



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

FEB 05 2010

MEMORANDUM FOR ALL NAFs/CCs/DPs, WG/CCs, RMG/CC and MPFs/DP

FROM: HQ AFRC/A1KP
155 Richard Ray Blvd
Robins AFB GA 31098-1635

SUBJECT: Revision of Promotion Enhancement Program (PEP) Guidelines

1. The attached PEP guide supersedes all previous editions and combines guidelines for both Unit and IMA/PIRR programs.
2. The new guidelines have been approved by AFRC/CC and will be implemented to coincide with PEP Cycle 2010. The new guidelines will be utilized by NAF, ARPC, RMG, Wing and Group commanders. The HQ AFRC point of contact is MSgt Daria C. Walker, HQ AFRC/A1KP, DSN 497-1246, HQ ARPC point of contact is SMSgt John M. Harnsberger, HQ ARPC/DPBB, DSN 926-6351.

A handwritten signature in black ink, appearing to read "Earnest W. Sowell", is positioned above the printed name.

EARNEST W. SOWELL
Deputy Chief, Personnel Division (Military Personnel)
Directorate of Manpower, Personnel and Services

Attachment:
New PEP Guidelines

AFRC PROMOTION ENHANCEMENT PROGRAM SELECTION GUIDE FOR PROMOTION TO E-6 THROUGH E-9

1. Objective: Establish procedures for Promotion Enhancement Program (PEP) Boards for IMA, PIRR, and Unit members nominated for promotion to the grades of E-6 through E-9. Establish the procedures for a central board (held annually at ARPC) for E-8 and E-9 PEP promotions. In addition, establish E-6 and E-7 PEP promotion processes administered by AFRC, ARPC, NAFs and the Readiness Management Group (RMG).

2. Policy:

a. PEP 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. PEP also applies to Category E (PIRR) E6 through E-9 promotions. Only those Airmen who clearly demonstrate outstanding potential should be considered for promotion under PEP. Promotions are based on a demonstrated ability to serve in the next higher grade.

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

c. Promotion cycle will occur annually. Accordingly, PEP selection boards will be conducted with Promotion Eligibility Cutoff Date (PECD) of 30 September. Nominees must meet eligibility requirements on or before the PECD (except for the PME requirement for members being considered for promotion to E-9). For members selected for promotion to E9, the Date of Rank (DOR) will be established IAW AFI 36-2604, *Service Dates and Dates of Rank*, and will be the first day of the month following completion of the CMSgt Orientation/Chief Leadership Course (CLC) but NET 01 Oct. NOTE: AFRC/A1KA will notify ARPC/DPBB upon member's completion of course requirements. All other PEP select promotion effective dates will be 1 Oct unless the individual being promoted previously held the grade to which promoted and a DOR adjustment is appropriate.

d. AFRC/A1KP will determine and provide the promotion quotas for each grade to ARPC/DPBB, NAFs and the RMG NLT 31 January. At no time does the entire quota have to be used. Unused quotas will be returned to AFRC/A1KP at the earliest possible time upon board completion but not later than 15 September.

3. Promotion Authority: AFRC/CV is the promotion authority for members selected for promotion to E-8/E-9 by the central PEP board. Wing/CCs and the RMG/CC are the promotion authority for members selected for promotion at the E-6/E-7 board. AFRC/CV is the promotion authority for AFRC assigned staff members selected for PEP promotions to E-6/E-7. ARPC/CC is the promotion authority for ARPC assigned staff members selected for PEP promotions to E-6/E-7.

4. Promotion Eligibility:

a. Nominees must meet eligibility requirements as outlined in AFI 36-2502, Chapter 4, to include Table 4.2, with the exception of being in a higher graded unit manning document (UMD) position.

b. Nomination for PEP promotion will be limited to one grade over the authorized grade of the UMD position the member fills (except Cat E).

c. Satisfactory participation is required for the current and previous R/R years.

d. Individuals must have 24 months retainability before being considered for promotion to E-7 through E-9.

e. Individuals with any unexcused absences within the previous 12 month period from the promotion effective date are not eligible for PEP consideration.

