



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE RESERVE COMMAND

ARPCM 15-05  
March 2015

MEMORANDUM FOR MILITARY PERSONNEL SECTIONS

FROM: HQ AFRC/CCC

SUBJECT: CY15 Air Force Reserve Stripes for Exceptional Performers II (STEP II) Board

1. The CY15 Air Force Reserve STEP II Board is scheduled to convene 20 - 24 July 2015, at Headquarters Air Reserve Personnel Center (HQ ARPC), Buckley AFB, CO.
2. The 2015 STEP II guide (attachment 1) provides information on the eligibility factors (paragraph 4), the nomination process (paragraph 5), nomination packages requirements (paragraph 5c), and instructions on how to submit the nomination packages to HQ ARPC/DPAA (paragraph 5d). Additionally, the STEP II board milestones are identified in attachment 2 and nominee eligibility requirements by grade are listed in attachment 3.

3. **ACTION OFFICES:**

**SUBJECT:**  
Eligibility/Policy  
Board Procedures

**POC:**  
HQ AFRC/A1KP  
HQ ARPC/DPAA

**PHONE:**  
DSN: 497-1243  
DSN: 665-0102, option 2

  
CAMERON B. KIRKSEY, CMSgt, USAF  
Command Chief

3 Attachments:

1. 2015 STEP II Guide
2. Milestones
3. Eligibility Requirements



**U.S. AIR FORCE**

**2015 STEP II GUIDE**  
(for individual reservists)

## **HQ AFRC STRIPES FOR EXCEPTIONAL PERFORMERS SELECTION GUIDE FOR PROMOTION TO E-6 THROUGH E-9**

**1. Objective:** Establish procedures for the Stripes for Exceptional Performers II (STEP II) promotion boards for IRs, PIRR, and unit members nominated for promotion to the grades of E-6 through E-9. Establish procedures for a central board for E-6 through E-9 promotions.

### **2. Policy:**

a. STEP II is a commander's program designed to promote outstanding and well deserving Air Force Reserve members in Category A (Unit) and B (IMA) to one grade above the authorized grade for their position. STEP II also applies to Category E (PIRR) E-6 through E-9 promotions. Only those Airmen who clearly demonstrate outstanding potential should be considered for promotion under STEP II. Promotions are based on a demonstrated ability to serve in the next higher grade.

b. Promotion quotas are determined by HQ AFRC/A1 based on a modeling process that (1) precludes allocation of STEP II quotas whenever AFRC meets or exceeds the 5% level of the assigned enlisted population who have been promoted via STEP II, and (2) precludes allocation of STEP II quotas whenever manning in a particular grade is above 100%.

c. The promotion cycle occurs annually. Accordingly, STEP II selection boards are conducted with a Promotion Eligibility Cut-Off Date (PECD) of 30 September. Nominees must meet eligibility requirements on or before the PECD (except for the AFRC Chief Orientation Course (COC) requirement for members being considered for promotion to E-9). For members selected for promotion to E-9, the Date of Rank (DOR) is established IAW AFI 36-2604, Service Dates and Dates of Rank, and will be the first day of the month following completion of the Chief Orientation Course, but NLT 1 October. NOTE: HQ AFRC/A1KO will notify HQ ARPC/DPAA upon member's completion of course requirements. All other STEP II select promotion effective dates will be 1 October, unless the individual being promoted previously held the grade being promoted to and a DOR adjustment is obtained as appropriate.

d. HQ AFRC/A1KP determines and provides the promotion quotas for each grade to HQ ARPC, WGs, and HQ RIO. All quotas do not have to be used.

### **3. Promotion Authority:**

a. AFRC/CC is the promotion authority for members selected for promotion to E-8/E-9 by the central STEP II board. AFRC/CC is the promotion authority for HQ AFRC assigned staff members selected for STEP II promotions to E-6/ E-7.

b. WG/CCs and the HQ RIO/CC are the promotion authority for members selected for promotion at the E-6/E-7 board.

c. HQ ARPC/CC is the promotion authority for HQ ARPC assigned staff members selected for STEP II promotions to E-6/E-7.

