

8.9.2.8. If necessary, the notification must also state that requirements for special processing under DoDMAN5200.02\_AFMAN16-1405, *Air Force Personnel Security Program*, (concerning sensitive compartmented information) have been met. **(T-1)**

8.9.3. Initiating commander allows five duty days for full-time ARC officers (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.) and 30 calendar days for other ARC officers to respond to the notification. Only the initiating commander may grant an extension to the response time, which must be documented in writing. **(T-1)**

8.9.3.1. Written delay request and endorsements become part of the case file. **(T-1)**

8.9.3.2. Once the officer is notified (verbally or in writing), the commander immediately notifies NGB/A1P or ARPC/PB (as appropriate) to prevent erroneous pay in MilPDS. **(T-1)**

8.9.4. After the officer has responded to the notification, the immediate commander either terminates the action or forwards it through the SJA to the reviewing commander. If the action is terminated, the commander notifies the officer and provides an email update to NGB/A1P or ARPC/PB (as appropriate). **(T-1)** If a statement is not submitted, the commander must include a statement that the officer is declining to submit it in the written acknowledgment of receipt. **(T-1)** Return all correspondence with attachments to the commander who started the action. Only the commander initiating the action can permit extensions to the suspense date to respond to the propriety action.

8.9.5. SJA determines legal sufficiency and forwards a written legal review with the case file to the reviewing commander for action. The legal review should address if involuntary separation or court-martial is pending. If involuntary separation or court-martial is pending, the decision on the NQP action will be held in abeyance pending resolution of the other action. **(T-1)** This will avoid automatic discharge of the officer. **(T-1)** If the other action does not result in separation, the NQP action will then be processed to completion. **(T-1)** If the file is not legally sufficient, the initiating commander is advised as to the necessary corrective actions. **(T-1)**



8.9.6. Reviewing Commander: Wing commander or equivalent (AFR) or the State Adjutant General (ANG) reviews these actions and either terminates the action or forwards a recommendation to SecAF (or designee) through NGB/A1P or ARPC/PB. The reviewing commander relays their decision to the initiating commander who will notify the officer. **(T-1)**

8.9.7. ARPC/PB (AFR) forwards case file to AF/REP for coordination through AF/JA to SAF/MRB. NGB/A1P (ANG) will forward case file through AF/JA to SAF/MRB. **(T-1)**

8.9.8. SecAF (or designee) makes the final determination as to whether the officer is NQP and whether the officer will be immediately discharged or retained for a six-month observation period starting on the date the promotion would have occurred. After SecAF (or designee) action, the case file will be returned to NGB/A1P or ARPC/PB (as appropriate) for action. **(T-1)** If the officer is found NQP and no probationary period is granted, the officer will be processed for immediate separation under DAFI 36-3211; otherwise return the case to the reviewing commander. **(T-1)**

8.9.9. Upon receipt of the case, the reviewing commander will take one of the following actions:

8.9.9.1. If after the initial NQP determination the reviewing commander determines the officer has become qualified, forward a detailed written determination, including the date the officer became qualified, to SecAF (or designee) for approval. **(T-1)** The officer must be informed of the recommendation, its basis, and provided an opportunity to respond. **(T-1)** If approved, the officer is promoted effective upon meeting time-in-grade requirements or the date SecAF (or designee) determined the officer fully qualified for promotion, whichever is later. **(T-1)** If disapproved, the reviewing commander will take further action pursuant to [paragraph 8.9.9.2.](#) or [paragraph 8.9.9.3.](#) **(T-1)**

8.9.9.2. The reviewing commander may request SecAF approval to retain the officer beyond the initial six months for additional observation. Initiate a request to NGB/A1P or ARPC/PB within 45 days before the expiration of the current probationary period. If SecAF determination is received at or near the end of the six-month period, initiate a request as soon as possible but no later than 14 days after receipt of the case. If the extension request adds additional evidence to the case, the officer must be informed of this recommendation, the evidence, and provided an opportunity to respond. **(T-1)** SecAF (or designee) can retain the officer for up to 18 months from the date first found NQP.

8.9.9.3. Following initial SecAF (or designee) action to declare the member NQP under [paragraph 8.9.8](#), if an initial or extended probationary period ends and the reviewing commander does not intend to submit a promotion or extension package under [paragraph 8.9.9.1.](#) or [paragraph 8.9.9.2](#), then the officer will be processed for immediate separation under DAFI 36-3211 without further SecAF (or designee) action. **(T-1)** Notify NGB/A1P or ARPC/PB (as appropriate) of the determination so they may execute the separation. Because the officer's non-qualification for promotion action, to which they previously responded, constitutes a sufficient basis for separation action, no further process is due the officer. **(T-1)**

8.9.10. If an officer on the RASL is involuntarily discharged after being found NQP to first lieutenant or resigns in lieu of an NQP action, the officer's name shall be administratively removed from the list of officers approved for appointment to first lieutenant by the office with

primary responsibility for maintaining the applicable file. A memorandum for record documenting the removal with supporting documentation will be maintained with the appointment file. (T-1)

#### 8.10. Deleted.

#### *Section 8C—Other Promotion Propriety Actions.*

**8.11. Removing an Officer from a Report of a Selection Board.** The following guidelines apply for removing an officer from a report of a selection board after the board has adjourned, but prior to the board report being approved by the President (or designee). It is applicable to officers recommended for promotion to captain through colonel by selection boards.

8.11.1. If SecAF intends to recommend removing an officer from a board report under 10 USC § 14111, and the recommendation would include information not presented to the board, make the information available to the officer. The authority to remove an officer from a board report rests with SecDef (or designee). The officer will have a reasonable opportunity to submit comments on the information to the officials making and reviewing the recommendation. (T-0) If the officer cannot have access to the information for reasons of national security, or other lawful reason, the officer will, to the maximum extent practical, be provided with an appropriate summary of the information. (T-0)

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

8.11.3. If there is sufficient evidence to support the removal of the officer's name from the report of the selection board, the commander must immediately report the information for expeditious processing. (T-1)

8.11.3.1. Notify the MPF who will immediately notify NGB/A1P or ARPC/PB (as applicable) and apprise them of the situation. (T-1) The key point is to ensure the most expeditious notification.

8.11.3.2. When the information is received by NGB/A1P or ARPC/PB, it will be provided to the SecAF for action. (T-1) If the evidence is deemed sufficient to support a removal action, SecAF will then forward a letter of intent to the commander with a proposed letter of notification from the commander to the officer. (T-1) Any information not presented to the board will be attached to the notification letter. (T-1) Afford the officer a reasonable opportunity to submit comments on that information to the officials making and reviewing the recommendation. (T-0) If the officer cannot be given access to the information for reasons of national security, the officer shall, to the maximum extent practicable, be provided with an appropriate summary of the information. (T-0)

8.11.3.3. Once the officer has responded to the letter of intent to remove the officer's name from the report of the selection board, the commander will forward the notification letter and its attachment(s), along with the officer's response, to NGB/A1P or ARPC/PB (as

applicable). (T-1) SecAF will review all information presented and make a recommendation to PDUSD (P&R). (T-1)

8.11.3.4. The officer will be notified through appropriate command channels of the final decision. (T-1)

8.11.3.5. Refer to [paragraph 8.5.2](#) for the consequences of removal.



## Chapter 9

### SPECIAL SELECTION REVIEW BOARDS (SSRBs)

**9.1. Authority for Special Selection Review Boards (SSRBs).** SSRBs are conducted under the authority of 10 USC 14502a, DoDI 1320.04, DoDI 1320.14 and this instruction. The purpose of the SSRB is to review an officer's selection record; and any credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry that was not furnished to an officer promotion, special selection, or federal recognition board as otherwise required by law, DoD policy, and this instruction to determine if the recommendation of the original board should be sustained. **(T-0)**

9.1.1. SecAF is the convening authority for SSRBs. **(T-0)** SSRBs are convened as a matter of law, policy, or SecAF discretion. Prior to the SSRB convening date, a staff package will be forwarded to SecAF identifying the specific SSRBs to be convened. New SSRBs will not be added after SecAF approval of the convening package. **(T-1)**

9.1.2. Credible information of an adverse nature that becomes a matter of record after an officer promotion, special selection, or federal recognition board adjourns is not required to be furnished to a SSRB. **(T-0)**. At SecAF's discretion, SecAF may direct the convening of a non-statutory SSRB review board.

**9.2. Holding SSRBs.** Selection Board Secretariat personnel are responsible for conducting SSRBs. All board members, recorders, and administrative support staff work directly for SecAF under the supervision of the Board President while the board is in session.

9.2.1. No person may direct a particular individual outcome; censure, reprimand, or admonish the board or any member of the board for recommendations or for exercising any function with the discretion of the board; or attempt to coerce or influence, by an unauthorized means, any action of a board or any member of a board in formulating the board's recommendation.

9.2.2. The Selection Board Secretariat will ensure this instruction is adhered to for all SSRBs. Board members and alternate board members will familiarize themselves with this instruction, as well as with other applicable instructions and directives, and comply with them. Alternate board members will remain on stand-by for the duration of the board.

9.2.3. A Memorandum of Instructions (MOI), which provides policy and guidance to the board, will be approved by the SecAF for each SSRB. Do not modify, withdraw, or supplement the instructions after the board submits its report to the SecAF. Attached to the SSRB MOI will be a copy of the MOI applicable to the original board that selected the officer, annotated by highlighting those portions that are relevant to the SSRB. If the officer was recommended for promotion by a special selection board or special board, the original highlighted MOI attached to the special selection board or special board will be attached to the SSRB MOI. The BP will read the SSRB MOI, but not the attachment(s), verbatim to the board. When more than one SSRB is held, the board president reads the applicable SSRB MOI only once. Immediately prior to beginning deliberations for each board, board members will review the highlighted portions of the original MOI applicable to that board, disregarding the portions of the original MOI that are not highlighted.

9.2.4. After reviewing the officer's selection record and the adverse information, the SSRB makes a recommendation to the SecAF whether the recommendation for the officer's

promotion or federal recognition should be sustained and if the officer should continue to be considered fully qualified and among the best qualified for promotion, or fully qualified for federal recognition, as appropriate, consistent with the exemplary conduct requirements of 10 USC 9233.

**9.3. Organizing Boards.** SSRBs will consist of a board president, board members, recorders, and administrative support staff. Board membership will be IAW 10 USC 14102 and will follow the board membership policy and practice of this instruction.

9.3.1. The board president is a non-voting member of the board who oversees the conduct of the board and ensures that the board is conducted IAW this instruction and SecAF guidance. While the board president may participate in any discussions permitted with other board members, the board president may not constrain the other board members from voting their recommendations. The board president will administer the oath in [Attachment 2](#) to board recorders and administrative support staff before the board begins reviewing records and will perform other duties in connection with the board proceedings as may be required.

9.3.2. The board members will perform their duties based on the best interest of the Department of the Air Force as directed in SecAF's guidance. They will request relief from SecAF, or the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), if they cannot, in good conscience, perform their duties without prejudice or partiality. They will request relief from SecAF or USD(P&R) of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason. Upon the granting of the request, the board member will report the basis for their belief to the SecAF or USD(P&R).

9.3.3. The board recorders ensure procedures outlined in this instruction are met. They will manage the flow of records to the board members, answer administrative questions, review information for presentation to the board, and advise the board president and members on board processes and other administrative matters. There will be at least one board recorder present during all board proceedings. A member will not serve as a recorder on boards for which they are being considered. If a recorder requires relief for any of the reasons described in [paragraph 9.3.2](#), they will request relief from the SecAF or USD(P&R) IAW that paragraph.

9.3.4. The administrative support staff will answer administrative questions and follow standard written procedures governing the administrative support for boards.

9.3.5. The Selection Board Secretariat will pre-brief the board president on the board agenda, SecAF's SSRB MOI, and board president responsibilities, and the trial run exercise (practice scoring session if necessary). Board recorders will conduct the first day administrative briefing to the board. A copy of the SSRB MOI will be provided to each board member, recorder, and administrative assistant.

9.3.6. The board recorders ensure all communications with the board are in writing, to include guidance from the SecAF. The board recorders will furnish all written communications to all board members and record it as part of the board's record. An audio or video recording is an acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record. No one other than the SecAF may appear in person to address the board on any matter. Should the SecAF address the board in person, the Selection Board Secretariat

will provide a verbatim transcript of the SecAF's remarks to every board member and include it in the record of the board. This does not restrict the board recorders from furnishing administrative information to the board. Board members, recorders, and administrative support staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

9.3.7. The oaths in [Attachment 2](#) will be administered to board personnel as appropriate.

**9.4. Information Meeting the Board.** Only the following information is authorized to meet the board:

9.4.1. Officer Selection Record. The record and information concerning the officer furnished to the promotion selection, special selection or federal recognition board that recommended the officer for promotion or federal recognition.

9.4.2. Adverse Information. Any credible information of an adverse nature on the officer, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry described in 10 USC § 14107, DoDI 1320.04, DAFFPM2021-36-03 and this instruction that was not furnished to the promotion selection, special selection, or federal recognition board as otherwise required.

9.4.3. Letter to the Board. Officers will be informed that they will meet a SSRB, and the Selection Board Secretariat, as appropriate, will ensure that the adverse information being provided to the board is made available to the officer(s). If the adverse information is not made available to the officer(s) due to the classification status of the information, the officer, to the maximum extent practicable, will be provided an appropriate summary of the information. The officers will be afforded a reasonable opportunity to submit written comments on the adverse information via a letter to the board.

9.4.3.1. Officers send letters to ARPC/PB so it arrives no later than 10 calendar days before the date the board convenes as prescribed by 10 USC 14106. Specific instructions about how to submit a letter, as they apply to the SSRB, will also be provided in the board convening notice. Letters arriving after the 10-day period prior to the board will not be presented to the board for consideration.

9.4.3.2. To preserve anonymity, officers should not date their letters nor address their letters to the "Special Selection Review Board" or "SSRB". Letters should be addressed using the board information from the original board, e.g., CY21 AFR Line and Nonline Lt Col Promotion Selection Board.

**9.5. SSRBs Procedures.** In considering a record and adverse information on an officer, the SSRB will compare the officer's record and information with an appropriate sampling of benchmark records of those officers of the same competitive category, who were recommended for promotion or federal recognition and an appropriate sampling of benchmark records of those officers who were considered by and not recommended for promotion or federal recognition by the original board.

9.5.1. Records and adverse information will be presented to the SSRB in a manner that does not indicate or disclose the officer for whom the SSRB was convened.

9.5.2. Each board member will carefully consider the records of each officer whose name is furnished to the board.

9.5.3. Scoring will be accomplished by secret ballot without benefit of discussion, unless a significant disagreement (“split”) occurs in the scores on a particular record. When a specific SSRB ballot is presented to the board members, it will include the date of the original selection or federal recognition board, grade, competitive category, and promotion zone. **(T-1)** Board members are reminded of the applicable guidelines of the original selection or federal recognition board for display of pertinent information in the OSB (e.g., academic education level, developmental education, etc.) for that SSRB.

9.5.4. Boards will use the scoring scale used by the original selection or federal recognition board; and to the greatest extent practicable, apply standards used by the promotion, special selection or federal recognition board that recommended the officer for promotion or federal recognition. Scoring will be accomplished by secret ballot unless a “split” occurs in the scores on a particular record.

9.5.5. A “split” is a significant disagreement between board members regarding the score of a record. A “split” is considered a difference in a score of two or more points between any panel members (e.g., 6 and 8, or 8 and 10). All voting members must be present to discuss the record involved in a “split.” Only members with split scores may change their scores in the process of resolving a split.

9.5.5.1. When using a “yes or no” scoring system for federal recognition, a “split” occurs when the vote is not unanimous. Each record with a “no” vote from one or more board members will be discussed and a new vote will be called. When a record with a split core is rescored, all board members may discuss the record and change their score to resolve the split. When a “split” cannot be resolved, the majority vote will rule.

9.5.5.2. Board members may discuss their own personal knowledge and evaluate professional qualifications of eligible officers, provided they discuss only matters documented in the OSR or permitted by law; DoDI 1320.14; this instruction; or SecAF guidance or instructions. **(T-0)**

9.5.5.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under IAW DoDI 1320.14 and this instruction. **(T-0)**

9.5.6. During the scoring process board members will identify the name of officers who, in their opinion, should “Show Cause” for retention. They do this by voting “Show Cause” on the scoring ballot for each record of this type.

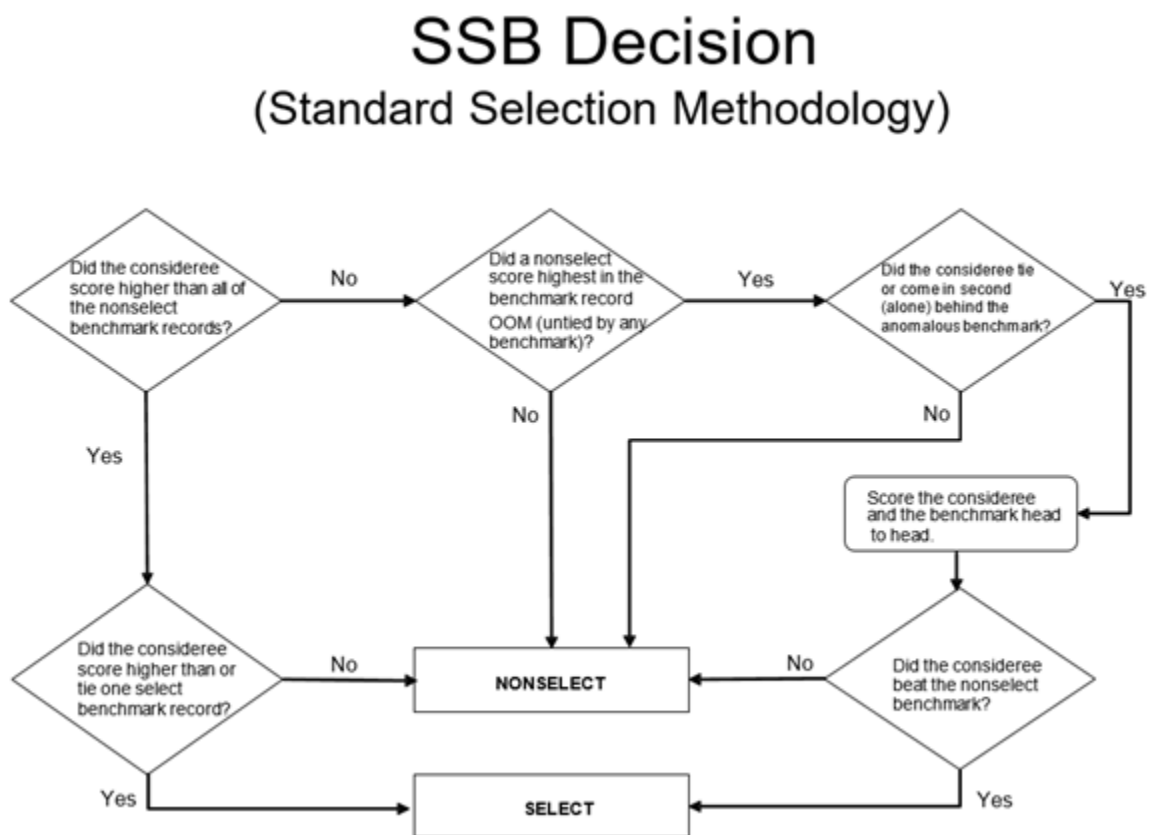
9.5.7. There is no quota for SSRBs.

9.5.7.1. For original boards with less than 100 percent opportunity, the order of merit is used to determine the sustainment or non-sustainment status of the member. After board members score the benchmark records and member records and resolve any splits, the order of merit will be tabulated. To sustain a promotion recommendation via the SSRB process when a 6-10 scale is used, a member’s record must score higher than the score of every non-select benchmark record and equal to or higher than the score of any one of the select benchmark records. If a member’s score does not meet both criteria, the member is considered to have failed selection for promotion.

9.5.7.2. For federal recognition boards with a 100 percent opportunity (fully qualified method of selection), a recommendation is sustained via the SSRB process when, after comparison to benchmark records, a majority of the board members finds the officer fully qualified for federal recognition. If a majority of the board members do not sustain a recommendation for federal recognition, the person is considered to have failed selection for federal recognition.

9.5.8. On rare occasions, the order of merit is anomalous to a degree that consistent and equitable scoring among the SSRB may be questioned. An anomaly occurs when a nonselect benchmark finishes highest in the order of merit. The decision tree below in [Figure 9.1](#) will be used when an anomaly occurs:

**Figure 9.1. SSRB Decision Chart (Standard Selection Methodology).**



**Note: Some inversion is expected in SSRB order of merit. Inversion to a lesser degree than illustrated above does not constitute an anomaly.**

9.5.9. Other procedural anomalies occurring during a board that may require variation from established procedures require board president resolution. During the board, the board president may bring any matter to the attention of the SecAF, or designated representative, if they determine that SecAF level decision is required.

9.5.9.1. These responsibilities of the board president do not limit in any way the right of a board member or a Selection board Secretariat member to communicate with the SecAF or USD(P&R) as provided by paragraphs [9.3.2](#) and [9.3.3](#).

**9.6. Board Report.** The board shall make a written recommendation to SecAF as to whether, in light of the adverse information, the promotion or federal recognition recommendation of each officer considered should be sustained.

9.6.1. Resolution of “Show Cause”. Return to the board the records that received at least one “show cause” vote during scoring. Board members will discuss the record and rule by a majority vote to determine whether the officer’s name will be included in the board report to SecAF, recommending the officer “show cause” for retention. **(T-0)** The board president reviews the results. If the board president determines there is a rational basis to conclude any of these records may not have been voted upon in a manner consistent with SecAF’s guidance, the board president may direct such record be returned to the board for re-vote; the second vote will be used.

9.6.2. The board members, recorders, and administrative support staff will sign the board report, certifying applicable law, policy, and guidance were followed as directed in SecAF’s MOI. **(T-0)**

**9.7. Post Board Actions.** Recorders out brief the board members, discuss cautions, and collect all notes.

9.7.1. The provisions of 10 USC 14110 (review by Secretary) and 14111 (transmittal to President) apply to the report of a statutory SSRB in the same manner as they apply to the report of the original board.

9.7.2. The Principal Deputy USD(P&R) is the statutory SSRB report approval authority. SecAF is the approval authority for non-statutory SSRBs convened pursuant to policy or secretarial discretion.

**9.8. Appointment of Officers.** If the board report recommends sustainment of the recommendation for promotion or federal recognition to the next higher grade, and the Principal Deputy USD(P&R) approves the report, the officer shall, as soon as practicable, be appointed to that grade IAW 10 USC § 14308 and this instruction. The officer, upon appointment, will have the same date of rank, the same effective date for pay and allowances, and the same position on the reserve active-status list as the person would have had pursuant to the original recommendation for promotion of the promotion selection, special selection, or federal recognition board.