5. Nomination Process (E-8/E-9):

a. For IMA/PIRR members, ARPC/MPF function will provide an eligibility roster to the RMG who will determine and monitor the IMA and PIRR nomination process. For unit members, the MPF and GSUs will provide eligibility rosters to squadrons. AFRC/ ARPC, NAFs and RMG will determine and monitor their nomination process.

b. Unit Reservist nomination packages will be forwarded from the member's Wing/GSU commander to the NAF. IMA and PIRR nomination packages will be forwarded from the member's unit commander to the RMG through the detachment program manager. AFRC, ARPC, NAFs and the RMG will conduct a quality review of their E-8 and E-9 nomination packages, and forward to ARPC NLT 45 calendar days prior to the board convening date as announced by the Board Secretariat at ARPC/DPBB. ARPC/DPBB will only accept packages directly from the HQ AFRC/HQ ARPC, RMG and NAFs. ARPC/DPBB receives nominations based on the following formula:

| Quota Available | NAF/RMG Submissions | HQ AFRC/HQ ARPC Submissions |
|-----------------|---------------------|-----------------------------|
| 1 - 10 | 5 each | 1 |
| 11 - 20 | 10 each | 1 |
| 21 - 30 | 15 each | 1 |

Example: If 12 (E-8) quotas are available for the ARPC central board, each NAF and the RMG may submit 10 nominations. Regardless of the number of quotas available HQ AFRC and HQ ARPC may only submit 1 nomination combined. The maximum number of nominations received at HQ ARPC for 12 quotas is 41.

c. 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 two most recent EPRs. The front of the AF IMT 1206 will consist of bullet statements of no more than 35 lines, to include the following mandatory headings: **Leadership and Job Performance in Primary Duty, Breadth of Experience, Significant Self-Improvement, Base and/or Community Involvement.** The AF IMT1206 will contain the Squadron Commander’s signature only. See attached example of the AF IMT 1206 for reference.

(2) A copy of the two most recent EPRs.

(3) Records Review Rip from MilPDS (RRRRAR)

(4) IMT FM 224. For E-8 and E-9 boards, the unit completes section I to include the following: PEP Promotion Cycle year (i.e. CY-20XX) and Overage Code L apply. The MPF completes section II and the member’s commander is required to sign section III. The MPF completes section II, the member’s commander and promotion authority signature are required in section III.

(5) A printout from the Air Force Fitness Management System (AFFMS) documenting a current passing fitness test

(6) Individuals nominated for PEP to the grade of CMSgt must sign a statement of understanding (attachment 1) acknowledging the PME requirement.

6. Central Board Procedures (E-8/E-9):

a. ARPC/DPBB will solicit board member volunteers from the entire Air Force Reserve community for the E-8 and E-9 central board. PEP Selection Board membership will consist of no more than five, and no less than three Chief Master Sergeants. The selected members will include a general representation of the reserve community. The senior ranking CMSgt will serve as Board President. A board recorder from ARPC/DPBB will be present during all E-8 and E-9 board proceedings. Board dates and schedules will be provided by ARPC/DPBB via message NLT 31 January of the calendar year. Board members will assess each nomination package using the whole person concept considering the following factors:

(1) IMT Form 1206
Leadership and Job Performance in Primary Duty
Breadth of Experience
Significant Self-Improvement
Base and/or Community Involvement

(2) Copies of the two most recent EPRs

(3) Records Review Rips from MILPDS (RRRRAR)

(4) A completed and signed statement of understanding per attachment 1 for nominations to the grade of CMSgt

7. Post-Board Processing Procedures at HQ ARPC (E-8/E-9):

a. ARPC/DPBB will forward E-8/E-9 board results electronically through AFRC/CCC, AFRC/CVE to AFRC/CV for approval, to include the IMT Form 224 (see 5. c (4) above). In addition, statistical summaries will be provided to AFRC/A1KP, not later than 15 November. Summaries will include: board members, number considered by grade, numbers selected and ART/non-ART breakdown.

b. Upon approval, a copy of board results are forwarded to AFRC/A1 and released by ARPC/DPB.

c. ARPC/DPBB will update MILPDS to reflect promotion effective date of 01 Oct for promotions to E-8, the promotion effective date for E-9 will be NET 1 Oct or the 1st day of the month following completion of CMSgt Orientation/CLC. ARPC/DPBB will also update the RSC code and expiration date, finalize/publish promotion orders, distribute to appropriate commander and forward copies to AFRC/A1KP. Note: Servicing MPF/RMG will forward a signed RSC contract upon request from ARPC before MILPDS updates are made or order processing.

8. Nomination Process (E-6/E7):

a. AFRC, ARPC, NAFs, and the RMG will establish procedures for E-6 and E-7 PEP nomination process and boards proceedings.

b. For IMA/PIRR members, ARPC/MPF function will provide an eligibility roster to the RMG who will determine and monitor the IMA and PIRR nomination process. For unit members, the MPF and GSUs will provide eligibility rosters to squadrons. AFRC and ARPC, NAFs and RMG will determine and monitor their nomination process.