#### 4. Promotion Eligibility:

- a. Nominees must meet eligibility requirements at the time of nomination in accordance with current AFI 36-2502, *Enlisted Airman Promotion/Demotion Program*, dated 12 Dec 14, with the exception of being in a higher-graded Unit Manning Document (UMD) position.
- b. Nominations for STEP II promotions are limited to one grade over the authorized grade of the UMD position the member occupies (except Cat E). **NOTE:** Members not in a higher graded position, who are prevented from promotion and are otherwise eligible, can be considered for STEP II. Members who are overage coded are not eligible for consideration.
- c. Satisfactory participation for the previous 12 month period from the nomination date is required. **NOTE:** Individuals with any unexcused absences within the previous 12 month period from the nomination date are not eligible for STEP II consideration.
- d. Individuals must be able to obtain 24 months retainability from the promotion effective date before being considered for promotion to E-7 through E-9. If the Airman's high year tenure date (HYTD) will not allow this, the member is ineligible to compete for STEP II. **This requirement cannot be waived.**
- e. Individuals must have a current and passing fitness score at the time of nomination and prior to the promotion effective date if selected.
- f. Individuals must have a **conferred** CCAF degree at the time of nomination for STEP II consideration for SMSgt and CMSgt.

#### 5. Nomination Process:

- a. Individual Reservists (IMA, PIRR) work with their supervisor and/or unit reserve coordinator to assemble their nomination package.
- b. The supervisor or URC (if applicable) will forward the nomination package to the member's servicing HQ RIO detachment via email no later than May 15. **LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**
- c. The servicing HQ RIO detachment will review the package and forward to HQ RIO for final routing to HQ ARPC/DPAA. HQ ARPC/DPAA only accepts packages directly from the HQ AFRC, HQ ARPC, HQ RIO, NAFs, and the WGs. **NOTE:** Each installation is defined by the category listed in Attachment 3 (i.e., if your installation is Cat A, you may submit 10 packages). HQ ARPC/DPAA receives nominations based on the following formula:

Ranks	WG/RIO Submissions	NAFs/HQ AFRC/HQ ARPC Submissions
E-9	1 each	1
E-8	3 each	1
E-6/7 Cat A	10 each	
E-6/7 Cat B	6 each	
E-6/7 Cat C	5 each	
E-6/7 Cat D	3 each	
E-6/7 Cat E	2 each	

NOTE: Regardless of the number of quotas available, HQ AFRC and HQ ARPC combined may only submit 1 nomination per grade. Each NAF, regardless of the number of quotas available, may only submit 1 nomination per grade.

d. Nomination packages must include:

- (1) AF IMT 1206 – single-spaced bullet format covering any specific accomplishments within a member’s career and not reflected in the three most recent EPRs. The front of the AF IMT 1206 consists of bullet statements of no more than 35 lines, to include the following mandatory headings: **Leadership and Job Performance in Primary Duties, Breadth of Experience, Significant Self-Improvement, Base and/or Community Involvement.** The AF IMT 1206 must contain the squadron commander’s signature only. Reference Attachment 1 for an example of the AF IMT 1206.
- (2) A copy of the three most recent SIGNED EPRs. If most recent EPR closed out more than two years from the board convene date, then submit an MFR explaining the circumstances. Draft EPRs will **not** be accepted.
- (3) Career Data Brief, from vMPF. Information in the AF IMT 1206 must match the CDB. For example, if the AF IMT 1206 states MSgt Doe completed his CCAF, then it must reflect on the CDB.
- (4) AF IMT FM 224. For E-8 and E-9 boards, the unit completes Section I to include the following: STEP II Promotion Cycle year (i.e. CY-20XX) and Overage Code L apply.
- (5) A printout from the Air Force Fitness Management System documenting a current and passing fitness test. Refer to paragraph 4.e.
- (6) Individuals nominated for STEP II to the rank of CMSgt must sign a Statement of Understanding (Attachment 2) acknowledging the Chief Orientation Course requirement. Members must attend prior to promotion effective date.
- (7) Signed RSC contract (only required for promotion to E-7/8/9).

e. Submitting nomination packages:

(1) Submit nominations via vPC-GR by logging into the vPC-GR Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login>; select the "**Action Requests**" tab, then select "**Create New Support Request**" in the purple box. Choose the appropriate component from the drop down menu. In the "**Category**" box, choose "**Promotions**". The subject line must read, "STEP II Nomination - nominee's unit, current rank, last name and first name" (i.e., STEP II Nomination- ARPC, SMSgt, Last, First). In the "**Question**" box, enter the unit and POC information. Attach one STEP II nomination per incident and click "**Continue**" then click "**Finish**" submitting the question.