**9.9. Disclosing SSRB Proceedings.** Before the report is signed by each board member and board recorder, the recommendations and proceedings may be disclosed only to the board members, board recorders, and those administrative support staff designated in writing by the SecAF. Board recommendations may be disclosed to the extent necessary to process the board report and subsequent related actions. Results of the board will be released IAW DoDI 1320.04. The disclosure of proceedings is governed by Department of Air Force policy, DoDI 1320.14 and 10 USC § 14104. Any other disclosures of the board recommendations and/or proceedings may not occur without the express authority of the SecAF.

## Chapter 10

### DECLINATION OF PROMOTION, INVOLUNTARY & VOLUNTARY DELAYS

#### 10.1. Voluntary Delay, Acceptance, or Declination of Promotion.

10.1.1. Officers utilize the AF Form 3988, *Application for Voluntary Delay, Acceptance, or Declination of Promotion* to apply for voluntary delay, acceptance, or declination of promotion.

10.1.1.1. For ANG personnel, the approval authority is NGB/CF, who may delegate to The State Adjutants General.

10.1.1.2. For AFR personnel, the approval authority is AF/RE. This authority is hereby delegated to the member's senior rater (both unit and IMA personnel).

10.1.1.3. The authority may not be further delegated.

10.1.2. By law, a VLPAD officer's promotion, stemming from a reserve mandatory promotion board, may not be involuntarily delayed. Members who elect not to voluntarily delay promotion are subject to the Active Component assignment matching process.

**10.2. Applying for Delay, Acceptance, or Declination.** The application must be approved before the DOR. Officers apply by submitting AF Form 3988 through command channels: **(T-1)**

10.2.1. ANG officers forward the AF Form 3988 through the wing commander to the state Adjutant General for final approval or disapproval. The State Headquarters Military Personnel Management Office will send the approved form to NGB/A1P to process. **(T-1)**

10.2.2. AFR officers.

10.2.2.1. For unit assigned officers and designated VLPAD programs under 10 USC § 12301(d), the member forwards the AF Form 3988 to their unit commander for recommendation and senior rater for final decision. The senior rater will return the form to the member who in turn will submit the original signed copy to ARPC/PB. **(T-1)**

10.2.2.2. For IMAs and participating IRR members (Category E), the member forwards the AF Form 3988 to their RegAF senior rater for final decision. The senior rater will return the form to the member who in turn will submit the original signed copy to ARPC/PB. **(T-1)**

10.2.3. All applications must be submitted to NGB/A1P (ANG) or ARPC/PB (AFR) prior to DOR (or within fifteen days of public release of the results if DOR is on public release). **(T-1)** Follow release instructions outlined in the board convening notice. Upon receipt of the AF Form 3988 the individual's promotion projection (delay or acceptance) or declination (non-selection) will be adjusted accordingly in MilPDS, and the form sent to Personnel Records Display Application. **(T-1)** The servicing MPF and the officer maintain a copy of the approved form.

#### 10.3. Voluntary Delay of Promotion.

10.3.1. Purpose. Due to circumstances beyond an officer's control, the officer may be unable to accept promotion. An officer may apply for a voluntary delay of promotion. 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. (T-1)

10.3.2. Length of Delay. An officer may request a voluntary delay, in one-year increments, for up to three years from the officer's original projected DOR. The appropriate approval authority may approve a period of delay less than the one year requested. If granted less than a one-year delay, the applicant must reapply if a longer delay is needed. Each delay requires separate application and approval; total delays cannot exceed three years. (T-1)

10.3.3. End of Delay Period. At the end of the delay period or on the third anniversary of the officer's original DOR (whichever comes first), the officer must decline the promotion, or the promotion will automatically occur at the end of the approved delay period if the officer takes no action. (T-1)

10.3.4. Consequences of an Approval of Delay in Promotion. 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 any time during the delay, the officer may accept the promotion.

10.3.5. Consequences of Disapproval of Delay in Promotion. If the officer's request for delay is disapproved the officer must either accept the promotion or decline the promotion. If the officer declines the promotion the officer is considered to have failed selection for promotion. (T-1)

**10.4. Accepting a Promotion Prior to End of Delay Period.** Prior to the end of the delay period an officer can accept the promotion. The officer must submit their AF Form 3988 to ARPC/PB indicating acceptance of the promotion not later than ten duty days before the effective date of acceptance. (T-1) This will allow the DOR and effective date of promotion to be processed by the officer's requested promotion date. If the acceptance is not received at least ten duty days before the requested effective date of promotion the effective date will be established as ten duty days from the day the application is received by ARPC/PB. (T-1)

**10.5. Declination of Promotion.** An officer selected for promotion is considered to have accepted the promotion on the DOR unless the officer expressly declines the promotion.

10.5.1. An officer must submit the AF Form 3988 annotating the declination statement no later than 2359 hours (Central time) on the day before the DOR for mandatory promotions. (T-1) For officers whose DOR is the public release date, the officer must decline no later than ten duty days after public release. (T-1)

10.5.2. Effects 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 to have failed selection for promotion (10 USC § 14312).

#### **10.6. Involuntary Delay of Promotion.**

10.6.1. Delay for Limitations in Officer Strength in Grade. Promotion of an officer on the RASL, serving on AD (10 USC § 12310), to a grade with strength limitations set by 10 USC § 12011 can be delayed IAW 10 USC § 14311 to ensure compliance with those strength limitations authorized by 10 USC § 12011. (T-0) The delay expires when the strength-in-grade limitations no longer apply. (T-0) An officer with a delayed promotion under this paragraph may request release from AD. If granted, 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 but promotion effective date will be the date the member is released from AD. **(T-0)**

10.6.2. (AFR only) 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 promotion effective date is delayed until the officer obtains a position to support the higher grade, or the officer ceases to serve as an Active Guard/Reserve. Once placed in the higher graded position, the DOR and position on the RASL of these officers remains the same, as if there had not been a delay. Promotion effective date is the date the officer is placed in the higher graded position. **(T-0)**

10.6.3. ANG Title 32, Active Guard/Reserve (32 USC § 328) are managed IAW ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, and DAFI 36-2110, *Total Force Assignments*. Title 32 USC, Active Guard/Reserve will assume the higher grade only if strength limitations are not exceeded and the officer is approved to serve on AD in the higher grade. All approval authorities will verify end-strength prior to approving the officer to serve in the higher grade. **(T-1)**

10.6.4. Once the strength in grade limitation no longer exists, the DOR, and position on the RASL of these officers remains the same, as if there had not been a delay. Promotion effective date is the date the strength limitation no longer applies. **(T-0)**

10.6.5. Grant personnel promoted after periods of involuntary delay a retroactive DOR to the original promotion effective date. **(T-1)** These personnel will not be entitled to retroactive pay. **(T-1)**

## Chapter 11

### SPECIAL SELECTION BOARDS

**11.1. General.** Selection Board Secretariat personnel are responsible for conducting Special Selection Boards (SSBs) to consider officers or former officers when warranted by [paragraph 11.3](#). SSBs are designed to recreate the competition from an original mandatory promotion board, to include pre- and post-board procedures and policies outlined in [Chapter 3](#) through [Chapter 6](#) of this instruction, to the maximum extent possible, to determine if an officer would have been selected had they been properly considered. Prior to the SSB convening date, a staff package will be forwarded to SecAF identifying the specific SSBs to be convened (e.g., grade, year, and competitive category). New SSBs will not be added after SecAF approval of the convening package. Officers may not request to be retained beyond an approved separation or retirement or mandatory separation date to await the outcome of an SSB. **(T-0)**

#### **11.2. SSB Approval Authority.**

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

11.2.2. ARPC/PB can approve an eligible officer for consideration by an SSB.

**11.3. Conditions That May Warrant a SSB.** Grant SSBs for promotion consideration to the grade of captain through colonel based on:

11.3.1. Legal, Administrative, and Material Errors. Acting on behalf of SecAF, ARPC/PB may direct a SSB for an officer if at least one of the following is determined:

11.3.1.1. The action of the mandatory promotion board previously considering the officer was contrary to law in a matter material to the decision of the mandatory promotion board or involved material error of fact or material administrative error.

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

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

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

11.3.3. Responsibility to Exercise Reasonable Diligence. Do not grant an SSB if, by exercising reasonable diligence, the officer should have discovered the error or omission and taken corrective action before the originally scheduled board convened.

11.3.4. When an all-fully qualified officer's list is used for promotion to captain in lieu of a selection board, the approval authorities in [paragraph 11.2](#) and the conditions in [paragraph 11.3](#), apply in determining whether to prepare a supplemental all-fully-qualified officer's list under 10 USC § 14308(b)(4)(E). Also apply [paragraph 11.5.](#), [paragraph 11.25](#), and [paragraph 11.26](#) of this chapter.

#### 11.4. Time Limits.

11.4.1. To obtain consideration by an SSB, an officer should apply for consideration within three years after they discovered the asserted defect in the original board. SecAF, or their designee under [paragraph 11.2](#), may excuse late application when it is in the interest of justice to do so.

11.4.2. SecAF will convene or deny a SSB within six months of receipt of complete and properly executed request. **(T-1)**

11.4.3. SecAF will take final action on the Report of a SSB, within six months of convening the board. **(T-1)**

11.4.4. SecAF may extend the time limits in [paragraph 11.4.2](#) and [paragraph 11.4.2](#) in a particular case or category of cases, for not more than an additional six months each, when SecAF determines a longer period to make this determination is warranted. SecAF may not delegate the authority to make this determination. **(T-1)**

**11.5. Submitting Appeals for SSBs.** Officers submit applications for SSBs using Department of Defense (DD) Form 149, *Application for Correction of Military Record*. SSBs may also be requested during the ARPC/PB post board counseling process or via Application for Correction/Removal of evaluation report via the designated electronic system.

11.5.1. Submission of a DD Form 149 requesting an SSB will trigger consideration by ARPC and, if necessary, the AFBCMR, if an SSB is not granted by ARPC. **(T-1)**

11.5.2. An SSB request based upon an unadjudicated evaluation or record correction must first be evaluated by the Evaluation Reports Appeal Board under DAFI 36-2406, or the AFBCMR under DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Officers may request SSB consideration in conjunction with those applications. **(T-1)** If the evaluation reports appeal board grants relief, the officer's record will be evaluated by ARPC for SSB consideration. **(T-1)**

#### 11.6. SSB Procedures.

11.6.1. Consider the records of officers as they would have appeared to the original board had the officers been properly considered. Compare the officers' records with benchmark records from the original boards.

11.6.2. When documents used for the original board are not or cannot be made available, construct the SSB with all documents possible as long as each record is presented identically and the identity is protected (e.g., if some officer selection briefs are unavailable, then no record shall have one). The officer under consideration and the board members will be informed prior to the board of any deviation from the original board. SSBs will not contain photographs. **(T-1)**

11.6.3. If a record is also one of the non-select benchmark records, the record will compete against the remaining benchmark records. **(T-1)**

**11.7. Writing Letters to SSBs.** The member is permitted to write to the SSB; however, in most cases, the letter may not contain any information or address any event occurring after the convening date of the original board. Any letter written to the original board will be included in the member's OSR unless otherwise deemed inappropriate by [AFPC/A1] [AFPC/PB] or appropriately removed/replaced by the AFBCMR. **(T-1)**

11.7.1. Send the letter to ARPC/PB through the designated electronic system to arrive no later than 10 calendar days before the date the board convenes. **(T-0)** Eligible officers must review additional instructions as outlined in the convening notice. **(T-1)** Letters arriving after the 10-day period prior to the board will not be presented to the board for consideration. **(T-0)**

11.7.2. For members meeting more than one SSB, a separate letter is permitted for each board.

11.7.3. Do not date the letter and do not address the letter to the "SSB." It should be addressed to the board information from the original board (e.g., CY21 AFR Major Promotion Selection Boards). **(T-1)**

11.7.4. Refer to [paragraph 5.8](#) for further information on writing letters.

**11.8. Presentation of the SSB to the Board Members.** When a specific SSB ballot is presented to the board members, it will include the date of the original selection board, grade, and competitive category. **(T-1)**

11.8.1. Board members are reminded of the applicable guidelines of the original selection board for display of academic education level, professional military education, and other pertinent information on the Officer Selection Brief for that SSB.

11.8.2. Board members are not informed which records are benchmarks and which are being considered. They will be informed if the presentation of the SSB records differ from the original board IAW [paragraph 11.6.2](#). **(T-1)**

**11.9. Board Composition.** SSBs will be composed IAW 10 USC § 14102. **(T-0)** SSBs should, to the maximum extent practicable, comply with the board composition described in [paragraph 5.3](#).

**11.10. Board Member Preparation.** The Selection Board Secretariat staff will pre-brief the board president on the board agenda, SecAF's MOI, board president responsibilities, and the trial run exercise (practice scoring session). Board recorders will conduct the first day administrative briefing to the board. **(T-1)**

11.10.1. The board president will read SecAF MOI (verbatim) to the board on the convening date and provide a copy to each board member. SecAF's MOI will include as addenda the specific MOI used by the original board. **(T-1)** Board members will read the highlighted portions of the original MOI prior to each board. **(T-1)**

11.10.2. Oaths are administered to board members, board recorders, and administrative support staff.

11.10.3. A trial run exercise will then be conducted to familiarize board members with the OSRs and situations the board may encounter during actual scoring. **(T-1)**

**11.11. Scoring Records.** Records are scored on a “best-qualified” basis unless otherwise directed by SecAF. IPZ and APZ records will be scored together. Records will be scored separately by competitive category; officers within the same competitive category compete only among themselves for promotion. **(T-0)**

11.11.1. Scores are based on the following:

11.11.1.1. The material in each officer’s OSR.

11.11.1.2. Any information SecAF may provide to that board according to DoDI 1320.14.

11.11.1.3. Any information communicated by letter from the officer concerning the member’s own record.

11.11.2. Scoring is done by secret ballot (except as provided in [paragraph 11.11.2.1](#) and [paragraph 11.11.2.2](#)) and without benefit of discussion unless a significant disagreement (“split”) occurs in the scores on a particular record. **(T-1)**

11.11.2.1. If a board member identifies a record-based matter causing concern, the member will raise the matter to the board recorder who may discuss it with the board president. **(T-1)** The board president may approve bringing the matter to the attention of the board members. Such records will be rescored after discussion. **(T-1)**

11.11.2.2. Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers provided they discuss only matters documented in the OSR or permitted by law, DoDI 1320.14, this instruction, or Secretarial guidance and instructions.

11.11.3. Board members may not discuss or disclose the opinion of a person not a member of the board concerning the officer unless that opinion is in the material presented to the board under DoDI 1320.14, Section 3, paragraph 3.4(a)(2)(B).

## **11.12. Scoring Scales.**

11.12.1. Boards will use the scoring scale in [Table 5.1](#) when the selection opportunity is less than 100. **(T-1)**

11.12.2. A “yes” or “no” scoring system is used when the selection opportunity is 100%.

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

**11.14. Resolving “Splits.”** All voting board members must be present and may discuss the record involved in a “split.” **(T-1)** Only board members with split scores may change their scores in the process of resolving a split. When using a “yes or no” scoring system and a “split” cannot be resolved, the majority vote rules. **(T-1)**

**11.15. Identifying “Show Cause” Records.** During the scoring process, board members are required to identify the records of officers who, in their opinion, should “Show Cause” for retention in an active status. They do this by voting “Show Cause” on the scoring ballot for each record of this type. [Paragraph 11.20](#) addresses resolution of “Show Cause” records.

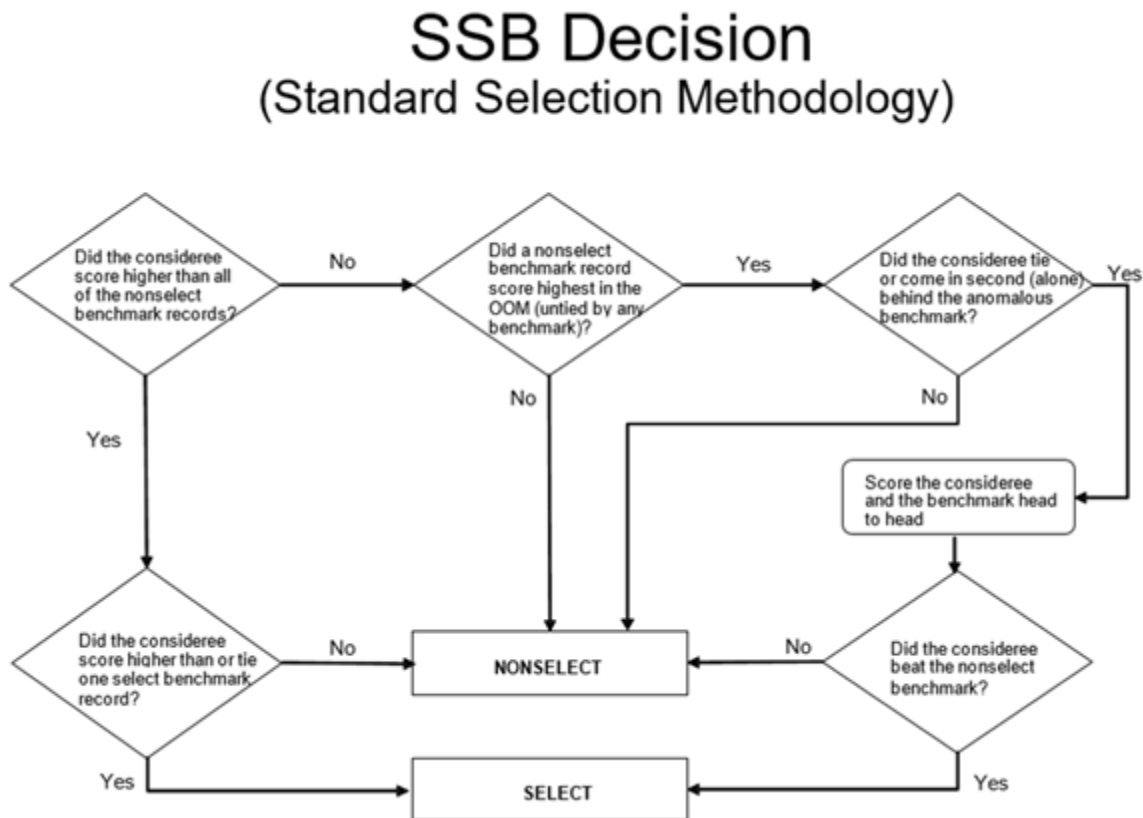
**11.16. Promotion Quota for SSBs and Select or Non-select Status.** There is no quota for SSBs. The order of merit is used to determine the select or non-select status of the member. After board members score the benchmark and member records and resolve any splits, the order of merit will be tabulated. **(T-1)**

11.16.1. To become a select via the SSB process when a 6-10 scale is used, a member's record must score higher than the score of every non-select benchmark record and equal to or higher than the score of any one of the select benchmark records. If a member's score does not meet both criteria, they are not selected. **(T-1)**

11.16.1.1. Anomalies. On rare occasions, the order of merit is anomalous to a degree that consistent and equitable scoring among the board may be questioned. An anomaly is defined by the following situations: A non-select benchmark finishes highest in the order of merit (normal SSBs) or a select benchmark record finishes lowest on the order of merit (designated SSBs). The decision tree at **Figure 11.1** (for normal SSBs) and **Figure 11.2** (for designated SSBs) will be used when an anomaly occurs. **(T-1)**

11.16.1.2. Some inversion is expected in SSB order of merit. Inversion to a lesser degree than illustrated in **Figure 11.1** (standard SSBs) and **Figure 11.2** (designated SSBs) does not constitute an anomaly.

**Figure 11.1. SSB Decision Chart (Standard Selection Methodology).**



11.16.2. To become a select via the SSB process when the selection opportunity is 100% and the "yes" or "no" scoring scale is used, a member's record must score a majority "yes." **(T-1)**

**11.17. Board President Quality Review.** If the board president determines there is a rational basis to conclude any of the records may not have been scored in a manner consistent with SecAF's MOI, they may direct the case be removed from consideration and deferred to the next SSB. A case can only be deferred once.

**11.18. Fully Qualified Determination.** Officers considered for promotion via the SSB process must tie or beat at least one of the select benchmark records to be selected. **(T-1)** Since all of the select benchmarks were determined to be "fully qualified" by the selection board, the member (if a select) is automatically considered "fully qualified." **(T-1)**

**11.19. Merit-based Reorder Determination.** If merit-based reorder was exercised as part of the original selection board, any individual selected for promotion via the SSB process will also be considered for merit-based reorder. **(T-1)** After the SSB is finalized, each selectee will be compared against the merit-based reorder benchmark records to identify each selectee's placement within the order of merit. **(T-1)** Each selectee will be assigned a sequence number immediately preceding the highest-scoring record from the original merit-based order that each selectee outscored; if a selectee did not beat any benchmarks, assign a sequence number either immediately succeeding the lowest-scoring benchmark from the original merit-based order (if the original central selection board exercised full reordering), or based on seniority as defined in [paragraph 6.8](#) (if the original central selection board exercised partial reordering). **(T-1)** If a selectee tied a benchmark(s), assign a sequence number (compared to the highest-scoring record from the original merit-based order) at that score category based on seniority as defined in [paragraph 6.8](#). In the event all selects from the original board were benchmark records, the SSB results will determine each selectee's placement within the order of merit using the preceding rules. **(T-1)**

**11.20. Resolution of "Show Cause."** Return member's records previously identified to the board for "Show Cause" determination. Board members will discuss them and rule by a majority vote to determine whether the officer's name will be included in the board report to SecAF, recommending the officer "Show Cause" for retention. **(T-1)** The board president reviews the results. If the board president determines there is a rational basis to conclude any of these records may not have been voted upon in a manner consistent with SecAF's MOI, they may direct such records be returned to the board for re-vote; the second vote will be used. **(T-1)** Only records identified for "Show Cause" will be included in the board report. **(T-1)**

**11.21. Board Report.** Board members, board recorders, and administrative support staff will sign a board report for each board being reconstituted conforming to the law and policy for PDUSD (P&R) approval. **(T-1)**

**11.22. Procedural Board Anomalies.** Apparent procedural anomalies occurring during a board require board president involvement. Where resolution of procedural anomalies would require variation from established procedures, SecAF decision is required. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine a SecAF-level decision is required. These responsibilities of the board president do not limit in any way the right of a board member or Board Secretariat member to communicate with SecAF as provided by other authority.