9. Board Procedures (E-6/E-7):

a. HQ AFRC/HQ ARPC, NAF, RMG and Wings may solicit board members from assigned community for E-6 and E-7 boards. PEP Selection Board membership will consist of no more than five, and no less than three Chief Master Sergeants. The selected members will include a general representation of the reserve community. The senior ranking CMSgt will serve as Board President. A board recorder is identified and present during all E-6 and E-7 board proceedings. Board members will assess each nomination package using the whole person concept considering the following factors:

- (1) IMT Form 1206
 - Leadership and Job Performance in Primary Duty
 - Breadth of Experience
 - Significant Self-Improvement
 - Base and/or Community Involvement

- (2) Copies of the two most recent EPRs
- (3) Records Review Rips from MILPDS (RRRRAR)

10. Post-Board Processing Procedures (E-6/E-7):

a. Board results will be forwarded electronically to the appropriate promotion authority. Servicing MPFs will update the IMT FM 224 and coordinate with the promotion authority to establish local release procedures for PEP promotions. In addition, statistical summaries will be provided to AFRC/A1KP by the NAFs and RMG not later than the 15th day of the month following the promotion month. Summaries will include: board members, number considered by grade, numbers selected and ART/non-ART breakdown.

b. Servicing MPFs to include ARPC/MPF for RMG will ensure all members selected for PEP promotions to E-7 sign a RSC contract before promotion updates occur.

c. MPFs will update MILPDS to reflect promotion effective dates, RSC codes (E-7 only), publish promotion orders (IMT FM 224) and ensure appropriate distribution.

| NOMINATION FOR AWARD | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|
| AWARD CY-20XX Promotion Enhancement Program Selection Board | CATEGORY <i>(If Applicable)</i> Senior Master Sergeant | AWARD PERIOD N/A |
| RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> MSgt/John Q. Smith | SSN <i>(Enter Last 4 Only)</i> 1234 | MAJCOM, FOA, OR DRU MAJCOM of Assignment |
| DAFSC/DUTY TITLE 3S071/NCOIC, 123 Mission Support Squadron | NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN XXX-XXXX, Comm (XXX)XXX-XXXX | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 123 MSS/DPM, Someplace AFB CO XXXXX | | |
| RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Lt Col/Jane C. Doe, DSN XXX-XXXX, Comm (XXX)XXX-XXXX (Commander's signature required in this block) | | |
| <p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i></p> <ul style="list-style-type: none"> - Use bullet statements that cover accomplishments not documented in the last two EPRs -- Include sub-bullets if needed - Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties - Identify what places this individual above his/her peers in job performance - Identify how the individual has stepped forward as a leader or demonstrated leadership potential (define scope and level of responsibilities) - Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission - Include results of Air Force and/or MAJCOM inspections/evaluations - Include awards received, e.g NCO of the Quarter, maintenance Professional of the Year, etc. <p>BREADTH OF EXPERIENCE:</p> <ul style="list-style-type: none"> - Include past job experience, level of responsibility, and the impact of the mission and unit - AFSC related civilian experience - Leadership/managerial experience (military and civilian) <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how the member developed or improved skills beyond those required for skill level advancement and promotion - May include NCO leadership Development and Senior NCO leadership classes, education (civilian and military), AFSC-related certification (Airframe and Power plant license, nationally certified EMT, RN, Physician Assistant, FCC license, etc.) - May include classes, technical schools, seminars or conferences which benefit the USAFR and/or unit mission - Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen <p>BASE AND/OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Any additional comments to support the recommendation - May include community involvement (not a gift contribution but actual participation with specific involvement within the civilian and/or military community) - Include professional military/civilian memberships with involvement (AFA, AFSA, NCOA, Top Three, First Sergeants Group, etc.), communication skills and/or any areas which contribute to the overall image or betterment of the Air Force <p>Notes:</p> <ul style="list-style-type: none"> - Four headings and accomplishments should be a maximum of 35 lines - Squadron Commander's signature beside name in RANK/NAME OF UNIT COMMANDER'S column - AF IMT 1206 is a single page format, eliminating use of the second page | | |

ATTACHMENT 1

MEMORANDUM FOR Unit Commander or Program Manager

(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 Promotion Enhancement Program. In the event I am selected for promotion, I understand and agree that I must complete either the Chief Leadership Course (CLC), or the CMSgt Orientation 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 CLC or CMSgt Orientation.

(Printed name and Rank)

(Signature)

Attachment 2