**NOTE:** All nomination packages **MUST** be submitted as one PDF document, as stated above; one submission (1 name) per incident. If not submitted in one PDF document, the package is incomplete.

**LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

(2) If nominee is subsequently promoted or is no longer being considered for STEP II, please contact ARPC/DPAA immediately.

**6. Central Board Procedures:**

a. AFRC/CCC will solicit board member volunteers from the entire Air Force Reserve community for the E-6 through E-9 central board. STEP II Selection Board membership consists of no more than 10, and no less than five CMSgts.

b. The selected membership includes a general representation of the Reserve community. The AFRC/CCC serves as the Board President. A board recorder or admin staff from HQ ARPC/DPAA or HQ AFRC/A1 must be present during all E-6 through E-9 board proceedings.

c. Board dates and schedules are provided by HQ ARPC/DPAA via message NLT 120 calendar days prior to the board convene date.

d. Board members will assess each nomination package using the whole person concept considering the following factors:

- (1) AF IMT Form 1206 Headings:
  - Leadership and Job Performance in Primary Duty
  - Breadth of Experience
  - Significant Self-Improvement
  - Base and/or Community Involvement
- (2) Copies of the three most recent SIGNED EPRs
- (3) Career Data Brief

## **7. Post-Board Processing Procedures at HQ ARPC:**

a. HQ ARPC/DPAA forwards E-8/E-9 board results electronically through AFRC/CCC, who will staff the board report and AF IMT 224 for signature to AFRC/CC for approval (see 5. c (4) above). In addition, statistical summaries are provided along with the board report and will include board members, numbers considered by grade, and numbers selected.

b. Upon approval, a copy of board results will be forwarded to HQ AFRC/A1KP and released by HQ ARPC/DPAA.

c. HQ ARPC/DPT updates MilPDS to reflect promotion effective dates of 1 October for promotions to E-8 and E-9. HQ ARPC/DPT also updates the RSC code and expiration date, finalize/publish promotion orders.

(1) Servicing MPSs update the AF IMT 224 and coordinate with the promotion authority to establish local release procedures for STEP II promotions.

(2) Servicing MPSs to include ARPC/DPT ensure all members selected for STEP II promotions to E-7 sign a RSC contract before promotion updates occur.

(3) MPSs and ARPC/DPT updates MilPDS to reflect promotion effective dates and RSC codes.

NOTE: Promotion orders will be available in PRDA 45-60 days after promotion effective date.

### Attachments:

Attachment 1 - Sample AF Form 1206

Attachment 2 - Sample Statement of Understanding

Attachment 3 - MPS Category Listing

Attachment 4 - STEP II Checklist

Attachment 5 - Sample AF Form 224 for E-8 & E-9

Attachment 6 - Sample RSC

**NOMINATION FOR AWARD**

AWARD <b>CY2015 Stripes for Exceptional Performers II Brd</b>		CATEGORY <i>(If Applicable)</i> <b>Senior Master Sgt</b>	AWARD PERIOD <b>N/A</b>
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> <b>MSgt/John Q. Smith</b>		MAJCOM, FOA, OR DRU <b>MAJCOM of Assignment</b>	
DAFSC/DUTY TITLE <b>3S071/NCOIC, 123 Mission Support Squadron</b>	NOMINEE'S TELEPHONE <i>(DSN &amp; Commercial)</i> <b>DSN XXX-XXXX, Comm (XXX) XXX-XXXX</b>		
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>123 MSS/DPM, Someplace AFB CO XXXXX</b>			
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN &amp; Commercial)</i> <b>Lt Col Jane C. Doe, DSN XXX-XXXX, Comm (XXX) XXX-XXXX</b> <b>(Commander's signature required here)</b>			
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> <ul style="list-style-type: none"> <li>- Use bullet statements that cover accomplishments not documented in the last three EPR's</li> <li>- Describe significant leadership accomplishments &amp; how well member performed assigned primary/adl duties</li> <li>- Identify what places this individual above his/her peers in job performance</li> <li>- Identify scope/level of responsibility of how mbr stepped forward and demonstrated leadership capabilities</li> <li>- Include any new initiatives/techniques developed by the member that positively impacted the unit and/or msn</li> <li>- Include results of AF and/or MAJCOM inspections/evaluations</li> <li>- Include awards received, e.g. NCO of the Quarter, Maintenance Professional of the Year, etc.</li> </ul> <b>BREADTH OF EXPERIENCE:</b> <ul style="list-style-type: none"> <li>- Include past job experience, level of responsibility, and the impact on the mission and unit</li> <li>- AFSC related civilian experience</li> <li>- Leadership/managerial experience (military and civilian)</li> </ul> <b>SIGNIFICANT SELF IMPROVEMENT:</b> <ul style="list-style-type: none"> <li>- Show how mbr developed/improved skills beyond those required for skill level advancement/promotion</li> <li>- May include NCO Leadership Development and SNCO Leadership classes, education (civilian/military),</li> <li>- FSC related certification (Airframe/Power Plant license, nationally certified EMT, RN, PA, FCC license, etc)</li> <li>- May include classes, technical schools, seminars or conferences which benefit the USAFR and/or unit mission</li> <li>- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</li> </ul> <b>BASE AND/OR COMMUNITY INVOLVEMENT:</b> <ul style="list-style-type: none"> <li>- Any additional comments to support the recommendation</li> <li>- May include community involvement (actual participation w/specific involvement within civ or mil areas)</li> <li>- Involvement w/Professional mil/civ orgs such as AFA, NCOA, Top Three, etc), maybe included as well</li> </ul> <b>Notes:</b> <ul style="list-style-type: none"> <li>- Four headings and accomplishments should be a maximum of 35 lines (total)</li> <li>- Squadron Commander's signature beside name in RANK/NAME OF UNIT COMMANDER'S column</li> <li>- AF IMT 1206 is a single page format, eliminating use of the second page</li> </ul> <b>ACRONYM LIST (if applicable, must be listed on front page only, not included in max line count)</b>			