**11.23. Deviations.** SecAF may authorize deviations to the selection methodology in cases related to litigation, negotiated settlements, or any other case deemed appropriate. These cases will be referred to as "designated SSBs" and will use the modified selection methodology outlined at [Figure 11.2](#), or other such selection methodology as SecAF may direct. **(T-1)**



**11.24. Post-board Actions.** The names of all selects are forwarded to ARPC/PB to determine promotion sequence number, the retroactive DOR or promotion effective date, and any possible SSBs to the next higher grade. ARPC/PB will notify the member or the MPF (as appropriate) of the board results once approved by proper authority. **(T-1)**

**11.25. Commander Actions on Promotions Resulting from SSBs.**

11.25.1. Notify officers of SSB results. **(T-1)**

11.25.2. Determine the propriety of promotion and, if appropriate, initiate action outlined in **Chapter 8**. **(T-0)**

11.25.2.1. This also applies when the officer's DOR will be effective upon SecDef Appointment (for promotion to major and lieutenant colonel) or US Senate Confirmation (for promotion to colonel). **(T-0)**

11.25.2.2. This does not apply to officers who have served or are already serving in the selected grade. **(T-0)**



**11.26. Promoting Officers by SSB.** Promote the officer with a DOR and promotion effective date they would have received if considered and selected by the original board. Retroactive promotions by SSB may be eligible for further consideration by selection boards, provided the eligibility criteria is met. When selected on an SSB exercising merit-based reorder authority, promote the officer with a DOR and promotion effective date in the relative position as determined in the order of merit by scoring compared to the benchmark records. **(T-0)**

11.26.1. PDUSD (P&R) is the SSB report approval authority. Adjust the officer's DOR if previously appointed to the higher grade upon approval of the SSB report. Promote officers upon SecDef appointment (lieutenant colonel and below) or US Senate confirmation (for promotion to colonel).

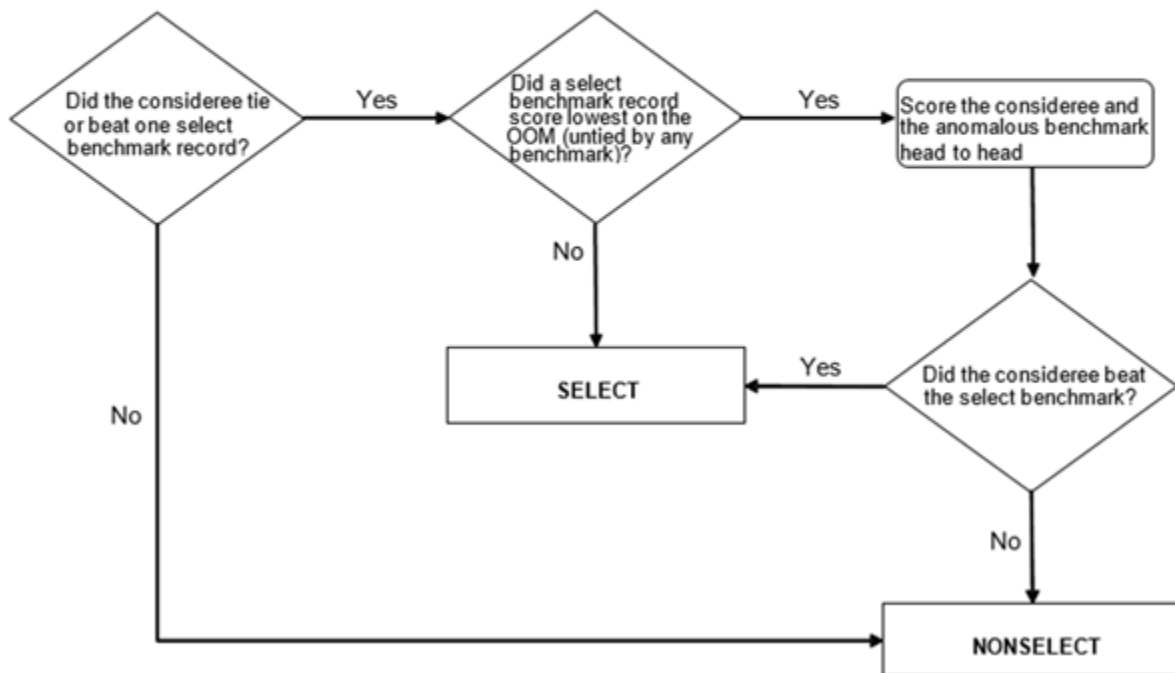
11.26.2. When promotion results in the actual or constructive reinstatement of an officer who had been separated, any entitlement to back pay and allowances accruing to the officer will be subject to an appropriate offset for civilian earnings and other offsets authorized by law. **(T-0)**

**11.27. Disclosing SSB Proceedings.** Release of information is the same as selection boards (see [paragraph 5.37](#)).

**11.28. 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 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.

Figure 11.2. SSB Decision Chart (Modified Selection Methodology).

# SSB Decision (Modified Selection Methodology)



## Chapter 12

### SPECIAL BOARDS

**12.1. General.** Special Boards (SBs) consider whether to recommend a member, prospective member, or former USAF member for appointment, promotion, merit-based reordering, retention, separation, retirement, or transfer to inactive status, for which the member should have been considered but was not considered or was improperly considered by a previously convened board consistent with 10 USC § 1558. **(T-0)** A SB may be granted to a member based on an administrative error, a legal or material error, or a formal appeal.

**12.2. Holding SBs.** ARPC/PB conducts SBs as directed by SecAF.

12.2.1. To the maximum extent practicable, a SB replicates the original board to include composition of the board, procedures, and information furnished to the board.

12.2.2. SBs are used for selective continuation boards, AFR position vacancy boards, ANG FRBs, and for any other board designated by SecAF.

**12.3. Requesting SB Consideration.**

12.3.1. Members, prospective members, and former members of the USAF will request SB consideration by submitting a DD Form 149. **(T-1)** If the member is incapable of acting on their own behalf, is missing, or is deceased, application may be made by an heir, legal representative, or close relative. See DAFI 36-2603. SBs may also be requested during the ARPC/PB post board counseling process or via Application for Correction/Removal of evaluation report via myFSS.

12.3.2. Submission of a DD Form 149 requesting an SB will trigger consideration by ARPC and, if necessary, the AFBCMR, if an SSB is not granted by ARPC. **(T-1)**

12.3.3. When SecAF directs, ARPC/PB provides other methods of application to facilitate the processing of specific categories of applications. **(T-1)**

12.3.4. An SB request based upon an unadjudicated evaluation correction must first be evaluated by the Evaluation Reports Appeal Board under DAFI 36-2406 or the AFBCMR under DAFI 36-2603. **(T-1)** Members may request SB consideration in conjunction with those applications. If the Evaluation Reports Appeal Board grants relief, the member's record will be evaluated by ARPC for SB consideration. **(T-1)**

12.3.5. If an officer did not meet an AFR position vacancy board because ARPC/PB did not receive the nominating PRF by the suspense date, the officer must appeal to the AFBCMR for resolution. **(T-1)**

**12.4. Granting and Denying SB Consideration.**

12.4.1. AFBCMR can direct a SB for any error or injustice it feels warrants a relief action by a board.

12.4.2. ARPC/PB may grant consideration of a person by a SB when:

12.4.2.1. The person was not considered by a board that should have considered the person for any purpose enumerated in [paragraph 12.1](#).

12.4.2.2. The action of the board that considered the person was contrary to law in a matter material to the decision of the board or involved material error of fact or material administrative error. (T-1)

12.4.2.3. The board did not consider material information that should have been available in compliance with pertinent USAF directives, instructions, and policies. (T-1)

12.4.3. If an application for SB consideration is not granted under [paragraph 12.4.2](#), it is forwarded to the AFBCMR for consideration. The AFBCMR may grant consideration of a person by a SB when the AFBCMR determines that such consideration is appropriate because of an error or injustice in the person's military record. The AFBCMR may deny, or recommend denial of, SB consideration, IAW DAFI 36-2603.

12.4.4. An SB will not be convened to consider an officer or former officer for promotion if consideration by a SSB is authorized under 10 USC § 14502 and [Chapter 11](#). (T-0)

12.4.5. SecAF may grant or deny consideration of a person by an SB in any case.

## **12.5. Procedures for SBs.**

12.5.1. SecAF convenes and instructs SBs and appoints SB members.

12.5.2. SB membership, internal organization and procedures, number, grade, component, competitive category of board members, and information provided to the board will parallel those of the original board to the extent practicable. (T-1)

12.5.3. SBs will ordinarily employ the scoring and selection methods used by SSBs. (T-1) SecAF may direct changes in these methods when necessary to ensure fair and equitable consideration under the circumstances of a particular case or category of cases (See [Chapter 11](#)).

12.5.4. Merit-based Reorder Determination. When a SB is convened to reevaluate a considerer's placement on the promotion list, each considerer will be compared against the merit-based reorder benchmark records to accurately identify each considerer's placement within the order of merit. (T-1) The considerer's original placement on the promotion list will be retained if the SB's results are not favorable to the considerer. (T-1)

12.5.4.1. Subject to the limitation in [paragraph 12.5.4](#), each considerer will be assigned a sequence number immediately preceding the highest-scoring record from the original merit-based order that the considerer outscored; if a considerer did not beat any benchmarks, the considerer will retain the original sequence number. (T-1)

12.5.4.2. If a considerer tied a benchmark(s), assign a sequence number (compared to the highest-scoring record from the original merit-based order) at that score category based on seniority as defined in [paragraph 6.8](#) (T-1)

12.5.5. SBs will provide a board report to SecAF recommending the persons under consideration be, or not be, selected for the purpose for which they were considered by the original board. (T-0)

**12.6. Action on Reports of SBs.** IAW 10 USC §1558, upon review of SB reports, SecAF approves, disapproves in writing (in whole or in part), or returns, in writing, for further proceedings the board report.

12.6.1. SecAF reviews the report and may approve it; disapprove it (in whole or in part, stating in writing the rationale); or return it to the board for further proceedings, with a written explanation, if the SecAF determines the board acted contrary to law or regulation, or to guidelines furnished to the board.

12.6.2. If the SB report recommending relief for a person (or persons) under consideration is approved, the SecAF will direct the military record of the person (or persons) be corrected to the extent necessary to give full effect to the recommendation of the SB. **(T-1)**. When correction of the person's military record results in actual or constructive reinstatement on active status, any entitlement to back pay and allowances accruing to the person will be subject to an appropriate offset for civilian earnings and other offsets authorized by law. **(T-0)**.

12.6.3. When the SecAF approves a SB report recommending denial of relief or disapproves the SB report recommending relief, the SecAF action is effective and final as of the date of approval of the original board report.

## **12.7. Time Limits.**

12.7.1. A person must ordinarily apply for SB consideration within three years after discovering, or with due diligence should have discovered, the asserted defect in the original board. **(T-1)** SecAF, or designee under [paragraph 12.4](#), may excuse late application when it is in the interest of justice to do so.

12.7.2. 10 USC § 1558 requires SecAF to convene a SB or deny a SB within six months of receipt of a complete and properly executed application for SB consideration. **(T-0)**

12.7.3. SecAF will take final action on a SB report within six months of convening the board. **(T-0)**

12.7.4. SecAF may extend the times in [paragraph 12.7.2](#) and [paragraph 12.7.3](#) in a particular case or category of cases, for not more than an additional six months each, when SecAF determines that a longer period of consideration is warranted. SecAF may not delegate this authority.” **(T-0)**

## Part 3

### SELECTIVE CONTINUATION

#### Chapter 13

#### AIR RESERVE COMPONENT SELECTIVE CONTINUATION BOARDS

**13.1. Purpose.** The purpose of continuation boards is to retain officers on the RASL, IAW 10 USC §14701 who would otherwise be required to separate due to twice failing promotion or lieutenant colonels and colonels reaching their maximum time in service. The authority to determine the types and grades of officers needed and the length of continuation offered, not to exceed statutory limitations specified in [Table 13.1](#), resides with the SecAF or designee. The authority to determine when to hold a continuation board or direct other means for continuation resides with the SecAF or designee. **(T-0)**

13.1.1. AF/RE will determine need for specific grades or skills within the AFR. NGB/CF will determine the needs for specific grades and skills within the ANG. **(T-1)**

13.1.2. If a need exists, AF/RE or NGB/CF may request SecAF authorize a continuation board. When SecAF determines there is a need to retain additional officers in specific grades and competitive categories, a continuation board may be held.

13.1.3. Lieutenant colonels and colonels reaching maximum time in service may be considered by a continuation board or by individual application to the SecAF Personnel Council.

#### **13.2. Responsibilities.**

13.2.1. NGB/A1 and AF/RE Responsibilities.

13.2.1.1. Receive justified service need applications from competitive category corps chiefs and functional chiefs and LAF functional managers prior to processing any requests to AF/RE or NGB/CF for continuation boards.

13.2.1.2. Recommend to SecAF requirements and length of continuation for each competitive category based on USAF needs and recommendations from competitive category corps chiefs and LAF functional managers.

13.2.2. ARPC Separations Responsibilities. Prepares a letter notifying the officer of selection for continuation. Included with the letter is the acceptance or declination statement and the letter must be signed within 60 calendar days of public release. **(T-1)**

13.2.2.1. If the officer accepts continuation.

13.2.2.1.1. Update the officer's MSD to reflect the length of continuation approved by SecAF beginning on the date of approval of the board results. **(T-1)**

13.2.2.1.2. Update the MSD waiver code to "F." **(T-1)**

13.2.2.2. If the officer declines continuation status, process the officer according to procedures established for twice deferred officers, or for officers required to separate for years of service, as appropriate. **(T-0)**

13.2.2.3. ARPC/PB Responsibilities. Conduct selective continuation board and process board reports to SecAF for approval.

**13.3. Effects of Continuation.** A selection board will consider officers for continuation in conjunction with the promotion board non-selecting officers for promotion the second time. **(T-1)** Depending on AF requirements, stand-alone continuation boards (those not held in conjunction with promotion selection boards) may be held to continue officers past their MSD.

13.3.1. Effects of Non-selection for Continuation. If not selected for continuation (or declines), the officer will be removed from the RASL for having been twice non-selected for promotion to the same RASL grade or for mandatory time in service requirements, as appropriate. **(T-0)**

13.3.2. Notifying Officers of Selection or Non-selection for Continuation. Commanders have the responsibility to notify officers of selection or non-selection for continuation. The commander shall advise them to return the acceptance statement or declination to the MPF. **(T-1)**

13.3.3. ANG officers offered continuation must have the approval of the governor of their respective state to remain a member of the state's ANG (DoDI 1320.08, **paragraph 3.1**). **(T-0)**

**13.4. Recommending officers Not Qualified for Continuation.** A commander will submit a not qualified for continuation recommendation as soon as the commander deems an officer is not qualified for continuation. **(T-1)**

13.4.1. The initiating commander will complete the recommendation, notify the officer of the recommendation, and forward it to their rater for approval or disapproval. **(T-1)** If approved, this rater sends it to their rater for final approval or disapproval. If second level review approves, send the package to the continuation board (ARPC/PB) for placement in the OSR. The package must arrive by the board convening date, as appropriate for final action. **(T-1)** **Note:** While two levels of review are required prior to submission to the continuation board, the package will not be endorsed higher than the MAJCOM commander. **(T-1)** For ANG officers, TAG has the final approval or disapproval action prior to submission to the continuation board. **(T-1)**

13.4.2. Any level commander may disapprove the not qualified for continuation recommendation. If the recommendation is disapproved at either of the two endorsing levels, the package is returned to the servicing MPF or human resources element and has no impact on the officer's eligibility. The MPF or human resources element advises the initiating commander of the decision. **(T-1)**

13.4.3. The selection board recommends if the officer is qualified for continuation.

**13.5. Initiating Removal from a Continuation List.** Commanders can also recommend removal from a continuation list provided the removal action is initiated before the officer accepts continuation (but no later than 60 calendar days after public release). SecAF is the approval authority for removal. 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 SecAF makes a final decision. **Note:** Do not initiate removal from a continuation list once the officer accepts continuation. Commanders follow similar procedures and authorities, as appropriate, as provided for in [paragraph 13.4](#).

13.5.1. If SecAF removes the officer from the continuation list, remove the officer from active status pursuant to 10 USC §§ 14513 or 14514, as appropriate.

13.5.2. If SecAF disapproves the removal from the continuation list, notify the officer of continued status. The officer has 10 days from the notification to accept or decline continuation. If the officer does not respond, or does not accept continuation, remove the officer from active status pursuant to 10 USC §§ 14513 or 14514, as appropriate.

**13.6. 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 13.1](#). An officer must accept or decline continuation status, if offered. **(T-0)**

13.6.1. An officer's continuation status will terminate when removed from the RASL or when selected for promotion to a higher grade. **(T-0)**

13.6.2. 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. **(T-0)**

**13.7. Processing Continuation Statements.** Officers sign the acceptance or declination statement. ARPC Separations involuntarily separates or retires 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 13.5](#).

**Table 13.1. Maximum Years of Service for Continuation.**

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



## Chapter 14

### AIR FORCE RESERVE SELECTIVE EARLY REMOVAL BOARDS

**14.1. Purpose.** If SecAF 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, SecAF may convene a board for the purpose of recommending officers, by name, for removal from the RASL.

**14.2. Quotas.** SecAF will establish a specific number of officers to be selected for early removal. **(T-1)** Except as otherwise provided by 10 USC § 14704, all officers in the same grade and competitive category whose names fall on the RASL between, and including that of, the most junior and the most senior officer who meet the amount of service requirements, are eligible for selection. **(T-0)**

**14.3. Conducting the Board.** Selective Early Removal boards will be conducted IAW 10 USC §§ 14101(b) and 14704, DoDI 13323.32, Selective Early Retirement or Removal of Officers on the Active Duty List, *the Warrant Officer Active Duty List, or the Reserve Active Status List*, and SecAF guidance.

**14.4. Notification of Selection or Non-selection for Selective Early Removal from the Reserve Active Status List.** SecAF will provide specific notification guidance for each selective early removal board conducted. **(T-1)**

**Part 4****BRIGADIER AND MAJOR GENERAL SELECTION AND  
FEDERAL RECOGNITION PROGRAMS****Chapter 15****PROMOTION ELIGIBILITY CRITERIA**

**15.1. (AFR) Brigadier General and Major General Promotions.** Air Force Reserve officers are considered for promotion to the grades of brigadier general and major general by a vacancy promotion board under 10 USC §§ 14101(a), *Convening of Selection Boards* and 14315.

**15.2. (AFR) Eligibility for Promotion to Brigadier General.** Officers must occupy a position on the RASL for a minimum of one year and be assigned to a position of higher grade as directed by 10 USC § 14301 and § 14315. **(T-0)** USAF policy requires an officer to have at least two years' TIG as an AFR colonel as of the board convening date. Additionally, an officer must:

15.2.1. Be a colonel in the Selected Reserve of the AFR. **(T-1)**

15.2.2. Have successfully been screened on the Reserve Brigadier General Qualification Board and placed in a GO position for at least six months. **(T-1)**

15.2.3. Be less than 55 years old on the day the board convenes. **(T-1)** MSD must be later than 90 days after the board convenes IAW 10 USC § 14301. **(T-1)**

15.2.4. Have at least 50 points accrued during the recent retention/retirement year. **(T-1)**

15.2.5. Have no participation waivers in the previous two years and no more than one participation waiver in the five years prior to the board convening. **(T-1)**

15.2.6. Complete senior professional military education. **(T-1)**

15.2.7. Waiver authority for non-statutory eligibility criteria is SecAF. Send fully justified waiver requests to AF/REG for review and processing.

**15.3. (AFR) Eligibility for Promotion to Major General.** Officers must occupy a position on the RASL for a minimum of one year and be assigned to a position of higher grade as directed by 10 USC § 14301 and § 14315. **(T-0)** All officers will have at least one-year TIG to be considered for promotion. **(T-0)** Additionally, an officer must:

15.3.1. Hold an appointment as a brigadier general in the Selected Reserve of the AFR. **(T-1)**

15.3.2. Fill a major general officer position for at least six months. **(T-1)**

15.3.3. Be less than 57 years old on the day the board convenes. **(T-1)** MSD must be later than 90 days after the board convenes. **(T-1)**

15.3.4. Have at least 50 retirement points accrued during the most recent retention and retirement year. **(T-1)**

15.3.5. Have no participation waivers in the previous two years and no more than one participation waiver in the five years prior to the board convening. **(T-1)**

15.3.6. Waiver authority for non-statutory eligibility criteria is SecAF. Send fully justified waiver requests to AF/RE for review and processing.

**15.4. (ANG) Eligibility for Federal Recognition Boards (see Chapter 21).** Guidance for federal recognition eligibility can be found in [Chapter 21](#) of this AFI.

**15.5. Ineligibility for Promotion to General Officer in the AFR.** An officer is ineligible for consideration by a promotion vacancy board, if at the time the board convenes, the officer is on the list of officers selected for promotion by a previous board.

## Chapter 16

### PRE-BOARD ORGANIZATIONAL INSTRUCTIONS/RESPONSIBILITIES

#### 16.1. Eligible Officer.

16.1.1. (AFR) Determines eligibility for consideration by competitive category.

16.1.2. Responsible for ensuring the accuracy of their own personnel data and OSR prior to board convening date. As a minimum, the officer must review the OPB for accuracy of personnel data and correct any discrepancies prior to the board. **(T-1)**

16.1.3. Receives PRF from management level or senior rater approximately 30 days prior to the board. **(T-1)**

16.1.4. Reviews PRF and OPRs for accuracy and discusses any concerns with rating officials. Identifies any omissions of facts (e.g., significant achievements; incorrect duty titles and/or duty descriptions). **(T-1)**

16.1.5. Considers submitting a letter to the board if applicable (paragraphs [17.10](#) and [5.8](#)).

16.1.6. (ANG) (colonels competing for brigadier general only) Ensures current decorations are on file with NGB/SL prior to the board.

16.1.7. (ANG) (colonels competing for brigadier general only) Ensures all biography updates are accomplished prior to the board. See the NGB/SL handbook for recommended formatting.

16.1.8. (ANG) (brigadier generals competing for major general only) Ensures current decorations and USAF biography are on file with the NGB/SL prior to the board. **(T-1)**

16.1.9. (Brigadier generals competing for major general only) Ensures all biography updates are accomplished prior to the board. See the General Officer Handbook for recommended formatting. **(T-0)**

16.1.10. (AFR) Reports any errors to appropriate action officers listed on the OPB instruction sheet.

## Chapter 17

### CONDUCTING THE BOARD

**17.1. Program Objectives.** A promotion is not a reward for past service; it is advancement to a higher grade based on future potential as demonstrated by past performance. Procedures and policies for all boards are established to provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion and to ensure the independence and integrity of boards by preventing unauthorized communications to boards or board members prior to or during the board. An additional objective is to maintain a relatively similar promotion opportunity from year to year.

17.1.1. AFR boards are convened under the provisions of 10 USC § 14101, DoDI 1320.14, and 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers*, AFRD 36-25 and 36-26, and this instruction. **(T-0)**

17.1.2. ANG boards are convened under the provisions of 32 USC § 307; DoDI 1320.14, and this instruction. **(T-0)**

**17.2. Rules Governing All Boards.** While the board is in session, the board works directly for SecAF under the supervision of the board president. No person may:

17.2.1. Direct a particular officer be selected (or not selected) by the board.

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

17.2.3. Censure, reprimand, or admonish the board or any board member regarding the recommendations of the board or the exercise of any function within the discretion of the board.