**Attachment 2 – Sample Statement of Understanding**

MEMORANDUM FOR UNIT CC OR PM

(Date)

FROM: Member

Subject: Statement of Understanding

I hereby acknowledge that I have been notified of my nomination to be considered for promotion to the grade of CMSgt under the Air Force Reserve Stripes for Exceptional Performers II (STEP II). In the event I am selected for promotion, I understand and agree that I must complete the CMSgt Orientation Course (COC) prior to assuming the higher grade. I further understand that the promotion effective date to the higher grade will be no earlier than the first day of the month following completion of the CMSgt Orientation Course.

(Printed name and Rank) \_\_\_\_\_

(Signature) \_\_\_\_\_

**Attachment 3 – MPS Category Listing**

<b>MPS ID</b>	<b>MPS</b>	<b>INSTALLATION</b>	<b>TSGT ELIG</b>	<b>MSGT ELIG</b>
R1	413 FSS	ROBINS	E	E
R2	931 FSS	MCCONNELL	D	D
R5	433 FSS	LACKLAND	B	A
R6	944 FSS	LUKE	C	C
R8	442 FSS	WHITEMAN	B	B
R9	94 FSS	DOBBINS	B	B
S2	916 FSS	SEYMOUR JOHNSON	C	C
S3	459 FSS	ANDREWS	B	B
S4	301 FSS	FORT WORTH	B	B
S6	340 FTG	RANDOLPH	E	E
T2	446 FSS	MCCHORD	B	B
T3	514 FSS	MCGUIRE	B	B
T4	512 FSS	DOVER	C	B
T5	315 FSS	CHARLESTON	B	B
T6	932 FSS	SCOTT	C	C
T7	908 FSS	MAXWELL	C	C
T8	349 FSS	TRAVIS	B	B
T9	910 FSS	YOUNGSTOWN	C	B
U1	920 FSS	PATRICK	B	B
U2	434 FSS	GRISSOM	C	B
U3	482 FSS	HOMESTEAD	B	B
U4	452 FSS	MARCH	A	A
U5	914 FSS	NIAGARA	C	B
U6	307 FSS	BARKSDALE	B	B
U7	507 FSS	TINKER	B	B
U8	940 FSS	BEALE	C	C
U9	419 FSS	HILL	C	B
V1	440 FSS	POPE	C	C
V2	927 FSS	MACDILL	C	C
V3	477 FSS	ELEMENDORF	D	D
V4	310 FSS	BUCKLEY	D	D
V5	926 FSS	NELLIS	C	C
V6	913 AG	LITTLE ROCK	E	E
W1	911 FSS	PITTSBURGH	C	B
W3	934 FSS	MINNEAPOLIS	C	B
W5	439 FSS	WESTOVER	B	B
W6	919 FSS	DUKE	B	B
W7	403 FSS	KEESLER	C	B
W8	302 FSS	PETERSON	B	B
W9	445 FSS	WRIGHTPATTERSON	B	B