**17.3. Selection and Federal Recognition Board Membership.** Board composition must be IAW 10 USC §14102, 32 USC § 307, and DoDI 1320.14. **(T-0)** Each officer must be serving in a grade higher than the most senior officer under consideration in the board. **(T-0)**

17.3.1. Minimum requirements.

17.3.1.1. (ANG) GO FRBs are convened by the SecAF and will consist of a minimum of three voting members from the RegAF and the ANG **(T-0)** with the majority of the board consisting of RegAF officers.

17.3.1.2. (AFR) Selection boards will be comprised of a minimum of five GOs, with the majority on the RASL. **(T-0)**

17.3.2. (AFR) LAF officer board members may score records of any competitive category. LAF-Judge Advocate and Chaplain board members will only score records from their respective competitive category. **(T-1)**

17.3.3. (AFR) When eligible for promotion to brigadier general, health professions officers compete together. Board members from the health professions competitive category may only score records within the health professions competitive category.

17.3.4. (AFR) Selection boards will ordinarily include at least one officer from each competitive category being considered by the board. **(T-0)** A selection board need not include an officer from a competitive category when there is no eligible officer of that competitive

category on the ADL or RASL. However, in such a case, SecAF, at the SecAF's discretion, may appoint a retired officer of that armed force and competitive category who holds a higher grade than the grade of the officers under consideration.

17.3.5. No officer may be a member of two successive boards for the consideration of officers of the same competitive category and grade.

**17.4. Board President.** SecAF will appoint a member of the selection board and FRB as the board president and prescribe their duties. Upon appointment, the board president will read and become familiar with this instruction and DoDI 1320.14, which the Selection Board Secretariat will provide. **(T-0)**

17.4.1. The board president oversees the conduct of the board, including the management of the resolution of split scores, the gray zone, and rescores.

17.4.2. The board president reads the main portion of SecAF's MOI verbatim. The addenda and any attachments will be read individually or privately by each board member. **(T-1)** The board president moderates all discussion, keeping the board focused on SecAF's guidance and adhering to all legal and regulatory requirements.

17.4.3. The board president will administer the oath specified in [Attachment 2](#) of this instruction to all board recorders and administrative support staff before the board begins scoring records. **(T-1)**

17.4.4. The board president has no authority to constrain the board from recommending those officers the majority of the board finds fully and best qualified for promotion to meet the needs of the USAF as specified by SecAF or those officers the majority of the board finds fully qualified for federal recognition. Further, the board president may not:

17.4.4.1. Direct a particular officer be selected (or not selected) by the board. **(T-0)**

17.4.4.2. Attempt to coerce or, by any other unauthorized means, influence any action of a board (or any member of a board) in the formulation of the board's recommendations. **(T-1)**

17.4.4.3. Censure, reprimand, or admonish the board or any board member regarding the recommendations of the board or the exercise of any function within the discretion of the board. **(T-1)**

17.4.5. (AFR) The board president for AFR GO Vacancy Promotion Boards will be a RegAF officer serving in the grade of lieutenant general. **(T-1)** The board president is a non-voting, non-scoring member of the board. **(T-1)**

17.4.6. (ANG) The board president for FRBs will be a RegAF officer serving in the grade of major general. **(T-1)** The board president is a voting and scoring member of the board. **(T-1)**

## **17.5. Board Members.**

17.5.1. Upon appointment, board members will read and become familiar with this instruction and DoDI 1320.14, which Selection Board Secretariat will provide. **(T-0)**

17.5.2. Once notified of designation as a member of a board and until that board adjourns, board members must be particularly careful to ensure they are not prejudiced or influenced about the fitness for promotion or federal recognition of a specific officer by a superior military

or civilian authority. (T-0) This does not preclude a board member from performing rating or evaluating responsibilities as required by DAFI 36-2406.

17.5.3. If any board member cannot, in good conscience, perform board duties without prejudice or partiality, they are required to request relief by SecAF from their obligation as soon as possible—such a request will be honored. (T-0)

17.5.4. Any board member who believes the integrity of the board's proceedings have been adversely affected by improper influence of military or civilian authority, misconduct of the board president or of a member, or any other reason, has a duty to request relief from SecAF or the USD (P&R) from the obligation not to disclose board proceedings and upon receiving it, to report the basis for their belief to that authority. No official, civilian, or military may direct a particular individual be selected (or not be selected) by a board; censure, reprimand, or admonish the board or any member of the board with respect to the recommendations of the board (or the exercise of any function of the board); or attempt to coerce or, by unauthorized means influence, any action of the board or any member of the board in the formulation of the board's recommendations.

17.5.5. Will perform their duties based on the best interests of the USAF. (T-1)

17.5.6. Will not represent or sponsor any particular career field, MAJCOM, or any other category of officers. (T-1)

**17.6. Board Recorders and Administrative Support Staff.** Board recorders and administrative support staff will be appointed, in writing, by SecAF for all boards. Additional board recorder responsibilities are specified in DoDI 1320.14, Section 3 and this instruction. Board recorders will:

17.6.1. Upon appointment, read and become familiar with DoDI 1320.14 and this instruction. (T-0)

17.6.2. Conduct the administrative briefing to the board. (T-0) No substantive information, not previously approved by SecAF for consideration by the board, will be provided to the board during these administrative briefings. (T-0)

17.6.3. Ensure at least one board recorder is present during all board deliberations. (T-0)

17.6.4. Request relief by SecAF from duties and responsibilities if they believe they cannot in good conscience perform their duties and responsibilities. (T-0) This applies to administrative support staff as well. (T-0) Such a request will be honored. (T-0) Any board recorder or administrative support staff who believes the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct of the board president or a member, or any other reason, has a duty to request relief from their obligation not to disclose board proceedings from SecAF or the USD (P&R) and, on receiving it, to report the basis for their belief to that authority. (T-0)

#### **17.7. Rules Governing Communications With Boards.**

17.7.1. SecAF will issue written instructions directed specifically to GO boards in the form of a Secretarial Memorandum of Instruction (MOI), providing guidance governing selection considerations for the board. (T-0) The main portion of SecAF's MOI will include verbiage contained in DoDI 1320.14, Section 3, Figure 1, regarding instructions on communication and information. (T-0) SecAF's MOI will be read in its entirety to the board (board members,

board recorders, and administrative support staff) at the time the board convenes IAW DoDI 1320.13, Section 3. **(T-0)** The addenda and any attachments will be read individually or privately by each board member. **(T-0)**

17.7.2. No one, other than SecAF, may appear in person to address a board on any matter other than administrative matters. **(T-0)** Should SecAF address the board in person, a verbatim transcript of SecAF's remarks will be prepared and provided to every board member through the board recorder and administrative support staff and made a part of the official board record. **(T-0)** All communications with members of a board must be in writing, furnished to all board members, and made part of the official board record. **(T-0)** An audio or video recording is an acceptable means of communication with the board, provided a written transcript is made part of the official board record. This does not restrict the staff from furnishing administrative information to the board. Board members, board recorders, and administrative support staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

17.7.3. SecAF's MOI may not be modified, withdrawn, or supplemented after the board submits its report to the SecAF, except in the case of a report returned to the board president pursuant to 10 USC 1411(b). **(T-0)**

17.7.4. The information described in [paragraph 17.8.](#) to [paragraph 17.10](#) will be provided to the boards in support of their duties. **(T-1)**

17.7.5. Communications regarding particular officers are expressly forbidden, unless authorized under the provisions of [paragraph 17.8.](#) **(T-0)**

17.7.6. Access to board rooms and administrative material associated with the process will be limited to board members, board recorders, administrative support staff, and individuals expressly authorized by SecAF. In order to protect the proceedings of the board, observers will normally not be permitted in the board rooms once board members begin deliberations and score records.

**17.8. What Information Meets the Boards.** Boards convened under this instruction will be provided the information and/or documents listed below. **(T-0)** No other information and/or documents will be provided to a board without the express written approval of SecAF. **(T-0)**

17.8.1. The number and names of officers in each competitive category to be considered.

17.8.2. The maximum number of officers in each competitive category under consideration that the board may recommend for promotion. **Note:** AFR GO boards use competitive categories; ANG does not.

17.8.3. The OSR to include Officer Evaluation Reports and OPRs outlined in DAFI 36-2608 for each officer being considered, in addition to:

17.8.3.1. (AFR) Current and all previous PRFs in the current grade (AF Form 78, *Air Force General Officer Promotion Recommendation*, for promotion to major general) as prescribed by DAFI 36-2406.

17.8.3.2. (ANG) Current PRF for promotion to brigadier general and all AF Form 78s for promotion to major general.

17.8.3.3. Officer Selection Brief.



17.8.3.4. Communications to the board from eligible officers IAW 10 USC § 14106 and DoDI 1320.14, Section 3. Administrative guidance can be found in [paragraph 17.10](#).

17.8.3.5. For AFR boards, training point summary of previous five years.

17.8.3.6. Adverse information filed in the OSR IAW DAFI 36-2907.

17.8.3.7. SOUIF (when approved for entry by SAF/GC for board purposes IAW [paragraph 17.9](#)).

17.8.3.8. Information not part of the OSR, but which SecAF determines to be substantiated and relevant and which SecAF considers might reasonably and materially affect the deliberations of the board. If this information is to be presented, the eligible officer must be notified the information will be presented to the board. **(T-0)** The eligible officer must also be provided a copy of the information provided to the board and afforded a reasonable opportunity to submit written comments on information to the board. **(T-0)** Factual summaries of information presented to boards under this provision may only be prepared by personnel designated in writing by SecAF, for that specific purpose. **(T-0)** Information provided to a board will not be provided to subsequent boards unless the information is made part of the OSR, or SecAF makes a new determination that the information should again be placed before a board and the officer is again allowed to comment. **(T-0)**

17.8.3.9. Decoration citations.

17.8.4. Factual information requested by the board to amplify or clarify the official records provided to a board. Such information will be passed to the board only through the board recorder and administrative support personnel. A board will not be provided information that could not otherwise be made part of the officer's official records without first notifying the officer and providing an opportunity to comment. **(T-0)**

17.8.5. SecAF MOI containing, at a minimum, the information required by DoDI 1320.14, Section 3.2(b)(1) – (c), (d), (e), (f), and (g) as follows: **(T-0)**

17.8.5.1. The text required by DoDI 1320.14, Section 3, Figure 1: Written Instructions to Promotion Selection Boards.

17.8.5.2. Specific direction stating all eligible officers will be considered without prejudice or partiality. **(T-0)**

17.8.5.3. (AFR) Maximum promotion numbers. Ensure the maximum number of officers the board may recommend for promotion in each competitive category and grade is IAW DoDI 1320.14, Section 3, and does not exceed 95 percent of the total number of officers in the promotion zone, unless there is only one officer in the promotion zone, in which case a maximum of one officer may be recommended. **(T-0)** No increase in the numbers will be made after the selection board convenes without the written approval from USD (P&R). **(T-0) Note:** ANG FRBs are not limited to the number of officers the board may recommend for federal recognition.

17.8.5.4. Guidelines to ensure the marital status, civilian employment, religion, or volunteer service of an officer, or any information regarding an officer's spouse will have no effect on promotion of federal recognition opportunities of the member. **(T-0)**

17.8.5.5. Guidelines to prohibit board members, board recorders, and administrative support staff (or persons acting on their behalf) from receiving, starting, or participating in communications or discussions involving information that DoDI 1320.14 and this instruction, precludes from consideration by a selection board. Board recorders and administrative support staff may review information intended for a board to ensure the information is authorized for presentation to the board. Board members, board recorders, and administrative support staff will report to SecAF or USD(P&R) if they believe someone is exerting (or attempting to exert) inappropriate influence over the board (or its proceedings). **(T-0)**

17.8.6. Appropriate laws, regulations, and directives listed in [Attachment 1](#) will be available for board members to review during the board. **(T-0)**

**17.9. Senior Official Unfavorable Information File (SOUIF).** Unless otherwise directed by SecAF, general officers with adverse information that is not documented in the officers' OPR or OSR, will continue to have a SOUIF created for consideration by a selection board IAW AFI 90-301. **(T-0)**

17.9.1. The SOUIF may include the following:

17.9.1.1. An executive summary of substantiated or partially substantiated allegations of misconduct, and/or documents describing behaviors which reflect adversely on an officer's conduct, integrity, or judgement.

17.9.1.2. Documentation of command or supervisory action including Uniform Code of Military Justice action, administrative reprimand, admonishment, or counseling.

17.9.1.3. The officer's comment or response to the executive summary(ies) and/or documentation.

17.9.2. If an officer is recommended for promotion or federal recognition by a board, SecAF, based on the significance of adverse information that met the board or adverse information received after a board has convened, may:

17.9.2.1. Initiate action to remove the officer's name (AFR) from the board report under 10 USC § 14111 (see [paragraph 20.6](#)); or initiate action (ANG) to withhold federal recognition (see [paragraph 20.5](#)). Or,

17.9.2.2. Convene a SSRB, if necessary, consistent with the requirements in [Chapter 22](#) of this instruction. If adverse information existed prior to the convening of a promotion selection or FRB but was not furnished to the board that recommended the officer for promotion or federal recognition, SecAF must convene a SSRB to review the officer's record and recommend whether the original board's recommendation should be sustained. **(T-0)** If adverse information arises after the board convenes, SecAF has the discretion to convene a PRB, or a non-statutory SSRB following SSRB procedures.

17.9.2.3. Support the nomination; however and adverse information summary or reportable information summary will be required to accompany the nomination. The summary will include actions taken by the USAF regarding the adverse or reportable information, as well as the specific reasons why the USAF is supporting the nomination. Refer to DoDI 1320.04, Enclosures 4 and 7 for specific information and documentation required to be forwarded with the nomination. **(T-0)**

17.9.2.4. If adverse and/or reportable information was not available for review by the promotion selection or FRB selecting the officer for promotion or federal recognition to a GO grade, a SSRB must review the adverse information and make a recommendation to SecAF regarding whether the officer should continue to be considered for promotion or federal recognition. (T-0) See [Chapter 22](#) of this instruction.

#### **17.10. Letters to a Board.**

17.10.1. Information submitted to boards by eligible officers as provided for in 10 USC § 14106, DoDI 1320.14, Section 3, this paragraph and [paragraph 5.8](#) These communications must be received prior to the convening of the board and may be submitted in conjunction with [paragraph 17.10.2](#) of this instruction. (T-0)

17.10.2. Promotion eligible officers may send letters to the board; to arrive no later than ten calendar days before the date the board convenes. Address letters to board president, CY (insert appropriate year and grade) Board. See [paragraph 5.8](#) for other administrative guidance. AF/REG or NGB/SL, as appropriate, will advise the officer when a letter does not comply with guidance. (T-1) The officer may then submit changes or a new letter. The letter(s) or changes arriving later than ten calendar days before the date the board convenes will be returned or destroyed. (T-1) All communications will be sent to the officer's respective GO management offices. (T-0)

17.10.3. The letter should be brief. Communications sent to the board will be filed in the OSR and will be considered by the selection board or FRB. (T-1) Immediately after completion of the selection board, the letter will be removed from the OSR and placed in the Master Personnel Record Group for historical, legal, and appeal purposes only. (T-1) Access is limited to only those who have a need to know. (T-0)

#### **17.11. Board President and Member Preparation.**

17.11.1. Before convening the board, the Selection Board Secretariat will also provide a copy of SecAF's MOI to each board member, board recorder, and administrative support personnel and make available applicable legislation governing promotion boards. (T-0) The Selection Board Secretariat will pre-brief the board president on the board agenda, SecAF's MOI, board president responsibilities, and for FRBs the trial run exercise (practice scoring session). (T-1)

17.11.2. Board recorders will conduct the administrative briefing to the board. (T-0) The board president may provide opening administrative remarks. No substantive information, not previously approved by SecAF for consideration by the board, will be provided to the board during these administrative briefings or remarks. (T-0)

17.11.3. The board president will then read the main portion of SecAF's MOI verbatim, and a copy will be provided to each board member, board recorder and administrative support staff. (T-0) The addenda and any attachments will be read individually/private by each board member. (T-0)

**17.12. Trial Run (ANG).** A trial run is used to familiarize and inform board members of the different issues presented with ANG service and records that they may encounter during actual scoring. The board recorder will pre-identify sample records from a previous board. (T-1)

**17.13. Rules for Scoring all Records.**

17.13.1. Board members on all GO selection and FRBs will score records by secret ballot. **(T-1)** Board members' discussions during deliberations are limited to what is allowed by DoDI 1320.14 and this instruction.

17.13.2. When authorized, board members, in their deliberations, may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent such matters are not precluded by law, DoDI 1320.14, Section 3, or this instruction. Board members may not discuss or disclose the opinion of anyone not a member of the board concerning an officer being considered—unless the opinion is contained in material authorized to be placed before the board, IAW the provisions of this instruction.

**17.14. Initial Review.**

17.14.1. (AFR) Brigadier General Selection Boards.

17.14.1.1. If an eligible officer has an SOUIF, it will be included in the OSR prior to the initial review to determine those officers who are fully qualified (AFR). **(T-1)** The board members will review every record in each competitive category. **(T-1)** During this review, board members will vote on each officer's record using the scoring scale in **Table 17.1** (AFR) below. **(T-1)** If at least half of the board members vote "yes," further consider the officer's record for promotion. When the board has finished the initial review, the board recorder(s) will compile a list of those officers determined to be fully qualified (AFR) for promotion. **(T-1)** The board members will certify, by signing the Fully Qualified Board Report, they have reviewed the records and determined the officers appearing on it are fully qualified (AFR) for promotion to brigadier general. **(T-1)**

17.14.1.2. The board president may return records for rescoring during the fully qualified (AFR) process if the board president determines the board may not have followed the SecAF MOI.

17.14.2. (AFR) Major General Selection Boards.

17.14.2.1. (AFR) Initial Review. If an eligible officer has an SOUIF, it will be included in the OSR prior to the initial review to determine those officers who are fully qualified. **(T-0)** The board members will review every record in each competitive category. **(T-1)** During this review, board members will vote on each officer's record using the scoring scale in **Table 17.1** below. **(T-1)** If at least half of the board members vote "yes," further consider the officer's record for promotion. When the board has finished the initial review, the board recorder(s) will compile a list of those officers determined to be fully qualified for promotion. **(T-1)** The board members will certify, by signing the list, they have reviewed the records and determined the officers appearing on it are fully qualified for promotion to major general. **(T-0)**

17.14.2.2. (ANG) There is no initial review for FRBs.

**17.15. Scoring for the Record.**

17.15.1. (AFR) Each scoring member will score the records of all officers deemed fully qualified on a best qualified basis using the 6- to 10-point scoring scale described in **Table 17.2** below. **(T-1)**

17.15.2. (ANG) For both brigadier and major general FRBs, the board members will vote on each officer's record using the scoring scale in **Table 17.3. (T-1)**

**17.16. Scoring Scales.** Board members will use the following scoring scales: (T-1)

**Table 17.1. (AFR) Brigadier and Major General Selection Board Initial Review Scoring Scale.**

Score	Evaluation
Yes	Officer is fully qualified for promotion
No	Officer is not fully qualified for promotion

**Table 17.2. (AFR) Brigadier and Major General Selection Board Scoring Scale.**

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

**Table 17.3. (ANG) Brigadier and Major General Board Scoring Scale.**

Score	Evaluation
Yes	Recommendation for federal recognition
No	Recommendation against federal recognition

**17.17. “Split” Scores.**

17.17.1. A “split” is a significant disagreement between board members regarding the score of a record. A “split” is considered a difference in a score of 2 or more points between any board members (e.g., 6 and 8, or 8 and 10). When using a “yes or no” scoring system for federal recognition, a “split” occurs when the vote is not unanimous.

17.17.2. (AFR) At the completion of scoring, the administrative support staff will produce a preliminary order of merit listing and review the scores to determine if any significant differences exist between the scores. **(T-1)**

17.17.3. (ANG) As board members complete their voting, the administrative support staff will review the votes and identify to the board president those records receiving one or more “no” votes. (T-1)

#### **17.18. Resolving “Splits. ”**

17.18.1. (AFR) Not all “split” scores must be resolved. At a minimum, the board will resolve all records with “split” scores in the top half of the preliminary order of merit listing and any other records which, with split resolution, could place in the top half of the order of merit listing. (T-0) All board members may discuss the record, but only those involved in the “split” may change their scores to resolve the “split.” Board member discussion is constrained as explained in DoDI 1320.14, Section 3 and this instruction. (T-0)

17.18.2. (ANG) All “split” scores will be resolved. (T-0) Each record with a “no” vote from one or more board members will be discussed and a new vote will be called. (T-0) When a record with a “split” score is rescored, all board members may discuss the record and change their score to resolve the “split.” Board members’ discussions are constrained as explained in DoDI 1320.14, Section 3, this instruction and below. Once this vote is accomplished, the list of eligibles who received a majority “yes” vote will be reviewed to ensure SecAF guidance has been met. (T-0) All records with a majority “yes” vote will be recommended for federal recognition. (T-0)

**17.19. New Documents.** If new information (e.g., decoration citation, OPR, updated Officer Selection Brief, etc.) is acquired during board scoring, the affected records will be brought back to the board for rescoring. (T-1) Splits from this process will be resolved. (T-1)

**17.20. (AFR) Establishing the Initial “Cut Line. ”** Following resolution of “split” scores, the board recorder(s) will deliver to the board an order of merit list based on the total of the individual scores given by each scoring board member. (T-1) The board recorder(s) will indicate on the list those officers at and above the score where SecAF’s numerical promotion guidance would occur. (T-1)

**17.21. (AFR).** To ensure Secretarial guidance receives appropriate consideration, the board will examine the order of merit list and discuss the extent to which this guidance has been met. (T-1) After discussion, the board may rescore the record of an officer or officers it determines necessary to give full consideration to the Secretary’s guidance. Following all necessary rescoring, the recorder establishes a preliminary “cut line” based on the Secretary’s numerical guidance.

**17.22. (AFR) Gray Zone Resolution.** If the preliminary “cut line” falls between two or more officers with the same score (called the “gray zone”), then the board will rescore the records of all officers in the “gray zone” until the “cut line” falls between officers having different scores. (T-1)

#### **17.23. (AFR) Establishing the Final “Cut Line. ”**

17.23.1. The board recorder(s) establish(es) a final “cut line” after the board resolves the “gray zone.” The board recommends officers above the “cut line” to SecAF for promotion. The board authenticates this list of officers for the official board record which becomes part of the final board report.

17.23.2. Lists will be made of all officers (1) whose records, after resolution of “splits,” scored at or above the score at which the numerical promotion quota cut line tentatively falls and (2) whose records are in the “gray zone” after completion of all rescoring provided for in

[paragraph 17.23.3](#). These lists will not reflect specific scores or ranking within each category. (T-1) These lists will be filed with the formal record of the board, but not be made a part of that record. (T-1) The list will be marked “Controlled Unclassified Information.” (T-1) These records need not be released under the Freedom of Information Act or the Privacy Act but may become subject to discovery in litigation. Export all selection records meeting the board for future use for SSBs, SSRBs, and benchmark records.

**17.24. (AFR) “Show Cause” Procedures.** If any scoring board member believes the record of any eligible officer is a quality which should require the officer to “Show Cause” for further retention in an active status IAW DAFI 36-3211, *Military Separations*, they will indicate so on their voting or scoring ballot. (T-1) If a majority of the scoring board members believe an officer should “Show Cause,” identify the officer(s) to SecAF in the board report. (T-0)

**17.25. (AFR) Fully Qualified Board Report.** For brigadier and major general boards, a fully-qualified board report will certify the officers identified by the board in the initial review as fully-qualified for further consideration for promotion. (T-0)

**17.26. Board Report.**

17.26.1. Before any GO promotion selection or FRB adjourns, the board president, board members, board recorders, and administrative support staff will sign and submit a written board report to SecAF. (T-0)

17.26.2. The board report will contain an alphabetical list of those officers the board recommends for promotion or federal recognition and will contain the certification statements required by the MOI and DoDI 1320.14, Section 3, Figure 1: *Written Instructions to Promotion Selection Boards*. (T-0)

17.26.3. Prior to the signing of the board report by the board members, the recommendations of the board will not be disclosed to anyone other than the board president, board members, board recorders, and those administrative support staff necessary to prepare the board report. (T-0) The results will not be disclosed following signing of the board report, except IAW procedures in law, DoDI 1320.14, Section 3, and this instruction. (T-0)

17.26.4. After the board report is signed by the board president and board members, the recommendations of the board may be disclosed to AF/A1LO, AF/A1LG, AF/REG, and NGB/SL for the administrative handling and processing of the board report. The board president will brief the results to SecAF or designee. (T-1) Except as authorized in law and DoDI 1320.14, Section 3, the proceedings of a board are not disclosed to anyone not a member of the board. (T-0) When the board members and board recorders sign the report, the board is adjourned unless SecAF returns the board report to the board for further consideration ([paragraph 17.9.6](#)).

**17.27. Out-briefing Board Members.**

17.27.1. Board recorders provide a post-board administrative out-brief to thank the board members for their participation and to remind them of the prohibited communications regarding the board. Before the board report is signed by each board member, board recorders, and administrative support staff, the recommendations will only be disclosed to board members, board recorders, and administrative support staff designated in writing by SecAF. (T-0)



17.27.2. After the board adjourns, the board recorders and administrative support staff will collect all score rosters and internal working papers. **(T-1)** Board members will not maintain any documents or remove any documents from the board room. **(T-0)**

**17.28. Disclosure of Board Recommendations and Proceedings.**

17.28.1. Board recommendations are PRIVILEGED INFORMATION. The disclosure of recommendations and proceedings of the board are governed by 10 USC § 14104, § 14108, § 14110, § 14112, DoDI 1320.14, and this instruction. Board proceedings, including specific information on how the board scored each record, deliberations during the scoring process, and board member reasoning concerning scoring, will not be disclosed to any individual not a member of the board, except as authorized by 10 USC § 14104, DoDI 1320.14, Section 3, and this instruction. **(T-0)**

17.28.2. After the board report has been signed and the public release made, only the recommendations of the board may be disclosed. Additionally, after public release, the board members, board recorders, and administrative support personnel may discuss the procedures and processes only in general terms.

**17.29. Board Anomalies.** Certain procedural anomalies occurring during a board may require variation from established procedure requiring board president resolution. During the board, the board president may bring any matter to the attention of SecAF, or designated representative, if they determine SecAF-level decision is required. The board president will advise SecAF of any significant procedural anomalies during their out brief of the board. These responsibilities of the board president do not limit in any way the right of a board member or Board Secretariat member to communicate with SecAF (as provided by other authority). After the board convenes, the board president will make the determination to excuse a primary board member and determine if an alternate board member is required. The board president is the authorizing official for directing a SecAF-approved alternate to replace the primary board member. The need for an alternate board member being called to replace a primary board member is treated as an anomaly and follows guidelines specified in this paragraph.

**17.30. Special Selection and SBs.** When directed by the AFBCMR, SSBs and SBs will convene under the authority of 10 USC § 14502 and § 1558 for the purposes of considering those officers whose record:

17.30.1. Should have met a selection board but did not, due to administrative oversight. **(T-0)**  
Or,

17.30.2. Met a selection board, were not selected, and the board:

17.30.2.1. Acted contrary to law. **(T-0)**

17.30.2.2. Involved material error of fact. **(T-0)**

17.30.2.3. Involved material administrative error. **(T-0)**

17.30.2.4. Did not have before it for consideration, pertinent material information. **(T-0)**

17.30.3. Do not provide quotas for SSBs and SBs. **(T-1)**

17.30.4. Normally, SSBs and SBs will convene in conjunction with GO selection boards. Appoint SSB and SB members IAW the law and this instruction. **(T-0)**



17.30.5. SSB and SB (AFR) members make selections by comparing the member's record with the benchmark records from the lowest score category of selectees and the highest score category of non-selectees from the original board.

17.30.6. Administrative support staff construct the member's record as it would have appeared at the time the board originally met. Specifically:

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

17.30.6.2. The condition, if any, in the member's record causing the SSB or SB to convene is corrected.

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

17.30.8. To preserve board member objectivity, the member, benchmark selectee, and benchmark non-selectee records are not identified to the board before scoring.

17.30.9. The board scores all benchmark records and the member's record using the appropriate 6- to 10-point scoring scale above, resolving all "splits," if any. (ANG) Use "yes" or "no" vote.

17.30.10. After the scoring and "split" resolution is complete, the board recorder(s) will identify to the board president the member, benchmark selectees, and benchmark non-selectees and the scores each received from the SSB or SB. **(T-1)**

17.30.11. For the member to be selected, they must:

17.30.11.1. Score higher than every benchmark non-selectee. **(T-1)**

17.30.11.2. Score the same (equal to) or greater than at least one benchmark selectee. **(T-1)**

17.30.12. The board president will advise the board of the scoring results. **(T-1)** A separate board report is written for each SSB and SB.

## Chapter 18

### POST-BOARD INSTRUCTIONS

**18.1. Report to SecAF.** To help expedite the nomination process and meet the Office of the Secretary of Defense (OSD) requirements outlined in DoDI 1320.04, the Selection Board Secretariat will schedule a post-board out-brief with SecAF or designee as soon as possible after the adjournment of the board. **(T-1)** During the post-board out-brief, the board president will report the results and compliance with Secretarial guidance as outlined in the board MOI. **(T-1)**

**18.2. Additional Reports.** After the promotion selection and FRBs are complete and board reports signed, the Selection Board Secretariat will prepare, for review by SecAF and the Chief of Staff of the Air Force (CSAF), a statistical report of selection rates for officers and rates for final scoring by race/ethnicity and gender. **(T-1)**

#### **18.3. Action on Reports of Selection Boards.**

18.3.1. Final board report is reviewed and acted upon, as required, by the SecAF. Upon approval, board results are forwarded to the SecDef IAW the requirements of DoDI 1320.14 and DoDI 1320.04. SecAF is the approval authority for FRB reports. **(T-0)**

18.3.2. Following approval of the promotion selection board report by the SecDef and FRB report by SecAF, AF/REG, NGB/SL, and the Selection Board Secretariat will destroy all score rosters and internal working papers associated with the board not a part of the official board record. **(T-0)**

18.3.3. AF/REG, and NGB/SL will follow procedures and policies outlined in DoDI 1320.04 and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1331.01D and 1330.05B to prepare post-board documentation and necessary actions for promotion selection boards, SSBs/SBs, and FRBs. **(T-0)**

**18.4. Benchmark Records.** Before destroying score rosters, the board recorders or administrative support staff identify the five records (if applicable) scoring immediately above and five scored immediately below the final cut-line (including ties) (AFR) and copy them exactly as they appeared before the board. If none of these benchmarks contain adverse information, the board recorders or administrative staff will also identify a benchmark record from the next lowest scored select and the next highest scored nonselect, if any, with adverse information. These records will become an official part of the board record and will be used for SSB, SB, and SSRB proceedings. **(T-0)** For federal recognition boards, the records are arranged in alphabetical order, and copies of the first five, odd-numbered records are kept for benchmark purposes. These records are archived for future use. **(T-1)**

#### **18.5. Announcing Board Results.**

18.5.1. Public announcement of promotion, FRB, and SSB and SB nominees is made after the President transmits the nominations of the selected officers to the US Senate. Officers will be notified by their respective component. **(T-0)**

18.5.2. (AFR) Officers not appointed or confirmed may be reassigned as outlined in DAFI 36-2110.

**18.6. United States Air Force Promotion Sequence.** Promotion sequences will be determined using criteria in [paragraph 6.8](#). (T-0)

**18.7. AFR GO Appointments.**

18.7.1. For promotion to the grades of brigadier general and major general, the AFR will maintain a single promotion list by competitive category with the officers approved by the President for promotion placed in the order of their seniority on the RASL. (T-0) Except as provided below, promotions shall be made, following US Senate confirmation, in the order the names appear on the list. (T-0)

18.7.2. The AFR will not permit a vacancy in its GO authorizations. (T-0) A vacancy in the grades of brigadier general or above occurs on the date when an officer commences retirement. A vacancy also occurs when the incumbent is under orders to assume another position such that they will be accounted for under 10 USC § 525, § 526a(b), or § 12004(b). When a vacancy exists within a grade, the next eligible officer on that promotion list will be appointed to that grade. (T-0)

18.7.3. An officer who has a PPA (delay or removal) pending, or whose promotion has been otherwise delayed for any reason listed under 10 USC § 14311 is not eligible to be appointed. If a PPA is initiated against an officer, by any means, the officer will no longer be eligible to be promoted until the PPA is resolved and a valid promotion order is published. (T-0) If a promotion order has been published before the initiation of the PPA, it will be rescinded by published order. (T-0) See [Chapter 20](#) for GO PPA procedures.

18.7.3.1. An officer previously delayed for promotion, but who is later determined to be qualified for promotion, will receive the same DOR, the same effective date for pay and allowances of the grade to which promoted, and thereby retain the same position on the RASL (relative ranking) as if no delay had intervened, unless SecAF determines the officer was NQP for any part of the delay. (T-0)

18.7.4. AF/REG, on behalf of AF/RE, will identify officers to be promoted to brigadier or major general IAW the procedures specified above. (T-0) For all pending GO appointments, AF/REG notifies the officer with as much lead time as practical, to allow the officer time to prepare for a ceremony.

18.7.5. For all GOs who are being promoted to a higher grade, AF/REG will prepare, authenticate, and publish a promotion order prior to the actual date of appointment. Unless the officer declines the promotion or appointment (or a PPA is initiated as discussed above), publication of the promotion or appointment order and the occurrence of the date specified in the order as the effective promotion or appointment date effects the appointment. (T-0)

**18.8. AFR Extending Mandatory Retirement Dates or Service for Points and Credits Beyond Age 60.** AF/REG initiates or indorses requests for continuation of brigadier general or major general to SecAF for approval. This action is used to retain them beyond their maximum years of service and/or age 60 based on the needs of the USAF.

## 18.9. ANG General Officer Appointments.

18.9.1. An officer who has a PPA (delay or withhold) pending, or whose promotion has been otherwise delayed for any reason listed under 10 USC § 14311 is not eligible to be appointed. If a PPA is initiated against an officer, by any means, the officer will no longer be eligible to be promoted until the PPA is resolved and a valid promotion order is published. **(T-0)** If a promotion order has been published before the initiation of the PPA, it will be rescinded by published order. **(T-0)** See [Chapter 20](#) for GO PPA procedures.

18.9.2. An officer previously delayed for promotion, but who is later determined to be qualified for promotion, will receive the same DOR, the same effective date for pay and allowances of the grade to which promoted, and thereby retain the same position on the RASL (relative ranking) as if no delay had intervened, unless SecAF determines the officer was NQP for any part of the delay. **(T-0)**

18.9.3. NGB/SL, on behalf of the Chief, National Guard Bureau, will identify officers to be federally recognized to brigadier or major general IAW the procedures specified above. **(T-0)** For all pending ANG GO assignments, NGB/SL notifies the state and officer with as much lead time as practical, to allow the officer time to prepare for a ceremony.

18.9.4. For all GOs who are being promoted to a higher grade, National Guard Senior Leader and General Officer office will prepare, authenticate, and publish a federal recognition order prior to the actual date of position assignment. **(T-0)** Unless the officer declines the promotion and appointment (or a PPA is initiated as discussed above), publication of the promotion and appointment order and the occurrence of the date specified in the order as the effective promotion and appointment date effects the appointment.

## Chapter 19

### SPECIAL GENERAL OFFICER PROMOTION ACTIONS

#### 19.1. (AFR) Frocking (Early Pin-On) for General Officers.

19.1.1. 10 USC § 777 and § 777a establish specific restrictions on officers wearing the insignia of a general or flag officer before promotion to that grade (termed “frocking”).

19.1.2. IAW DoDI 1334.02, the SecDef has delegated the authority to authorize, approve, and execute Congressional notification to frock general and flag officers to the USD (P&R).

19.1.3. Statutory Requirements.

19.1.3.1. Authority. An officer who has been selected for promotion to the next higher grade will be authorized to wear the insignia of the next higher grade only IAW 10 USC §777, §777a and DoDI 1334.02. **(T-0)**

19.1.3.2. Restrictions. An officer will not wear the insignia for the frocked grade unless:

19.1.3.2.1. The US Senate has confirmed the appointment of the officer to the next higher grade. **(T-0)**

19.1.3.2.2. The USD (P&R) has approved the officer to wear the insignia of that grade. **(T-0)**

19.1.3.2.3. The USD (P&R) has submitted to Congress a written notification of the intent to authorize the officer to wear the insignia for that grade. **(T-0)**

19.1.3.2.4. (Brigadier General or Major General) The officer is serving in, or has received orders to serve in, a position for which that grade is authorized. **(T-0)**

19.1.3.2.5. **(Lieutenant General or General)** The officer has received orders to serve in a position outside the military department of that officer for which that grade is authorized. **(T-0)** An officer will be authorized to wear the insignia for the higher grade for a period of up to 14 days before assuming the duties of a position outside the officer’s military department where the higher grade is authorized. **(T-0)**

19.1.3.3. Limitations on the number of officers frocked. The total number of officers frocked to general officer grades on the ADL/RASL in the DAF shall not exceed 24 at any one time. **(T-0)** Frocking allocations and limits for general officers are tracked by AF/A1LG.

19.1.3.4. The following criteria are established as prerequisites for frocking GOs:

19.1.3.4.1. Must meet the requirements in 10 USC § 777 or § 777a. **(T-0)**

19.1.3.4.2. (Brigadier General or Major General). Must be serving in, or have received orders to serve in, a position for which that grade is authorized. **(T-0)**

19.1.3.4.3. **(Lieutenant General or General)** . Must have orders to be appointed in a position for which the grade is authorized outside of the DAF. **(T-0)**

19.1.3.4.4. Frocking must be essential to the officer’s maximum effectiveness in the assigned billet. **(T-0)** Appropriate situations are:

19.1.3.4.4.1. Assignment to duties in the international environment.

19.1.3.4.4.2. Assignment to joint duties.

19.1.3.4.4.3. Assignment to command.

19.1.3.4.4.4. Other unusual circumstances, as determined by SecAF.

19.1.4. Frocking requests will be prepared IAW the requirements of DoDI 1334.02. **(T-1)**

19.1.5. An officer authorized to wear the insignia of the next higher grade will not be paid at the higher rate of pay or assume any legal authority associated with that grade. **(T-0)** Additionally, the time an officer wears the insignia of the next higher grade will not count as seniority in that grade or time in service in that grade. **(T-0)**

**19.2. Declining a Promotion.** A GO select may decline a promotion, in writing, no later than 2359 hours on the day prior to the effective date of promotion. Notification will be made directly to AF/REG. **(T-1)** **Exception:** Officers selected for a retroactive promotion by an SSB, AFBCMR action, or because of an administrative error may decline promotion no later than 2359 hours on the day following notification of selection.

19.2.1. Officers declining a promotion must sign two copies of a declination of promotion statement. **(T-1)** Contact AF/REG to obtain declination statement and further guidance.

19.2.2. Officers who submit a declination statement and later decide to accept a promotion may request withdrawal of the declination statement, provided they have remained continuously on the RASL. An officer desiring to withdraw a previous declination statement can submit a letter to AF/REG prior to the promotion effective date. If approved by SecAF and CSAF, the promotion will occur on the promotion effective date. **(T-1)** An officer may also request withdrawal of the declination if the promotion effective date has passed via letter to the AF/A1LG. If SecAF and CSAF approve the request, the officer will be promoted when headspace exists in the required GO grade. **(T-1)** In either case, SecAF and CSAF may decline the request and initiate a PPA to remove the officer from the list.

## Chapter 20

### GENERAL OFFICER PROMOTION PROPRIETY ACTIONS

**20.1. General Information.** Superior commanders at all levels must ensure only the best qualified officers are promoted to GO. **(T-1)** If a commander believes the preponderance of the evidence shows an officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade, it is in the best interest of the USAF that immediate action be taken. Commanders should consult AF/REG or NGB/SL prior to initiation to ensure they are aware of any other open issues that could be taken into consideration. All cases should be processed through command channels to AF/A1LG prior to action by the SecAF. PPAs will be coordinated through AF/A1LG prior to staffing to SecAF. **(T-1)**

**20.2. Vacating a Promotion.** IAW 10 USC § 14313 RASL officers promoted to the grade of brigadier general serve an 18-month probationary period during which time the President of the United States may vacate their promotion at any time.

20.2.1. An immediate (or higher level) commander must initiate vacations of promotion. **(T-0)** Notification may be orally or in writing, but must be made before the 18-month promotion anniversary date. **(T-0)** Oral notifications must be followed by written notification as soon thereafter as practicable. **(T-0)** Action by the President must be completed before the 18-month promotion anniversary date. **(T-0)**

20.2.2. The officer must be provided the evidence supporting the reason or reasons for the recommendation and be given a reasonable time to respond in writing (normally 15 working days). **(T-0)** If upheld, the officer will immediately assume the grade of colonel, with the same DOR they held prior to selection for brigadier general. **(T-0)** IAW 10 USC § 14313(c), an adjutant general or assistant adjutants general-air (ATAG) will hold the reserve grade held by that officer immediately before the officer's appointment to those positions. **(T-0)**

**20.3. Delaying Promotions.** IAW 10 USC § 14311, promotions can be delayed on any officer when the officer has not met the requirement for exemplary conduct set forth in 10 USC § 9233 or when there is cause to believe the officer is not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade. Promotions can also be delayed if: (1) sworn charges against an officer have been received by an officer exercising general courts-martial jurisdiction over the officer and such charges have not been disposed of, (2) an investigation is being conducted to determine whether disciplinary action of any kind should be brought against an officer, (3) a board of officers has been convened under 10 USC §14903 to review the record of an officer, (4) a criminal proceeding in a Federal or State court is pending against an officer, (5) substantiated adverse information about the officer that is material to the decision to appoint the officer is under review by the SecDef or SecAF, or (6) SecAF determines that credible information of adverse nature with respect to the officer will result in the convening of a SSRB.

20.3.1. An immediate (or higher level) commander may initiate recommendations for delay. The commander recommending delay will notify the officer, in writing, of the reasons for the delay and will give the officer a reasonable amount of time to provide written comments. **(T-0)** The notification should be given before the effective date of promotion. If the individual

recommending delay cannot give initial notice in writing, they may give it orally, but must follow by written notice as soon thereafter as practicable. **(T-0)**

20.3.2. For officers who are confirmed and have an established promotion effective date, SecAF is the approval authority for initial delays up to six months. Requests for extensions more than six months must be processed to arrive in sufficient time for SecAF to act on the extension before the expiration date of the existing delay. **(T-1)**

20.3.2.1. An officer's appointment should not be delayed more than 90 days after final action has been taken in any criminal case against such officer in a Federal or State court.

20.3.2.2. An officer's appointment should not be delayed more than 90 days after final action has been taken in any court-martial case against such officer (if the officer is otherwise qualified for promotion), or more than 18 months after the date on which such officer would otherwise have been appointed, whichever is later (unless further processing for confirmation by the US Senate is required).

20.3.2.3. When the basis for a delay ceases to exist, prompt action should be initiated to terminate it. SecAF is the approval authority for termination of delays. **(T-0)**

20.3.3. IAW 10 USC § 14311(a)(2), if no disciplinary action is taken against the officer, if the charges against the officer are withdrawn or dismissed, if the officer is not separated as the result of having been required to show cause for retention, if the officer is acquitted of the charges, or if, after a review of substantiated adverse information about the officer regarding the requirement for exemplary conduct per 10 USC § 9233, the officer is determined to be among the officers best qualified for promotion, then unless action to delay the appointment has also been taken under 10 USC § 14311(b), the officer shall be retained on the promotion list or list of officers found qualified for federal recognition and shall, upon promotion to the next higher grade, have the same date of rank, the same effective date for pay and allowances of the grade to which promoted, and the same position on the RASL as the officer would have had if no delay had intervened, unless SecAF determines that the officer was unqualified for promotion for any part of the delay. **(T-0)** If the SecAF makes such a determination, SecAF may adjust such date of rank, effective date of pay and allowance, and position on the RASL as SecAF considers appropriate under the circumstances.

20.3.4. For delays under 10 USC § 14311(b), if SecAF later determines that the officer is qualified for promotion to the higher grade and, after a review of adverse information regarding the requirement for exemplary conduct in 10 USC § 9233, the officer is determined to be among the officers best qualified for promotion to the higher grade, the officer shall be retained on the promotion list or the list of officers found qualified for federal recognition, and shall, upon promotion to the next higher grade, have the same date of rank, the same effective date for pay and allowances of the grade to which promoted, and the same position on the RASL as the officer would have had if no delay had intervened, unless SecAF determines that the officer was unqualified for promotion for any part of the delay. **(T-0)** If the SecAF makes such a determination, SecAF may adjust such date of rank, effective date of pay and allowance, and position on the RASL as SecAF considers appropriate under the circumstances.

20.3.5. If AF/REG or NGB/SL is notified an officer whose nomination is pending with OSD, the White House, or the US Senate has pending alleged adverse information, reportable information, or an investigation not previously reported, the AF/A1LG Director or Associate



Director (on behalf of SecAF) will informally notify OSD as soon as possible, but within five duty days of notification. **(T-1)** AF/REG or NGB/SL will immediately prepare a memorandum for SecAF (or delegated authority) to formally notify USD (P&R) to withhold or split the officer from the promotion list within five duty days regarding the delay action taken on the recommended officer. **(T-1)**

**20.4. (AFR) Removal From a Promotion List.** IAW 10 USC § 14310, officers are removed from a promotion list when the preponderance of the evidence shows they have not met the requirement for exemplary conduct set forth in 10 USC § 9233 or when they are not mentally, physically, morally, or professionally qualified to perform the duties of the higher grade.