### Attachment 4- Sample Enlisted Promotion Checklist

ENLISTED PROMOTION CHECKLIST (STEP II)				
Name:		Grade Nominated:		Requirement Met
#		YES	NO	N/A
1.	<b>MEMBER SHOULD REVIEW FIRST TO MAKE CORRECTIONS IF NEEDED –</b> Career Data Brief – obtained from vMPF			
2.	<b>DOES the AFFORM 1206 include the following:</b>			
2.1.	Single spaced bullet format ( <b>no more than 35 lines, to include mandatory headings</b> ) covering any specific accomplishments within a member's career and not reflected in three most recent EPRs. <b>The front page of AF Form 1206 dated 20120926 must contain the following:</b>			
2.2.	<b>Leadership and Job Performance in Primary Duty</b>			
2.3.	<b>Breadth of Experience</b>			
2.4.	<b>Significant Self-Improvement</b>			
2.5.	<b>Base and/or Community Involvement</b>			
2.6.	<b>Squadron Commander Signature ONLY</b> , must be to the right of his/her typed name, in the block at the top of the form			
3.	<b>DOES the NOMINATION PACKAGE include the following:</b>			
3.1.	<b>Copies of the three most recent SIGNED EPRS</b> - Every effort should be made to ensure that they are current. If member does not have three EPRs or most recent EPR closed out more than two years ago, provide memorandum for record explaining the circumstances.			
3.2.	<b>AF IMT 224 (Version 20120622)</b> Refer to sample in Attachment 5			
3.3.	<b>Current Fit Test Results (obtain from AFFMS)</b> Member must be current and passing by nomination date			
3.4.	<b>Time In Grade</b> – TSgt/MSgt/SMSgt/CMSgt 24 months			
3.5.	<b>Primary Skill Level</b> – TSgt/MSgt 7 level; SMSgt 9 level			
3.6.	<b>PME</b> – TSgt N/A; MSgt NCOA, SMSgt SNCOA			
3.7.	<b>Years Satisfactory R/R Service</b> – TSgt - 6, MSgt - 8, SMSgt - 11, CMSgt - 14			
3.8.	<b>CCAF</b> - Individuals must have a <b>conferred</b> CCAF degree at the time of nomination for STEP II consideration to <b>SMSgt and CMSgt</b> .			
3.9.	<b>Reserve Service Commitment (RSC) Contract</b> – Eligible to obtain 24 months retainability prior to the promotion effective date (1 Oct) <b>for E7 through E9</b>			
3.10.	<b>CMSGT ONLY</b> – Statement of Understanding acknowledging Chief Orientation Course attendance (Attachment 2)			
4.	<b>This checklist signed by member's unit commander. Signature must match 1206.</b>			
<p>I certify that the member listed above meets all eligibility requirements as of nomination date and that all required documentation is included for processing.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <p>_____ Unit Commander Signature</p> </div> <div style="width: 35%; text-align: center;"> <p>_____ Date</p> </div> </div>				