20.4.1. An immediate or higher level commander, or higher authority, may initiate a recommendation for removal. The individual recommending removal will notify the officer, in writing, and give him or her an opportunity to review the evidence and provide written comments. **(T-1)** If the individual recommending removal cannot give initial notice in writing, they may give it orally, but should follow by written notice as soon as practicable. The individual recommending removal should notify the officer before the effective date of promotion, unless a delay is in effect—then the notification must be made before the expiration of the delay. **(T-1)**

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

20.4.3. IAW 10 USC § 14310(d), if an officer on the RASL is discharged or dropped from the rolls or transferred to a retired status after having been recommended for promotion to a higher grade or having been found qualified for federal recognition but before being promoted, the officer's name shall be administratively removed from the list of officers recommended for promotion by the office with primary responsibility for maintaining the applicable promotion list. **(T-0)** A memorandum for record documenting the removal with supporting documentation will be maintained with the original board file and the officer notified appropriately. **(T-0)** **(Note:** This paragraph does not apply to officers in transition between the RASL and the ADL in the same armed force and competitive category under 10 USC § 14317. Nor does it apply to an officer who is permanently or temporarily retired for physical disability under 10 USC, Chapter 61.)

20.4.4. Pursuant to 10 USC § 14310(b), if the US Senate does not give its advice and consent for appointment, the name of the officer is removed from the list. See also DoDI 1320.14, Section 3, paragraph 3.5(d)(4).

20.4.5. Removal after 18 months. Pursuant to 10 USC § 14310(c), if the US Senate does not give its advice and consent for appointment during the officer's eighteen month promotion eligibility period and the period expires, the officer's name is removed from the. The SecDef may extend this period for an additional 12 months (for a total of 30 months). The promotion eligibility period begins on the date the board report is approved and becomes a promotion list, and ends on the first day of the 18<sup>th</sup> month following the month the board report is approved and becomes a promotion list. SecAF's request to extend the promotion eligibility period will include rationale and must be approved by USD(P&R) prior to the expiration of the promotion eligibility period. **(T-0)**

**20.5. (ANG) Withholding Federal Recognition.** SecAF has final authority to withhold federal recognition from an officer who has been favorably recommended by an FRB. This authority remains with SecAF even after Presidential nomination and US Senate confirmation.

20.5.1. SecAF may also withhold federal recognition despite the fact that SecAF previously approved a board report which favorably recommended an officer for federal recognition.

20.5.2. Before federal recognition is withheld, the officer will be notified of the reason for the withholding action and given a reasonable opportunity to respond (normally 45 calendar days).

**(T-1)** If after considering the officer's response SecAF determines the officer is no longer qualified for federal recognition, the officer will not be extended federal recognition or appointed to the new grade or position. **(T-1)**

**20.6. (AFR) Removal from a Report of a Selection Board.** The name of an officer may be removed from the report of a selection board only by the President of the United States. In all cases where SecAF makes a recommendation to remove an officer's name from a report of a board, the information used to make the recommendation will be referred to the officer concerned for comment. **(T-0)** The officer will be afforded a reasonable opportunity to submit comments before the recommendation is forwarded to the SecDef. **(T-0)**

## Chapter 21

### ANG FEDERAL RECOGNITION FOR PROMOTION AND ASSIGNMENT FOR BRIGADIER AND MAJOR GENERAL OFFICER GRADES

#### 21.1. Program Objectives.

21.1.1. Appointments. The appointment of officers to GO positions and grades in the ANG is a function of the State concerned, which is different from federal recognition of the State appointment and Reserve of the USAF appointment in grade. Federal recognition of State appointment and Reserve of the USAF appointment in grade shall be made consistent with federal, Department of Defense, and USAF military equal opportunity policy. **(T-0)**

21.1.2. Federal Recognition. Federal recognition of a State appointment and appointment as an AFR officer in the same grade are concurrent actions in the GO grades. An officer may not be federally recognized in a grade without also being appointed as an AFR officer in the same grade. Federal recognition is extended upon receipt of an order from NGB/SL announcing federal recognition. An officer will not wear the insignia of a higher State grade prior to federal recognition, except as provided in [paragraph 21.9](#). **(T-0)**

21.1.2.1. SecAF has authority to grant federal recognition. Federal recognition of a promotion to a GO grade will be at the discretion of SecAF. Federal recognition of a state appointment will not be extended before US Senate confirmation. **(T-0)** However, IAW 32 USC § 308, SecAF may authorize the extension of temporary federal recognition to a person who has been recommended for federal recognition by an FRB and is pending appointment as an AFR officer. **(T-0)** If, after US Senate confirmation, federal recognition needs to be withheld, the officer will first be notified of the reason for the withholding action and given a reasonable opportunity to respond. **(T-0)** If, after considering the officer's response, SecAF determines the officer is no longer qualified for federal recognition, the officer will not be extended federal recognition or appointed to the new grade or position. **(T-0)** SecAF always has discretion, even after US Senate confirmation, to refuse to extend federal recognition to an officer when in the best interests of the USAF. **(T-0)**

21.1.2.2. The Chief, National Guard Bureau, extends federal recognition as follows:

21.1.2.2.1. TAG and Assistant Adjutants General-Air (ATAG-Air). Date of US Senate confirmation.

21.1.2.2.2. General Officer of the Line positions. Date of US Senate confirmation, if a vacancy exists within the ANG portion of the GO end strength prescribed by 10 USC § 12004. For purposes of promotion as vacancies occur, officers are placed on a headspace list based on their assignment date into the authorized position. When a vacancy occurs, the next eligible officer shall be promoted. **(T-0)**

21.1.2.2.3. Certificate of eligibility. Individuals with a certificate of eligibility (in effect for 24 months upon US Senate confirmation) will not be federally recognized until assigned to a vacant GO Unit Manpower Document (UMD) position. **(T-0)**

21.1.2.3. TAG/ATAG-Air may not be federally recognized in a grade above major general. The State Code must specifically authorize and provide for Assistant Adjutant

General-Air positions which carry a GO grade (either major general or brigadier general).  
(T-0) Executive orders implementing a State Code without a specific grade are not sufficient. (T-0)

## **21.2. General Officer Federal Recognition Board.**

21.2.1. GO FRB is not a selection board or promotion board under Title 10, USC § 14101. Reserve promotions are governed by Title 10, USC and require Presidential action to deny promotion to an officer favorably recommended for promotion by a selection board; however, Title 32, USC, which governs federal recognition, does not. Accordingly, SecAF always has discretion, even after US Senate confirmation, to refuse to extend federal recognition to an officer when in the best interests of the USAF.

21.2.2. FRBs are required to certify that officers recommended for federal recognition, including those who had adverse information furnished to the board, meet the exemplary conduct requirements of 10 USC § 9233.

21.2.3. GO FRBs will be convened at a location determined by SecAF. (T-1) Normally, a board is held a minimum of once per year to consider officers for federal recognition IAW this instruction and SecAF's MOI.

21.2.4. GO FRBs will examine the officers under consideration to determine who is qualified for federal recognition and appointment or promotion as AFR officers to the grade concerned. (T-1) Members will serve under oath and are expected to perform their duties without prejudice or partiality, having in view the special fitness of the officers and the efficiency and effectiveness of the USAF. (T-0)

**21.3. Nominations and Appointments.** Officers can be nominated for either a position vacancy or certificate of eligibility nomination and appointed for either a GO of the line appointment or Adjutant General Corps appointment as follows:

21.3.1. Position Vacancy Nomination. A nominee currently assigned to a GO position and who is the sole occupant of the position may be nominated as a position vacancy nomination.

21.3.2. Certificate of Eligibility Nomination. The purpose of the certificate of eligibility is to assist in the State's Force Management Plan by pre-qualifying officers for a GO position and subsequent federal recognition, reducing the time it takes to promote individuals to the GO grade upon assignment. A certificate of eligibility is effective for two years from the date of US Senate confirmation. Possession of a certificate of eligibility does not afford protection from an MSD; however, abeyance may apply. See [paragraph 21.3.6](#).

21.3.3. GO of the line Appointments. Positions other than Adjutants General or Assistant Adjutants General, such as Chief of Staff or Wing Commander, require GO of the line appointments. Officers in Adjutants General or Assistant Adjutants General positions may receive GO of the line appointments if they meet GO of the line standards and are nominated for a GO of the line appointment by their State. Once an officer is federally recognized as a GO of the line, the officer can be reassigned among GO positions without loss of federal recognition. GOs assigned to GO of the line positions are eligible for reassignment to Adjutant General or Assistant Adjutant General positions in grade.

21.3.4. Adjutant General Corps Appointments. Officers who are assigned to the position of TAG or ATAG-Air, who do not meet GO of the line standards or are not nominated by their States for General Officer of the Line appointments, will receive Adjutant General Corps appointments if otherwise qualified for federal recognition. Officers with Adjutant General Corps appointment may not be reassigned to a GO of the line position. However, officers serving as TAG or ATAG-Air with Adjutant General Corps appointments may be nominated by their States for consideration by a subsequent GO FRB for a GO of the line appointment in the same grade. This is a GO of the line qualification that only requires SecAF approval. GO of the line qualification is not a promotion opportunity but is a SecAF confirmation in the same grade. **(T-0)**

21.3.5. Except for Adjutant General Corps appointments, AFR appointments are in a permanent grade and for an indefinite period.

21.3.6. Abeyance. In order for an officer to have an MSD held in abeyance and avoid removal from an active status, the officer must be assigned to a GO position and must be on a list of officers found qualified by the GO FRB, approved by the SecAF and forwarded to the SecDef. **(T-0)** Until both requirements are satisfied, nomination for, or possession of, a certificate of eligibility will not afford protection from an MSD. **(T-0)**

#### **21.4. General Officer FRB Eligibility Requirements.**

21.4.1. The eligibility criteria for GO federal recognition and AFR appointment to the grade of brigadier general or major general are as follows and, to the extent not inconsistent with this instruction, as outlined by NGB/SL guidance in the Federal Recognition Guide released no earlier than six months prior to each board.

21.4.1.1. Retainability—Mandatory Separation Date for Age. Beginning on the first day of the month the GO FRB convenes, nominees must have sufficient time remaining before an MSD for age to serve in an active status, as follows:

21.4.1.1.1. Nominees for GO of the line positions must have at least four years remaining to serve in an active status in the higher grade before reaching maximum age for that grade. **(T-1)**

21.4.1.1.2. Nominees for Adjutant General Corps positions must have at least two years remaining to serve in an active status in the higher grade before reaching maximum age for that grade or in the case of TAG, that position. **(T-1)**

21.4.1.1.3. Nominees assigned to Chaplain and Health Professions competitive categories must have at least two years remaining to serve in an active status in the higher grade before reaching maximum age for that grade. **(T-1)** If extended under 10 USC § 14703, the officer must have four years remaining to serve in an active status in the higher grade before reaching separation for maximum age under this statute. **(T-1)**

21.4.1.2. Mandatory Separation Date for Service. Nominees in the grade of colonel must not reach their MSD within 90 days after the date the GO FRB convenes. **(T-1)** Nominees in a GO grade must not have reached their MSD prior to the date the GO FRB adjourns. **(T-1)** See [Table 21.1](#).

21.4.1.3. Medical. The Periodic Health Assessment approved as medically qualified by ANG Surgeon General. Periodic Health Assessments cannot be dated earlier than six months prior to the GO FRB.

21.4.1.4. Physical Standards. Meet Department of the Air Force fitness standards IAW Department of the Air Force Manual (DAFMAN) 36-2905, *Air Force Physical Fitness Program*.

21.4.1.5. Security Clearance. Have evidence of a favorable local files check and possess a completed favorably adjudicated single scope background investigation indicating eligibility for access to top secret information. Current investigation must not be expired. (T-1) For nominees who do not already possess eligibility to top secret information or a single-scope background investigation, a single-scope background investigation must be initiated prior to the convening date of the GO FRB. (T-1)

21.4.1.6. Senior developmental education. Satisfactory completion of senior developmental education is required. (T-1)

21.4.1.7. Time in grade (TIG). Nominees must have completed the amount of years of service in the current grade as defined in [Table 21.2](#) by the date the GO FRB convenes. (T-1)

21.4.1.8. Must possess a baccalaureate degree or higher from an institution accredited by the American Council of Education.

#### 21.4.2. Additional Service Requirements.

21.4.2.1. Officers must have served continuously for five years in an active status immediately preceding consideration by a GO FRB. (T-1) This requirement may be waived by SecAF for good cause, if it is shown that an officer has been in an active status for at least three of the five previous years. Additionally, this requirement cannot be waived below a minimum of one year in an active status immediately preceding a GO FRB. (T-1) This requirement is not applicable to the position of TAG or to retired AF commissioned officers.

21.4.2.2. For certificates of eligibility, officers must have a minimum of three consecutive years of satisfactory service in the ANG immediately preceding the GO FRB. (T-1) In the positions of Wing Commander, Chief of Staff, and ATAG-Air, the officer must have at least 12 years of active commissioned service, of which a minimum of ten years must have been in either the RegAF or ARC. (T-1) This requirement may be waived by SecAF for good cause shown.

**21.5. Approval of Waivers.** Requests for waiver(s) from non-statutory provisions of this instruction must be submitted through Chief, National Guard Bureau to SecAF for approval. (T-1) Such requests must contain full justification citing the extraordinary circumstances involved. (T-1) Waiver requests must be signed by TAG or the Governor and be submitted to Chief, National Guard Bureau, ATTN: NGB/SL, as part of the nomination package. (T-1) Waiver requests must be approved by SecAF prior to the convening of the GO FRB. (T-1)

**21.6. General Officer Federal Recognition Board Nomination Packages.** Chief, National Guard Bureau, will announce the scheduled GO FRB date as furnished by SecAF with suspense dates for nomination packages due to NGB/SL. The criteria prescribed herein are minimum

requirements to qualify applicants for consideration by a GO FRB. Qualification for GO FRB consideration does not constitute a guarantee of federal recognition. **(T-1)**

21.6.1. Each nomination package for federal recognition of State appointment under the provisions of this instruction will be endorsed as follows:

21.6.1.1. Nominations for the position of State Adjutant General must be endorsed by the Governor. **(T-1)**

21.6.1.2. All other nominations must be endorsed by the Governor or TAG. **(T-1)**

21.6.2. Completed nomination packages will include, at a minimum, the following documents. Additional supporting documentation, as required, will be announced in the GO FRB request for nominations and the Federal Recognition Guide. **(T-1)**

21.6.2.1. Nomination Memo. Addressed to the Chief, National Guard Bureau, ATTN: NGB/SL.

21.6.2.2. Adverse and/or Reportable Information Internal Review. Signed by the Investigating Officer and TAG or Governor, as applicable.

21.6.2.3. Fitness Scores. Must show a current, passing score that does not expire before the GO FRB is held.

21.6.2.4. Approved NGB-Surgeon General Reserve Component Periodic Health Assessment. Physical examination must be completed by either an AD military medical facility or local servicing ANG Medical Group no earlier than six months preceding the scheduled date of the GO FRB. **(T-1)**

21.6.2.5. Biography. Reflects the nominee's military career, civilian occupation, professional military education, and awards and decorations.

21.6.2.6. Career Resume. Reflects the nominee's information such as joint information, military service dates, and training points summary.

21.6.2.7. Occupational Addendum. Reflects the nominee's current military and civilian occupation.

21.6.2.8. MSD Statement of Understanding.

21.6.2.9. Workdays Statement of Understanding.

21.6.2.10. (For colonels only) AF Form 709. Completed IAW DAFI 36-2406 and signed by the Governor or TAG, as appropriate.

21.6.2.11. Evaluations. Ensure AF Form 707s and for GOs, AF Form 78s, are in Personnel Records Display Application.

21.6.2.12. State Assignment or Appointment Order. (Position Vacancy Nominations Only)

21.6.2.13. State Promotion Order. (Position Vacancy Nominations Only)

21.6.2.14. Certificate of current flying status and proficiency in current type aircraft. (GO Flying Positions Only)

21.6.2.15. Most recent individual flight record printout. (GO Flying Positions Only)



21.6.2.16. Technician or Active Guard/Reserve Statement of Understanding, if required.

21.6.2.16.1. Technicians nominated for promotion to a position incompatible with continued technician employment must include a statement of understanding, signed by TAG and officer concerned. **(T-0)** The technician employment will be terminated no later than 14 days following date of federal recognition in the higher grade. **(T-0)** Technicians who are already GOs who are transferred in grade to a position incompatible with continued technician employment (e.g., WG/CC to ATAG-Air) must have their technician employment terminated no later than 14 days following the transfer. **(T-0)** Technicians should contact their State Human Resource Office for further guidance.

21.6.2.16.2. Active Guard/Reserve nominated for promotion must include a statement of understanding, signed by TAG and officer concerned, that Active Guard/Reserve employment will be terminated no later than one day prior to federal recognition as a brigadier general or prior to TAG or Assistant Adjutant General-Air appointment, regardless of grade held at time of appointment. **(T-1)**

21.6.2.17. United States Office of Government Ethics Form 278, *Public Financial Disclosure Report Verification Letter*. Required for all GOs.

21.6.2.18. Waivers as applicable. Requests for waivers must be identified and submitted to NGB/SL no later than 31 January of the year in which the GO FRB convenes. **(T-1)**

21.6.3. Nominees will not meet a GO FRB until they have met all the requirements for promotion or appointment IAW this instruction. **(T-1)**

**21.7. General Officer Federal Recognition Board Withdrawal.** The State nominating official may withdraw a nomination for federal recognition and AFR promotion at any time prior to the convening of the GO FRB. The request to withdraw a promotion nomination will be sent to NGB/SL in sufficient time prior to the GO FRB to allow for proper disposition. **(T-1)**

**21.8. Post Board.**

21.8.1. An officer determined by a GO FRB as not qualified for federal recognition with a GO of the line appointment under the provisions of this instruction may be reconsidered for federal recognition with a GO of the line appointment a second time. If considered for federal recognition with a GO of the line appointment a second time and again determined as not qualified, the officer may not again be considered for federal recognition with a GO of the line appointment in that grade but may be considered by a GO FRB additional times for federal recognition with an Adjutant General Corps appointment.

21.8.2. The appointment of officers to a higher grade, who are on lists of officers found qualified for federal recognition, may be involuntarily delayed IAW 10 USC § 14311 based on investigations and proceedings or lack of qualifications. The procedures set out in [paragraph 20.3](#) will be utilized in such cases for officers who are on the lists of officers found qualified for federal recognition by the GO FRB which have been approved by SecAF and forwarded to SecDef. **(T-0)**

21.8.3. Officers who are US Senate confirmed but not yet appointed to the next higher grade may not sign official memorandums or documents as “selectee.” Signature elements will not reference “selectee” on official memorandums or documents. **(T-0)**



21.8.4. If an officer is found qualified for federal recognition by a FRB, SecAF, based on the significance of adverse information that met the board or adverse information received after a board has convened, may:

21.8.4.1. Initiate action to withhold federal recognition from the officer consistent with the requirements in **Chapter 20** of this instruction.

21.8.4.2. Convene a SSRB, if necessary, consistent with the requirements in **Chapter 22** of this instruction. If adverse information existed prior to the convening of a FRB, but was not furnished to the board that recommended the officer for federal recognition, SecAF must convene a SSRB to review the officer's record and recommend whether the original board's recommendation should be sustained. **(T-0)** If adverse information arises after the board convenes, SecAF has the discretion to convene a PRB; or a non-statutory SSRB following SSRB procedures.

21.8.4.3. Support the nomination; however an Adverse Information Summary or Reportable Information Summary will be required to accompany the nomination. The summary will include actions taken by the USAF regarding the adverse or reportable information as well as the specific reasons why the USAF is supporting the nomination. Refer to DoDI 1320.04, Enclosures 4 and 7 for specific information and documentation required to be forwarded with the nomination. **(T-0)**

## **21.9. Unique ANG General Officer Actions.**

### **21.9.1. Wear of the Uniform by TAGs.**

21.9.1.1. At the request of the Governor, the Chief, National Guard Bureau, may authorize TAGs to wear insignia of a grade one grade higher than the officer's federally recognized grade, not to exceed major general. This authority does not extend to wear of the uniform in Title 10 status. When performing Title 10 duty, officers must wear their federally recognized grade. **(T-0)** All duty outside the United States, its territories, and possessions must be performed in Title 10 status. **(T-0)**

21.9.1.2. Under this authority and IAW the restrictions of **paragraph 21.9.1.1.**:

21.9.1.2.1. Officer may wear insignia one grade above current federally recognized grade.

21.9.1.2.2. The higher grade may be used for correspondence within the State.

21.9.1.2.3. The higher grade may be used for protocol stationery.

21.9.1.2.4. The higher grade may be used for parking stickers.

21.9.1.2.5. Officer may not accrue seniority in the higher grade.

21.9.1.2.6. Officer may not receive pay in the higher grade.

21.9.1.2.7. Officer may not earn retirement credit in the higher grade.

21.9.1.2.8. Officer may not receive benefits for survivors based on the higher grade.

21.9.1.2.9. Officer may not assume any legal authority associated with the higher grade.

21.9.1.2.10. Officer (or dependents) may not be issued an identification card in the higher grade.

21.9.2. Reassignment or Transfer Requests.

21.9.2.1. Reassignment of GOs holding GO of the line appointments from an Adjutant General Corps position to a GO of the line must be approved by the Chief, National Guard Bureau through NGB/SL so as not to exceed statutory limitations. **(T-1)** MSD must be recalculated IAW [Table 21.1](#). **(T-1)** No reassignments to GO of the line positions will be made without Chief, National Guard Bureau approval. **(T-1)**

21.9.2.2. Individuals (without prior commissioned service), whose initial assignment is as TAG, may be federally recognized and appointed in the grade for which qualified.

21.9.2.3. A member of the AFR appointed to an authorized position in the ANG, in the same grade in which they hold an appointment as an AFR officer, is exempt from examination by a GO FRB. The Chief, National Guard Bureau, will extend federal recognition to the AFR officer upon receipt of State appointment.

21.9.2.4. States must forward the following documents to NGB/SL within 15 days of reassigning a GO into a new position:

21.9.2.4.1. Assignment Order. **(T-1)**

21.9.2.4.2. For technicians assigned to a GO position not authorized to be filled by a technician: A Standard Form 52 (SF 52), *Request for Personnel Action*, terminating the officer from technician status within 14 days of federal recognition followed by the SF 50 *Notification of Personnel Action*. **(T-1)**

21.9.2.4.3. For officers assigned to a GO position authorized to be filled by a technician: An SF 50 assigning the officer to the technician position. **(T-1)**

21.9.2.4.4. For officers currently serving on AD (Title 10) or full-time ANG duty (Title 32) assigned to a GO position incompatible with the continuation of such duty: An order releasing the officer from such AD or full-time ANG duty. **(T-1)**

21.9.2.4.5. Database Information Sheet. **(T-1)**

21.9.2.4.6. Updated biography which meets the ANG GO Biography Guide. **(T-1)**

21.9.3. Removal from Position Commensurate with Grade. **(T-1)**

21.9.3.1. Under 10 USC § 14314(a), when a GO ceases to occupy a position commensurate with their current or higher grade, the State concerned, acting on behalf of SecAF shall, no later than 30 days after the date the officer ceases to occupy the position, transfer, or discharge, the officer IAW whichever of the following the officer elects (or appears most appropriate if no election is made):

21.9.3.1.1. Transfer the officer in grade to the Retired Reserve, if the officer is qualified and applies for the transfer. **(T-0)**

21.9.3.1.2. Transfer the officer in grade to the Inactive Status List of the Standby Reserve, if the officer is qualified. **(T-0)**

- 21.9.3.1.3. Discharge the officer from the officer's current AFR appointment and, if the officer is qualified and applies, appoint the officer in the AFR grade held by the officer as an AFR officer before the officer's appointment in a GO grade. **(T-0)**
- 21.9.3.1.4. Discharge the officer from the officer's AFR appointment. **(T-0)**
- 21.9.3.2. Under 10 USC § 14314(b), when an officer who is federally recognized in the ANG solely because of the officer's appointment as TAG or Assistant Adjutant General-Air ceases to occupy the position, the officer's federal recognition shall be withdrawn and the State concerned (acting on behalf of SecAF), NLT 30 days after the date the officer ceases to occupy the position, shall require the officer:
- 21.9.3.2.1. Be transferred in grade to the Retired Reserve, if the officer is qualified and applies for the transfer. **(T-0)**
- 21.9.3.2.2. Be discharged from the officer's AFR appointment and appointed in the AFR grade held by the officer as an AFR officer immediately before the appointment of the officer as TAG or Assistant Adjutant General-Air, if the officer is qualified and applies for that appointment. **(T-0)**
- 21.9.3.2.3. Be discharged from the officer's AFR appointment. **(T-0)**
- 21.9.3.3. States must coordinate with NGB/SL at least 90 days prior to the removal date to complete the necessary documents. **(T-1)**
- 21.9.4. Active or Inactive Duty for Training. Only the Chief, National Guard Bureau, may excuse a GO from any part of the active or inactive duty training requirement during the officer's retirement year.
- 21.9.4.1. The officer must submit the request for waiver through TAG to the Chief, National Guard Bureau, through NGB/SL when it becomes apparent the GO will be unable to meet these training requirements. **(T-1)** The request must reach the Chief, National Guard Bureau, at least 30 days before the relevant period of training. **(T-1)**
- 21.9.4.2. Requests for waiver(s) will be considered only for personal hardship or other extraordinary circumstances. **(T-1)**

**Table 21.1. Mandatory Separation Date Calculation.**

Grade	Computation
Colonel 10 USC § 14507 and 14509	1st day of the month following the month the officer completes 30 years commissioned service BUT not past the last day of the month the officer attains age 62.
Brigadier General (GO of the Line) 10 USC § 14508(a)	Five years' TIG or 30 years + 30 days total commissioned service, whichever gives the officer the longest retention time BUT not past the last day of the month the officer attains 62 years of age.
Brigadier General (Adjutant General Corps) 10 USC § 14510	Individual holds the position of Assistant Adjutant General. Last day of the month officer attains 62 years of age.
Major General (GO of the Line) 10 USC § 14508(b)	Five years' TIG or 35 years + 30 days total commissioned service whichever gives the officer the longest retention time BUT not past the last day of the month officer attains 64 years of age.
Major General (Adjutant General Corps) 10 USC § 14511	Individual holds the position of Assistant Adjutant General. Last day of the month officer attains 64 years of age.
Adjutant General Position (Major/Brigadier General) 10 USC § 14512	Last day of the month officer attains 66 years of age.

**Table 21.2. Time in Grade (TIG).**

For Promotion to:	Years of Service in Grade (Computed From DOR)
Brigadier General	2 years
Major General	1 year

## Chapter 22

### GENERAL OFFICER SPECIAL SELECTION REVIEW BOARDS (SSRBs)

**22.1. Authority for Special Selection Review Boards (SSRBs).** SSRBs are conducted under the authority of 10 USC 14502a, DoDI 1320.04, DoDI 1320.14 and this instruction. The purpose of the SSRB is to review an officer's selection record; and any credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry that was not furnished to an officer promotion, special selection, or federal recognition board as otherwise required by law, DoD policy, and this instruction to determine if the recommendation of the original board should be sustained. **(T-0)**

22.1.1. SecAF is the convening authority for SSRBs. **(T-0)**. Prior to the SSRB convening date, a staff package will be forwarded to SecAF identifying the specific SSRBs to be convened. New SSRBs will not be added after SecAF approval of the convening package. **(T-1)**

22.1.2. Credible information of an adverse nature that becomes a matter of record after an officer promotion, special selection, or federal recognition board adjourns is not required to be furnished to a SSRB. **(T-0)**. At SecAF's discretion, SecAF may direct the convening of a non-statutory SSRB.

**22.2. SSRB Procedures.** The guidance provided in **Chapter 9** shall apply to general officer SSRBs except as follows:

22.2.1. The composition of ANG major general and brigadier general SSRBs will follow the board composition rules in **Chapter 17** of this instruction.

22.2.2. The board president for ANG major general and brigadier general SSRBs is a voting and scoring member of the board.

22.2.3. Unless otherwise directed by SecAF, adverse information pertaining to O-7s, and O-8 selects, will be provided to the board in the form of Senior Officer Unfavorable Information File (SOUIF) approved IAW AFI 90-301 and this instruction.

22.2.4. Presentation of the SSRB to the Board Members for ANG major general and brigadier general SSRBs. When a specific SSRB ballot is presented to the board members, it will include the date of the original federal recognition board and grade. **(T-1)**

22.2.5. The Secretary of Defense is the statutory SSRB report approval authority. SecAF is the approval authority for non-statutory SSRBs convened pursuant to policy or secretarial discretion.

JOHN A FEDRIGO  
Principal Deputy Assistant Secretary of the Air  
Force  
(Manpower and Reserve Affairs)

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

10 USC § 525, *distribution of commissioned officers on active duty in general officer and flag officer grades*

10 USC § 526, *authorized strength: general officers and flag officers on active duty*

10 USC § 526a, *authorized strength after December 31, 2022: general officers and flag officers on active duty*

10 USC § 777, *wearing of insignia of higher grade before promotion (frocking): authority; restrictions*

10 USC § 777a, *wearing of insignia of higher grade before appointment to a grade above major general or rear admiral (frocking): authority; restrictions*

10 USC § 1558, *review of actions of selection boards: correction of military records by selection boards; judicial review*

10 USC § 9233, *requirement of exemplary conduct*

10 USC § 12004, *strength in grade: reserve general and flag officers in an active status*

10 USC § 12011 *authorized strengths: reserve officers on active duty or on full-time national guard duty for administration of the reserves or the national guard*

10 USC § 12205, *commissioned officers: appointment; educational requirement*

10 USC § 12301, *reserve components generally*

10 USC § 12302, *ready reserve*

10 USC § 12310, *reserves: for organizing, administering, etc., reserve components*

10 USC § 12311, *active duty agreements*

10 USC § 14101, *convening of selection boards*

10 USC § 14102, *selection boards: appointment and composition*

10 USC § 14103, *oath of members*

10 USC § 14104, *nondisclosure of board proceedings*

10 USC § 14106, *communication with board by officers under consideration*

10 USC § 14107, *information furnished by the secretary concerned to promotion boards*

10 USC § 14108, *Recommendations by promotion boards*

10 USC § 14109, *Reports of promotion boards: in general*

10 USC § 14110, *Reports of promotion boards: review by Secretary*

10 USC § 14111, *Reports of selection boards: transmittal to President*

10 USC § 14112, *Dissemination of names of officers selected*

10 USC § 14301, *Eligibility for consideration for promotion: general rules*

10 USC § 14303, *Eligibility for consideration for promotion: minimum years of service in grade*

10 USC § 14305, *Establishment of promotion zones: mandatory consideration for promotion*

10 USC § 14307, *Number of officers to be recommended for promotion*

10 USC § 14308, *Promotions: how made*

10 USC § 14310, *Removal of Officers from a List of Officers Recommended for Promotion*

10 USC § 14311, *Delay of promotion: involuntary*

10 USC § 14312, *Delay of promotion: voluntary*

10 USC § 14313, *Authority to vacate promotions to grade of brigadier general or rear admiral (lower half)*

10 USC § 14314, *Army and Air Force commissioned officers: generals ceasing to occupy positions commensurate with grade; State adjutants general*

10 USC § 14315, *Position vacancy promotions: Army and Air Force officers*

10 USC § 14317, *Officers in transition to and from the active-status list or active-duty list*

10 USC § 14502, *Special selection boards: correction of errors*

10 USC § 14502a, *Special selection review boards*

10 USC § 14507, *Removal from the reserve active-status list for years of service: reserve lieutenant colonels and colonels of the Army, Air Force, and Marine Corps and reserve commanders and captains of the Navy*

10 USC § 14508, *Removal from the reserve active-status list for years of service: reserve general and flag officers*

10 USC § 14509, *Separation at age 62: reserve officers in grades below brigadier general or rear admiral (lower half)*

10 USC § 14510, *Separation at age 62: brigadier generals and rear admirals (lower half)*

10 USC § 14511, *Separation at age 64: officers in grade of major general and rear admiral and above*

10 USC § 14512, *Separation at age 66: officers holding certain offices*

10 USC § 14701, *Selection of officers for continuation on the reserve active-status list*

10 USC § 14703, *Authority to retain chaplains and officers in medical specialties until specified age*

10 USC § 14704, *Selective early removal from the reserve active-status list*

10 USC § 14903, *Boards of inquiry*

10 USC Chapters 38, 43, 77, 1403, and 1405

32 USC, *National Guard*

32 USC § 307, *Federal recognition of officers: examination; certificate of eligibility*

32 USC § 308, *Federal recognition of officers: temporary recognition*

32 USC § 328, *Active Guard and Reserve duty: Governor's authority*

37 USC § 201, *Pay grades: assignments to; general rules*

Executive Order 12396, *Defense officer personnel management*

Executive Order 13358, *Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*

DoDI 1300.04, *Inter-Service and Inter-Component Transfers of Service Members*, 25 July 17

DoDI 1300.19, *DoD Joint Officer Management (JOM) Program*, 3 April 2018

DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense or Under Secretary of Defense for Personnel and Readiness Approval or US 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 1320.10, *Discharge of Commissioned Officers Not Qualified For Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*, 6 February 2014

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

DoDI 1320.14, *DoDI Commissioned Officer Promotion Program Procedures*, 16 December 2020

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

DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentive for Military Health Professions Officers*, 30 December 2015

DoDMAN5200.02\_AFMAN16-1405, *Air Force Personnel Security Program*, 1 August 2018

DAFI 36-2110, *Total Force Assignments*, 2 August 2021

DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019

DAFI 36-2603, *Air Force Board for Correction of Military Records*, 4 October 2022

DAFI 36-2608, *Military Personnel Records Systems*, 16 April 2021

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020  
DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFMAN 36-2604, *Service Dates and Dates of Rank*, 7 October 2022

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 36-25, *Military Promotion and Demotion*, 15 December 2022

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022



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

AFI 36-3203, *Service Retirements*, 29 January 2021

AFI 90-301, *Inspector General Complaints Resolution*, 28 December 2018

ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, 3 June 2010

ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*, 28 July 2004

ANGI 36-2505, *Federal Recognition Examining Boards for Appointment or Promotions in the ANG below GO*, 26 November 2012

CJCSI 1330.05B, *Joint Officer Management Program Procedures*, 6 July 2020

CJCSI 1331.01D, *Manpower and Personnel Actions Involving General and Flag Officers*, 1 August 2010

### ***Prescribed Forms***

AF Form 3988, *Application for Voluntary Delay, Acceptance, or Declination of Promotion*

### ***Adopted Forms***

United States Office of Government Ethics Form 278, *Public Financial Disclosure Report Verification Letter*

Standard Form 50, *Notification of Personnel Action*

Standard Form 52, *Request for Personnel Action*

DAF Form 78, *Department of the Air Force General Officer Promotion Recommendation*

DD Form 149, *Application for Correction of Military Record*

DAF Form 709, *Promotion Recommendation*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 475, *Education and Training Report*

AF Form 707, *Officer Promotion Report (Lt Thru Col)*

AF Form 3070, *Record of Non-Judicial Punishment*

AF Form 4363, *Record of Promotion Propriety Action*

AF Form 4364, *Record of Promotion Delay Resolution*

### ***Abbreviations and Acronyms***

**AD**—Active Duty

**ADL**—Active Duty List

**AF**—Air Force

**AFBCMR**—Air Force Board for the Correction of Military Records

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPC**—Air Force Personnel Center  
**AFR**—Air Force Reserve  
**AFSC**—Air Force Specialty Code  
**AGR**—Active Guard Reserve  
**AIS**—Adverse Information Summary  
**ANG**—Air National Guard  
**ANGI**—Air National Guard Instruction  
**APZ**—Above-the-Promotion Zone  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**ATAG**—Assistant to the Adjutant General  
**BPZ**—Below-the-Promotion Zone  
**CAFR**—Chief of Air Force Reserve  
**CC**—Commander  
**CGO**—Company Grade Officer  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CSAF**—Chief of Staff of the Air Force  
**CSS**—Commander’s Support Staff  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DOR**—Date of Rank  
**FGO**—Field Grade Officer  
**FRB**—Federal Recognition Board  
**FRRB**—Federal Recognition Review Board  
**GO**—General Officer  
**IAW**—In Accordance With  
**IG**—Inspector General

**IMA**—Individual Mobilization Augmentee  
**IPZ**—In-the-Promotion Zone  
**IRR**—Individual Ready Reserve  
**JAJI**—Investigations, Inquiries, and Relief  
**LAF**—Line of the Air Force  
**LOA**—Letter of Admonishment  
**LOC**—Letter of Counseling  
**LOR**—Letter of Reprimand  
**MAJCOM**—Major Command  
**MAJCOM/CC**—Major Command Commander  
**MFR**—Memorandum for Record  
**MilPDS**—Military Personnel Data System  
**MOI**—Memorandum of Instructions  
**MPF**—Military Personnel Flight  
**MPerRGp**—Master Personnel Records Group  
**MSD**—Mandatory Separation Date  
**myFSS**—My Force Support Squadron  
**NDAA**—National Defense Authorization Act  
**NGB**—National Guard Bureau  
**NQP**—Not Qualified for Promotion  
**OPB**—Officer Pre-selection Brief  
**OPR**—Officer Performance Report  
**OSB**—Officer Selection Brief  
**OSD**—Office of the Secretary of Defense  
**OSI**—Office of Special Investigation  
**OSR**—Officer Selection Record  
**P&R**—Personnel and Readiness  
**PB**—Selection Board Secretariat  
**PDS**—Personnel Data System  
**PPA**—Promotion Propriety Action  
**PRDA**—Personnel Records Display Application  
**PRF**—Promotion Recommendation Form

**PRISM**—Promotion Recommendation and In-board Support Management

**PV**—Position Vacancy

**RASL**—Reserve Active Status List

**RegAF**—Regular Air Force

**RCS**—Report Control Symbol

**SB**—Special Boards

**SC**—Show Cause

**SecAF**—Secretary of the Air Force

**SecDef**—Secretary of Defense

**SF**—Security Forces

**SOUIF**—Senior Official Unfavorable Information File

**SRB**—Special Review Boards

**SSB**—Special Selection Boards

**SSN**—Social Security Number

**SSRB**—Special Selection Review Board

**TIG**—Time in Grade

**UMD**—Unit Manpower Document

**USAF**—United States Air Force

**USAFR**—United States Air Force Reserve

**USC**—United States Code

**USD**—Under Secretary of Defense

**VLPAD**—Voluntary Limited Period of Active Duty

*Office Symbols*

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

**AF/A1LG**—Air Force General Officer Management Office

**AF/A1LO**—Air Force Colonel Management Office

**AF/A1PPP**—Air Force Military Force Policy Division

**AF/JA**—The Office of the Judge Advocate General

**AFPC/DP2SP**—Air Force Personnel Center/Officer Promotions and Selective Continuation Branch

**AFPC/PB**—Air Force Personnel Center Selection Board Secretariat

**AF/RE**—Chief of the Air Force Reserve

**AF/REG**—Air Force Reserve Senior Leader Management Office

**AF/REP**—Air Force Reserve Personnel Director

**AF/REPP**—Force Support Division

**ARPC/CC**—Air Reserve Personnel Center Commander

**ARPC/DPT**—Directorate of Personnel and Total Force Services

**ARPC/PB**—Reserve of the Air Force Selection Board Secretariat

**ARPC/PBE**—Promotions Eligibility Division

**ARPC/PBP**—ARPC Promotion Board Secretariat, Policy and Procedures Division

**NGB/A1**—Directorate of Manpower, Personnel, Recruiting, and Services

**NGB/A1PO**—Nation Guard Bureau Force Management Branch

**NGB/A1Q**—Personnel Systems Operations Branch

**NGB/CF**—Nation Guard Bureau Director

**NGB/SL**—National Guard Bureau Senior Leader Management Office

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

**SAF/GC**—General Counsel of the Department of the Air Force

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

**SAF/MRB**—Director of the Air Force Review Boards Agency

### ***Terms***

**Above-the-Promotion Zone (APZ)**—Officers who are eligible for promotion consideration to the next higher grade and who have previously been nonselected for promotion, and who are senior to the senior IPZ officer for their competitive category for that board.

**Active Duty List**—All AF officers serving on Extended Active Duty other than those excluded by 10 USC § 641. Carry officers on the ADL by competitive category and, within their competitive category, in the order of seniority of the grade in which they are serving. Carry officers in the same grade.

**Active Guard Reserve**—Guard and Reserve members who are on voluntary active duty providing full-time support to Active, Guard, and Reserve component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve component.

**Active Status**—The status of a member of a Reserve component who is not in the inactive Air National Guard, or on an inactive status list, or in the Retired Reserve.

**Adjutant General Corps Appointment**—Appointment received by an officer assigned to a position of TAG (Commanding General in the District of Columbia) or Assistant Adjutant for Air of a State who was not considered by a GO FRB under a GO of the Line appointment.

**Adverse Information**—A substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To

be adverse, the information must be derogatory, unfavorable, or of a nature that reflects unacceptable conduct, or a lack of integrity or judgement on the part of the individual. See [paragraph 5.9](#) for adverse information required to be seen by a board.

**Air Force Promotion System**—Computerized information system used to manage the officer promotion and force management boards.

**Air Force Reserve**—Consists of the Ready, Standby, and Retired Reserve.

**AFSC**—A combination of numbers and letters used to identify an Air Force Specialty.

**Air National Guard**—A Reserve component of the USAF consisting of all federally recognized units, organizations, and members of the ANG of the states, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam.

**Below-the-Promotion-Zone**—Officers eligible for promotion consideration, but junior to officers eligible IPZ and APZ for their competitive category.

**Benchmark Records**—(AFR) Depending on the size of the competitive category, usually 10 OSRs representing the quality of 5 selected/5 non-selected officers surrounding the point at which the best-qualified quota was exhausted for a competitive category by a particular Central Selection Board, and (FRBs) the first five, odd-numbered records in alphabetical order.

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

**Career Development Briefs**—Career development briefs are generated by functional community leaders, coordinated with each MAJCOM, and approved by the SecAF on an annual basis. These briefs serve as reference material to educate mentors, hiring authorities, and promotion board members about various career fields. Briefs include typical career progression milestones, developmental guidance, and other unique considerations for officers within each core AFSC and/or functional community. These briefs are provided for career planning purposes; however, strict adherence to the career progression norms and developmental guidance depicted is not a prerequisite for promotion. Promotion is based on performance and demonstrated potential to serve in the next higher grade. To the extent that these briefs are inconsistent with the SecAF’s guidance to a promotion board, the SecAF’s guidance will take precedence.

**Central Selection Board**—A board of officers convened under the authority of the SecAF to consider Active Duty List officers for promotion to the grades of major through major general and AFR officers for promotion to GO ranks. This term can also apply to Reserve Active Status List Mandatory Promotion Boards. For GOs, this is commonly referred to as GO vacancy promotion board (AFR) and/or FRB (ANG).

**Certificate of Eligibility (ANG)**—Authorization provided IAW 32 USC § 307, to individuals found qualified for federal recognition prior to a position becoming vacant.

**Commander**—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all USAF

organizations authorized to be led by a commander, except the US Air Force Academy, which is commanded by a superintendent, and school or academic organizations, which may be commanded by commandants.

**Competitive Category**—A grouping of officers who compete among themselves for promotion. The SecAF establishes categories, as required, to manage the career development and promotion of certain groups of officers. In relation to the requirements of these officer categories, their specialized education, training, or experience, and often relatively narrow career field utilization, make separate career management desirable. (References 10 USC § 14005 (AFR) and DoDI 1320.14.)

**Continuation**—The retention of officers on the Active Duty List or Reserve Active Status List, subject to involuntary separation or retirement as dictated by the needs of the USAF.

**Continuation Boards**—Convening of continuation boards is based solely on the needs of the USAF for retaining officers in specific AFSCs for a specific period of time. When necessary, SecAF 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 (captain and major) or have reached the maximum time in service for their grade.

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

**Date of Rank**—The statutory language for establishment of the date an officer begins TIG. The equivalent term Promotion Service Date (PSD) was formerly used.

**Educational Delay Program**—An officer commissioned in one of the professions (Medical, Judge Advocate, Chaplain) who later is funded by the USAF for additional education in a critically needed skill (e.g., a nurse attending school for anesthetists certification, for example) is in an educational delay program. This officer will remain on the Reserve Active Status List, but will not be eligible for promotion consideration until 1 year after completion of the program. This allows the officer to begin utilizing the new skills and receive at least 1 OPR prior to promotion consideration.

**Effective Date of Promotion**—Also known as the current grade effective date of promotion and/or promotion effective date, this is the date on which pay and entitlements are effective. This date can be no earlier than the officer's TIG required in that grade, SecDef appointment through the grade of lieutenant colonel, and US Senate confirmation to the grade of colonel. For purposes of a PPA, the promotion effective date is the date the promotion is made; i.e., the date of actual promotion pin-on as authorized by NGB/A1P, or ARPC/PB as appropriate.

**Federal Recognition (ANG)**—Acknowledgment by the federal government an officer assigned within the ANG meets the prescribed federal standards for the grade and position to which assigned or promoted by the state.

**Federal Recognition Board (FRB) (ANG GOs only)**—A board organized, composed, and convened IAW 32 USC § 307, DoDI 1320.14, and this instruction to determine qualifications for federal recognition and subsequent AFR appointment.

**Federal Recognition Examination Board (ANG Major/Lieutenant Colonel)**—A board appointed, composed, and convened IAW ANG Instruction 36-2505, to determine qualifications for federal recognition.