**Attachment 5- AF Form 224**

<b>RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE</b>			DATE OF REQUEST DATE	
<b>PRIVACYACT STATEMENT</b>				
AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608, and Executive Order 9397 (SSN), as amended. PURPOSE: Documents Reserve Enlisted Airmen's promotion to the next higher grade. ROUTINE USES: Generally permitted under 5 U.S.C. 552a(b) of the Privacy Act. May specifically be disclosed outside DoD as a routine use pursuant to 5 U.S.C 552a(b)(3). DoD 'Blanket Routine Uses' apply. DISCLOSURE: Voluntary. Failure to provide SSN may result in timeliness of positive identification.				
<b>SECTION I. REQUEST</b>				
THRU: (MPF)  MPS MAILING ADDRESS	TO: AFRC/CC 155 RICHARD RAY BLVD ROBINS AFB GA 31098-1635	FROM: (Unit)  NOMINEE'S UNIT MAILING ADDRESS		
NAME (Last, First, Middle Initial)	GRADE	SSN		
NOMINEE'S NAME	CURRENT GRADE			
TO BE COMPLETED BY RECOMMENDING OFFICIAL: I certify that the above named individual has performed in an outstanding manner and is highly qualified and deserving of promotion. Member meets the Reserve participation requirements of the reserve section to which he/she is assigned. I further certify the member is eligible for promotion in accordance with AFI 36-2502, Table 8.2, Rule 7 (E8) or 8 (E9).				
RECOMMENDED FOR PROMOTION TO SMSgt or CMSgt STEP II Promotion Cycle 2015 Overage Code L applies	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL  NOMINEE'S COMMANDER	SIGNATURE		
<b>SECTION II. MEMBER PROMOTION DATA</b>				
POSITION CONTROL NUMBER MPS completes all of Section II	AUTHAFSC	AUTHGRADE	CURRENT DATE OF RANK	
PAFSC	PAYDATE	TEMSD (E-8 & E-9 only) FUNCTIONAL ACCT CODE	DATE QUALIFIED USAF SE/SNCOA (E-8 & E-9 only)	
<b>MPF CERTIFICATION</b>				
<i>I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.</i>				
TYPED NAME AND GRADE OF PERS OFF FOR RECORDS CUSTODIAN (E-7 or above)		SIGNATURE		
<b>SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required)</b>				
ACTION AND DATE		TYPED NAME, GRADE, ORG, OF SQ COMMANDER	SIGNATURE OF SQ COMMANDER	
RECOMMEND <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	DATE	NOMINEE'S WING COMMANDER	Signature	
ACTION AND DATE		TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY	SIGNATURE OF PROMOTION AUTHORITY	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		JAMES F. JACKSON, Lt Gen, USAF Commander, Air Force Reserve Command		
<b>SECTION IV. AUTHENTICATION</b>				
RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON <u>20151001</u> DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.				
DESIGNATION AND LOCATION OF HEADQUARTERS <b>DEPARTMENT OF THE AIR FORCE</b> HQ AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011		RESERVE ORDER NO.  LEAVE BLANK	DATE OF ORDER  LEAVE BLANK	NEW DATE OF RANK  LEAVE BLANK
DISTRIBUTION  BC PLUS		<b>FOR THE COMMANDER</b> SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL  JOHN E. DOE, COLONEL, USAF CHIEF, PROMOTIONS BRANCH		

**CONTRACT FOR AIR FORCE SELECTED RESERVE SERVICE COMMITMENT  
(RSC)**

**AUTHORITY:** Title 10 U.S.C., Sections 10148, 12303, 2005, 2006. (This form is affected by the Privacy Act of 1974; Title 5 U.S.C., Section 5701, Title 37 U.S.C., Section 404-427, and E.O. 9397)

**PURPOSE:** The Air Force Reserve Command (AFRC) has mandated the application of a Reserve Service Commitment. The criteria of this RSC is based upon the needs of the Air Force and the completion of the event found in AFRCI 36-2102, and applicable table. By signing this contract, the applicant agrees to remain a satisfactory participant in the Air Force Selected Reserve as indicated by AFMAN 36-8001, and also to all relevant statutory requirements, DoD guidelines, and Air Force, including Air Force Reserve, standards, for the period of time stipulated in this contract.

**ROUTINE USE:** None.

**DISCLOSURE IS VOLUNTARY:** However, without this information your acceptance of this voluntary Reserve Service Commitment could not be accomplished. Social Security number is used to make positive identification of applicant.

Contract for Reserve Service Commitment must be signed prior to receiving the training or education affiliated with this specific service commitment, or in concert with the promotion criteria also affiliated with this service commitment.

**POINT OF CONTACT:** HQ AFRC/A1KP is the office of primary responsibility for Reserve Service Commitment policy contained in AFRCI 36-2102. Unit members may direct questions to HQ AFRC/A1KP at DSN 497-1243; 800-223-1784, extension 7-1243. **Individual Reservists (IMA/PIRR) may direct questions to their servicing HQ RIO detachment, <http://www.arpc.afrc.af.mil/Home/HQRIO/About/HQRIODirectory>**

**RESERVE SERVICE COMMITMENT CONTRACT**

I, \_\_\_\_\_ (**print full name**), hereby acknowledge and agree to satisfactorily serve in the Selected Reserve and fulfill my Reserve Service Commitment IAW AFRCI 36-2102, **Table 1.1, Rule 2** for the following PROMOTION (**specific event**). I have been counseled and given the opportunity to read and understand AFRCI 36-2102.

I hereby acknowledge and agree to the following:

1. To serve and satisfactorily participate in the Selected Reserve.
2. To complete a period of **(2)** consecutive years IAW AFRCI 36-2102 in the Selected Reserve beginning (**Promotion Effective Date**), Reserve Service Commitment terminating on (**End Date based on RSC Requirement**).