**Federal Recognition Review Board (ANG Colonel)**—A board organized, composed, and convened IAW 32 USC § 307, DoDI 1320.14, and this instruction to determine qualifications for federal recognition and subsequent AFR appointment to the grade of colonel.

**Frocking (Only General Officers)**—Early pin-on authorized according to [paragraph 19.1](#).

**Fully Qualified**—Officers who meet the minimum qualifications for promotion to the next higher grade.

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

**GO of the Line Appointment**—Appointment received by an officer who was considered by a GO Federal Recognition Board under GO of the Line standards.

**GO of the Line Qualified**—Appointment received by an officer assigned to a position of TAG (Commanding General in the District of Columbia) or Assistant Adjutant for Air of a State who was subsequently considered by a GO Federal Recognition Board under a GO of the Line appointment in his/her current grade.

**Gray Zone**—Includes all records scored below initial cut lines and above second cut line in an initial order of merit. See [paragraph 5.22](#) for rules establishing the gray zone.

**Immediate Family Members**—Spouse, parents, stepparents, children, stepchildren, adopted children, grandchildren, siblings, and spouses of siblings.

**Inactive Status List Reserve Section**—An assignment section for AFR officers who are not in an active status and are part of the Standby Reserve. Officers assigned to this section are considered to be in an inactive status.

**In-the-Promotion-Zone**—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, nor have they declined a promotion to that grade.

**Involuntary Delay of Promotion (AFR)**—Promotions are involuntarily delayed (1) to ensure compliance with strength limitation or (2) when promotion will result in the officer's grade exceeding what is authorized under grade comparability authorized.

**Inactive Status List Reserve Section**—An assignment section for AFR officers who are not in an active status, and are part of the Standby Reserve. Officers assigned to this section are considered to be in an inactive status.

**Junior and Senior Listing**—A list identifying the most junior and the most senior officers within a grade and within each competitive category who are eligible for promotion consideration IPZ as specified by ARPC/PB (through the grade of colonel), AF/REG (for promotions above the grade of colonel).

**Major Commander**—As used in this instruction, the term means: the commander or deputy commander, MAJCOM or Field Operating Agency; the commander, deputy commander or



superintendent, Direct Reporting Unit; an Air Staff deputy chief of staff or director and comparable officer in the Office of SecAF for ON command; the commander, 11th Wing for code 2W or 3V; the commander, USAF Europe for code 3G; and the commander, 1100 National Capital Region Support Group. **Note:** An officer's MAJCOM identification contained in the PDS determines who is the major commander.

**Mandatory Promotion Board**—Any promotion board, other than a vacancy promotion board, convened under 10 USC § 14101(a)(2). The numbers of officers I/APZ are based on the projected needs of the USAF, within each competitive category, over the next five years and include the number of officers who require consideration before reaching their maximum TIG.

**Mandatory Separation Date**—Date on which an officer is required to retire/separate based on law: 10 USC §§ 14504, 14505, 14506, 14507(a), 14507(b), 14509, 14510, 14511, 14512, 14515, 14702(a)(b) and 14703.

**Management Level**—DoD organizations (i.e., Major commands) where the senior official reports directly to the SecDef, SecAF, Chairman JCS, CSAF, or State Adjutant General/Governor. Only the Chief of Staff of the Air Force may approve exceptions; however, the AF/A1 may exercise similar authority in cases involving the management levels of GOs. No individual can serve as the head of two separate management levels, unless the individual is serving in dual-hat capability. As used in this instruction, management level also refers to the personnel activity supporting the senior official.

**Merit-based Reorder**—A board's recommendation for placement of officers of particular merit higher on a promotion list than seniority alone would dictate.

**Military Technician**—Federal employees of the military department who occupy technician positions under 32 USC § 709 and 10 USC § 10217.

**Non—select:** An officer (other than an officer considered from BPZ or Position Vacancy) whom a board considered but did not recommend for promotion. Refer to such officers as non-selectees. **Note:** An officer actually becomes a selectee or non-selectee at the time the board adjourns. If they decline to accept a promotion for which selected (other than by a position vacancy board), they shall be considered to have failed selection for promotion and are considered a deferred officer.

**Nonparticipating Reserve**—Any position or assignment in the Reserve not allowing pay and points for all participation (Obligated Reserve, Non-Obligated Non-participating Ready Reserve, Non-Affiliated Reserve, Stipend and Special Programs).

**Officer Preselection Brief**—A computer printout produced at base level containing selected data from the MilPDS. AFPC/DP2SP or ARPC/PB generates an output product to create the OPB before the board convenes. The MPF produces and sends the OPB (and OPB Instructions) to all eligible officers for their review and prompt updating as needed. **Note:** Receipt of OPBs by eligible officers is not a legal prerequisite to convening a selection board nor to the proper conduct of a selection board. Therefore, non-receipt of an OPB is not a basis for changing the results of a selection board or granting an SSB.

**Officer Selection Brief**—An extract of data from the MilPDS. AFPC/DP2SP or ARPC/PB (ARPC/PB, AF/REG, and NGB/SL for GO boards) creates the officer selection brief before the board convenes for board members to review.

**Officer Selection Record**—The OSR is identified as the Officer, Master Personnel Record Group IAW DAFI 36-2608. It consists of the documents provided to selection boards.

**Participating Reserve**—Officers assigned to a position requiring participation (other than Extension Course Institute). ANG units, AFR units, IMAs, Active Guard Reserve (Active Guard/Reserve), and Category E Participating IRR (Admissions Liaison, Civil Air Patrol Liaison, Ready Reinforcement, and specific Air Reserve Squadrons of the Chaplain, Health Professions, and LAF-Judge Advocate) are part of the PR. Voluntary Limited Period of Active Duty officers or officers serving in designated recall programs under 10 USC § 12301(d) compete with Participating Reserve officers, but are not part of the SelRes.

**Placed on Hold**—The nomination of a single officer on an appointment scroll when the nomination is still processing within Headquarters Air Force, OSD, the White House, or at the US Senate.

**Position Vacancy Board**—A promotion board convened to select officers nominated to fill a position vacancy.

**Preponderance of the Evidence**—A preponderance of the evidence merely means that it is more likely than not that a fact exists. Preponderance of the evidence is not determined solely by the volume of witnesses or documentary evidence supporting or refuting an allegation. Rather, it is based on the totality of the circumstances, the inherent probability or improbability of the evidence, and a determination as to the weight and significance of the evidence and the credibility of the witnesses.

**Promotion Eligibility Period**—An officer's promotion eligibility period begins on the date the board report is approved and becomes a promotion list and terminates at the end of the 1st day of the 18th month following the month during which the board report is approved and becomes a promotion list pursuant to 10 USC § 14310(c).

**Promotion List**—A listing of all officers approved for promotion (by proper authority) within a competitive category. A promotion list is established as of the date of approval of the report of the selection board.

**Promotion Opportunity**—Percentage of officers in a cohort group who may be selected for promotion BPZ, I/APZ, or Position Vacancy. **Note:** This definition applies for promotion to major through colonel.

**Promotion Propriety Actions**—Administrative actions taken by a commander (or higher authority) to either delay an officer's promotion, find an officer (or recommend an officer be found) Not Qualified for Promotion, find an officer not qualified for continuation, recommend removal of an officer's name from a board report or promotion list, or recommend removal of an officer's name from a continuation list.

**Quota of a Selection Board**—The maximum number of officers selected in a competitive category or zone for promotion by a selection board as directed by SecAF.

**Reportable Information**—Information, other than adverse information, requested to be reported by the US Senate Armed Services Committee or by any member of the US Senate; or Information related to alleged misconduct or impropriety, which is subject to an on-going investigative, administrative, or judicial process. Normally a nomination will be delayed pending resolution of the investigation or administrative process; however, in extraordinary cases and where the

resolution is not expected within a reasonable time, the nomination may be processed with an appropriate summary of the case. The summary will include an opinion from a qualified senior leader on the probable outcome of the investigative, administrative, or judicial process; or

Credible information related to an individual's involvement or affiliation with a significant event that is widely known to the general public or members of Congress that brings discredit upon or calls into question the integrity of members of the DoD, Components of the DoD, or the DoD. Ordinarily, such information that has been known for more than three years prior to the nomination process, or information previously considered by the US Senate Armed Services Committee as part of a previous nomination of an individual, will not be reported.

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**Reserve Active Status List**—A single list for the Army, Navy, USAF, or Marine Corps, required to be maintained under 10 USC § 14002, containing the names of all officers of each Armed Force, except warrant officers (including commissioned warrant officers), who are in an active status in a Reserve component of the Army, Navy, USAF, or Marine Corps and are not on the Active Duty List.

**Reserve of the Air Force**—The common federal status possessed by members of the ARC. This term is not used to identify a USAF component or organization.

**Reserve Officer Personnel Management Act**—Congressional legislation passed into law directing the career management of AFR officers, including officers of the ANG. The Reserve Officer Personnel Management Act was effective 1 October 1996.

**Retirement Sanctuary**—The two-year period immediately prior to eligibility for retirement as an ARC commissioned officer under any provision of law.

**Satisfactory Service**—A period of 12 months in which the member earns a minimum of 50 points through required training (including membership points) between the R/R date of one year and the R/R date of the following year (often referred to as a “good year”). A “good year” also refers to having earned the required number of paid points in the fiscal year for each category. The number of points earned is based on the position the IR occupies.

**Selected Reserve (SelRes)**—The members of a U.S. military unit that are enrolled in the Ready Reserve program and the reserve unit they are attached to. Selected Reserve members and units are considered to be in an active status.

**Selective Early Removal Boards**—A board convened under 10 USC § 14704 to recommend officers be removed from the Reserve Active Status List when there are too many officers in any reserve component in a specific grade and competitive category.

**Separation**—A general term including discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to an ARC.

**Sequence Number (AFR)**—A number assigned to an officer on each merit based or colonel promotion list used to establish precedence or relative rank among officers of the same grade in the same competitive category. Monthly increments, determined by AF/RE and announced by ARPC/PB, use the sequence numbers to determine who is promoted on the 1<sup>st</sup> day of the specified month.

**Show Cause**—Members of a selection board identify officers meeting the board who should demonstrate reason (show cause) for their retention on the Reserve Active Status List. Any officer's record identified by a selection board to show cause for retention in an active status, will be identified by the selection board to SecAF in the selection board report.

**Senior Official Unfavorable Information File (SOUIF)**—A written summary of adverse information about a general officer, documentation of command action, plus any comments from the subject officer regarding the written summary and documentation. An SOUIF is created for use during the general officer promotion and federal recognition process and exists solely for that purpose.

**Special Boards (SB)**—Boards convened by SecAF to consider eligible officers for a board process not falling under the provisions specified for SSBs.

**Special Review Boards (SRB)**—Boards convened by SecAF to consider officers, 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.

**Special Selection Boards (SSB)**—Boards convened by SecAF to consider eligible officers for promotion to grades of captain through major general who did not meet a board or were improperly considered by one or more promotion selection boards (see [Chapter 11](#)).

**Special Selection Review Boards (SSRB)**—Boards convened by SecAF to review credible information of an adverse nature, including any substantiated adverse finding or conclusion from an officially documented investigation or inquiry, that was not furnished to the promotion, special selection, or federal recognition board that recommended the officer for promotion.

**Split-Nominations**—Nomination scrolls (containing 1 name) which have already reached the US Senate. An officer can be split from the nomination scroll, thereby allowing the nomination to stay active and a memo to release or withdraw (as appropriate) the nomination is required. This also allows the remaining officers to proceed to confirmation.

**Unit Manpower Document**—A document containing all authorized and required (funded) Pre- and Post-mobilization military manpower requirements.

**Unit Manpower Document Position**—A manpower authorization appearing on a unit manpower document for which an effective date has consummated. It describes a requirement for a trained individual with a prescribed set of duties or tasks to be performed.

**Voluntary Limited Period of Active Duty**—Certain Reserve officers serving on an Extended Active Duty tour under 10 USC § 12301(d) (not a mobilized officer). These officers fill active duty billets but are considered by Reserve Active Status List selection boards.

**Withhold**—The act of taking off or leaving off an officer's name from a nomination or appointment scroll pending review of their promotability. The officer's name is still on the board report and promotion list unless removed by appropriate authority.

**Attachment 2**

**OATHS FOR BOARD MEMBERS, RECORDERS, AND ADMINISTRATIVE SUPPORT  
STAFF**

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

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

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

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

**Attachment 3****PROMOTION CEREMONIES****OATH OF OFFICE (AFR)**

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

**OATH OF OFFICE (ANG)**

I, (First, Middle, Last Name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State (Commonwealth, District, Territory) of (\_\_\_\_) against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and the Governor of the State (Commonwealth, District, Territory) of (\_\_\_\_), that I make this obligation freely, without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the duties of the Office of (Grade) in the Air National Guard of the State (Commonwealth, District, Territory) of (\_\_\_\_) upon which I am about to enter, so help me God.

**TEMPORARY FEDERAL RECOGNITION (ANG)**

I, (First, Middle, Last Name), having been granted temporary Federal Recognition in the grade (\_\_\_\_) Air National Guard of the State (Commonwealth, District, Territory) of (\_\_\_\_) do solemnly swear (or affirm) that during such temporary federal recognition I will perform all federal duties as if I had been appointed as a Reserve Officer of the Air Force.

**PROMOTION NARRATIVE**

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

Attention to order.

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

**Attachment 4****NOT QUALIFIED FOR SELECTIVE CONTINUATION (SAMPLE)****(Appropriate Letterhead)**

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

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Selective Continuation

As outlined in AFI 36-2504, **paragraph 13.4.1**, I recommend you be found not qualified for selective continuation.

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

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

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than five duty days for full-time ARC officers (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.) and 30 calendar days for other ARC officers from the date of this memorandum. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

(Typed Name, Grade of Immediate

---

or Higher Level Commander)

Attachments

(Supporting Documentation)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.
2. I (am) (am not) submitting a statement on my behalf.

---

(Signature of Officer Concerned)

**Note:** Include in the written notification a statement that the individual was verbally notified, if applicable, and include date.

**Attachment 5****REMOVAL FROM SELECTIVE CONTINUATION LIST (SAMPLE)****(Appropriate Letterhead)**

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

FROM: Commander (Use complete address)

SUBJECT: Removal From Selective Continuation List

As outlined in AFI 36-2504, **paragraph 13.5**, I recommend your name be removed from the selective continuation list.

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

You are hereby directed not to take any actions to accept continuation until the approval authority makes a decision on my recommendation. You may submit a statement on your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than five duty days for full-time ARC officers (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.) and 30 calendar days for other ARC officers to respond from the date of this memorandum. If you require more time to respond to this action, submit a written request to me, outlining specific reasons for the additional time and precisely what day you expect to respond. I have the authority to grant all or part of this request.

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

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.
2. I (am) (am not) submitting a statement on my behalf. I understand I will not take any actions to accept continuation until a final decision on this recommendation is made.

(Signature of Officer Concerned)

**Note:** Include in the written notification a statement that the individual was verbally notified, if applicable, and include date.



## Attachment 6

**SAMPLE: MEMORANDUM FOR RECORD CAPTURING SUBSTANTIATED INVESTIGATIONS WITHOUT WRITTEN COMMAND ACTION, TO INCLUDE VERBAL COUNSELING***Letterhead*

Date

MEMORANDUM FOR [GRADE FIRST M. LAST]

FROM: Organization/Office Symbol [Issuer's organization and office symbol]

SUBJECT: Substantiated Investigation Without Written Command Action

1. The attached Adverse Information Summary (AIS) is referred to you for comment before it is filed in your Master Personnel Records Group (MPerRGp) and Officer Selection Record (OSR) per AFI 36-2504, *Officer Promotion, Continuation, and Early Removal in the Reserve of the Air Force*, dated **XX XXX 23**.

2. IAW AFI36-2504, I am required to capture any substantiated findings from an officially documented investigation or inquiry, for which no written command action was taken, for inclusion in your MPerRGp and OSR. This is your opportunity to submit comments on the AIS before it is filed in your military personnel file. This memorandum, the AIS and your comments (should you choose to submit them) will be filed in your MPerRGp and OSR.

3. The following information required by the Privacy Act is provided for your information. **AUTHORITY:** 10 USC § 9013. **PURPOSE:** To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. **ROUTINE USES:** Provides you an opportunity to submit comments or documents for consideration. If provided, the response you submit becomes a part of the record. **DISCLOSURE:** Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.

4. [Air Reserve Component officers] (Active Guard/Reserve, Air Reserve Technicians, and officers serving in designated recall programs under 10 USC § 12301(d), etc.): You will acknowledge receipt of this memorandum immediately by signing the first indorsement. Within 3 duty days from the day you received this letter, you will provide your response by signing the second indorsement below.

5. [For all other Air Reserve Component members]: You will acknowledge receipt of this memorandum immediately by signing the first indorsement. Within 45 calendar days from the day you received this letter, you will provide your response by signing the second indorsement below.

Signature  
Issuing Authority's Duty Title, Organization

[Attachment(s): Adverse Information Summary]

1st Ind to Organization/Office Symbol [of issuer], date, Memorandum for Record  
Recipient's Grade First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer's organization and office symbol]

I acknowledge receipt and understanding of this letter on \_\_\_\_\_ at \_\_\_\_\_  
hours. I understand that I have [3 duty days-Active Duty][45 calendar days- part time  
reserve/guardsmen] from the date I received this letter to provide a response and that I must  
include in my response any comments or documents I wish to be filed with the Adverse  
Information Summary in my MPerRGp and OSR.

Signature  
Letter Recipient

2nd Ind, Recipient's Grade First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer's organization and office symbol]

I have reviewed the contents of this Memorandum for Record. (I am submitting the attached  
documents in response) (I hereby waive my right to respond).

Signature  
Letter Recipient

3d Ind, Organization/Office Symbol [Issuer's organization and office symbol] Date

MEMORANDUM FOR RECIPIENT GRADE FIRST M. LAST

(I have reviewed the response you submitted on \_\_\_\_\_.) (You waived your right to  
submit a response to this action. This Memorandum of Record and the Adverse Information  
Summary will be placed in your MPerRGp and OSR). (This Memorandum for Record, the  
Adverse Information Summary, and your response will be placed into your Officer Selection  
Record.)

Signature  
Issuing Authority's Duty Title, Organization

**Attachment 7**

**SAMPLE: ADVERSE INFORMATION SUMMARY (T-0)**

**Grade, Name, Armed Force, Component**

**GRADE AND POSITION AT THE TIME OF ALLEGATIONS:**

**WHAT HE/SHE DID:**

**INVESTIGATING AGENCY:**

**FINDINGS:**

**DATE FINDINGS APPROVED:**

**COMMAND ACTION TAKEN:**

**REASON FOR COMMAND ACTION:**

## Attachment 8

## DISPOSITION OF ADVERSE INFORMATION FOR INCLUSION IN THE OSR

Figure A8.1. FGO Adverse Information Disposition.

FGO Adverse Disposition				
Type	Retroactive	Adverse Issued Before 1 Jan 12	Adverse Issued Between 1 Jan 12 – 26 Feb 21	Disposition of Adverse Issued After 26 Feb 21
LOC “Standalone”	NO	Not required to be placed in OSR	Not required to be placed in OSR	Not required to be placed in OSR
Not Substantiated Finding from investigation	NO	Not required to be placed in OSR	Not required to be placed in OSR	Not required to be placed in OSR
Substantiated Finding without CC Action	YES	Not required to be placed in OSR	Must be placed in OSR	Must be placed in OSR
Substantiated Finding with verbal counseling	YES	Not required to be placed in OSR	Must be placed in OSR	Must be placed in OSR*
LOC From Substantiated finding	YES	Not required to be placed in OSR	Must be placed in OSR	Must be placed in OSR*
LOA	YES	Not required to be placed in OSR	Must be placed in OSR	Must be placed in OSR
LOR	YES	Not required to be placed in OSR	Must be placed in OSR If not already included**	Must be placed in OSR
Article 15	YES	Must be placed in OSR If not already included**	Must be placed in OSR If not already included**	Must be placed in OSR
Extraordinary Adverse	YES	Must be placed in OSR If not already included**	Must be placed in OSR If not already included**	Must be placed in OSR
Approved court-martial findings of guilt	YES	Must be placed in OSR If not already included***	Must be placed in OSR If not already included***	Must be placed in OSR***
Relief from Command (for cause)	YES	Not required to be placed in OSR	Must be placed in OSR If not already included**	Must be placed in OSR
Developmental Education Removal (for cause)	YES	Not required to be placed in OSR	Must be placed in OSR If not already included**	Must be placed in OSR

\*Must be documented with a memorandum for record and filed in the MPerRGp and OSR

\*\*Information already in OSR must remain subject to policy guidance as defined in [paragraph 5.9.2](#).

\*\*\*Unless the findings are overturned on appeal or set aside in their entirety, and the member is not subsequently found guilty at a rehearing or new trial

**Note:** This chart applies the rule to types of dispositions issued/accrued when the member was an FGO.

Figure A8.2. CGO Adverse Information Disposition.

CGO Adverse Disposition				
Type	Retroactive	Adverse Issued Before 1 Jan 12	Adverse Issued Between 1 Jan 12 - 26 Feb 21	Disposition of Adverse Issued After 26 Feb 21
LOC "Standalone"	NO	Not required to be placed in OSR	Not required to be placed in OSR	Not required to be placed in OSR
Not Substantiated Finding from investigation	NO	Not required to be placed in OSR	Not required to be placed in OSR	Not required to be placed in OSR
Substantiated Finding without CC Action	NO	Not required to be placed in OSR	Not required to be placed in OSR	Must be placed in OSR*
Substantiated Finding with verbal counseling	NO	Not required to be placed in OSR	Not required to be placed in OSR	Must be placed in OSR*
LOC From Substantiated Finding	NO	Not required to be placed in OSR	Not required to be placed in OSR	Must be placed in OSR
LOA	NO	Not required to be placed in OSR	Not required to be placed in OSR	Must be placed in OSR
LOR	NO	Not required to be placed in OSR	Not required to be placed in OSR**	Must be placed in OSR
Article 15	YES	Must be added to OSR if not already included**	Must be added to OSR if not already included**	Must be placed in OSR
Extraordinary Adverse	YES	Must be added to OSR if not already included**	Must be added to OSR if not already included**	Must be placed in OSR
Approved court-martial findings of guilt	YES	Must be added to OSR if not already included***	Must be added to OSR if not already included***	Must be placed in OSR***
Relief from Command (for cause)	YES	Not required to be placed in OSR	Not required to be placed in OSR	Must be placed in OSR

\*Must be documented with a memorandum for record and filed in the MPerRGp and OSR

\*\*Information already in OSR must remain subject to policy guidance as defined in [paragraph 5.9.2](#)

\*\*\*Unless the findings are overturned on appeal or set aside in their entirety, and the member is not subsequently found guilty at a rehearing or new trial

**Note:** This chart applies the rule to types of dispositions issued/accrued when the member was a CGO.