3. To serve my Reserve Service Commitment associated with elimination or withdrawal from education or training described in Table \_\_\_\_\_ of AFRCI 36-2102, beginning the day immediately following withdrawal or elimination.
4. To maintain Air Force standards, including compliance with the administrative regulations and directives issued by the Department of Defense and the United States Air Force relative to my obligations and participation as a member of the Selected Reserve. Such standards include, but are not limited to, participation and training requirements, and fitness standards.
5. If I fail to comply with such standards, I understand that I may be subject to adverse actions to include: demotion, recall to active service, separation, possibly under other than honorable conditions, and/or recoupment of monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2006.
6. I do not presently have a firm, fixed, or sincere objection by reason of religious training and belief to participation in war in any form or the bearing of firearms. I recognize that acceptance of funds or entering into this contract is inconsistent with such objections and beliefs. I have no present intent to seek release from my reserve commitment on this basis in the future and recognize that my sincerity and motives would be in serious question should I attempt to do so after substantial funds have been expended for my training and/or education.
7. Medical personnel only. Should I become unable to begin the period of reserve participation specified in this contract within \_\_\_\_\_ days from \_\_\_\_\_, or become unable to complete my Reserve Service Commitment, I agree to reimburse the United States for the Reserve Service Commitment-incurring event for monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2005. (Excludes UPT, NT, etc.)
8. I will not be relieved of any previously Selected Reserve Service Commitment incurred. My total Reserve Service Commitment incurred through previous training, education, or promotion will be served concurrently, not to exceed the greatest commitment date.
9. I understand that pregnancy, child birth, or custody of minor child, is not an automatic reason for separation. It is Air Force policy that reservists who have incurred reserve obligations, including RSC, for extensive sponsored education and training will not be released from their obligations solely on the basis of pregnancy, childbirth, or custody of a minor child.
10. I understand that a discharge in bankruptcy under Title 11, United States Code, will not release me from my obligation to reimburse the United States as required under the terms of this contract if the final decree of discharge in bankruptcy is issued prior to five years after the last day from the period I have agreed to serve.
11. A sabbatical will necessitate adjustment to RSC.
12. Only the commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on reserve duty for the period specified in this agreement. Excusal may occur with my consent under the following alternative obligations, as approved by the Commander of the Air Force Reserve:
  - a. A service obligation in another armed force for a period of time not less than my remaining Reserve Commitment.
  - b. An Active Duty service obligation for a period not less than my remaining Reserve Service Commitment.

13. The Commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on Reserve duty for the period specified in this agreement when such authority deems release in the best interests of the Air Force. I acknowledge that excusal under this provision does not require my consent.

14. Should any dispute arise over the terms or conditions of this contract, or if I hereafter seek discharge from military service or release from my reserve obligation, I acknowledge, and agree to exhaust my available administrative remedies prior to seeking judicial review. I will remain subject to reserve duty while exhausting administrative remedies.

15. I understand that this is the entire contract between the United States Air Force Reserve and me. I further acknowledge that there are no oral or other agreements, understandings, or representations affecting the contract or relating to my military service, except as specifically provided herein.

\_\_\_\_\_  
Name of Applicant (type or print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Date

Command Point of Contacts:

SMSgt Barnes, HQ AFRC/A1KP, DSN 497-1243

CMSgt Smandra, HQ ARPC/DPAA, 210-565-0102, option 2

DSN 665-0102, option 2



**U.S. AIR FORCE**

## **MILESTONES**

8 Jun 15	Nomination packages due to HQ ARPC/DPAA
20 Jul 15	Board convenes
2-4 weeks	Approximate release of board results
30 Sep 15	Promotion eligibility cutoff date
1 Oct 15	Promotion effective date

### ELIGIBILITY REQUIREMENTS

Promotion to grade of:	Required PAFSC	Required TIG	Required Enlisted Service	Required Sat Svc for Retirement	PME Requirement
TSgt	7 skill level	24 months	N/A	6	N/A
MSgt	7 skill level	24 months	8 years	8	NCO Academy
SMSgt*	7 or 9 skill level	24 months	10 years	11	SNCO Academy
CMSgt*	9 skill level	24 months	10 years	14	N/A

\*CCAF required for promotion to E-8 and E-9