



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 08-06
7 Feb 08

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY09 Air Force Reserve LAF-J/Chaplain Major and Lieutenant Colonel Promotion
Selection Boards **UPDATED COPY**

1. The FY09 Air Force Reserve LAF-J/Chaplain Major and Lieutenant Colonel Promotion Selection Boards are tentatively scheduled to convene **21 April 2008** at the Air Reserve Personnel Center. The eligibility criteria and board IDs are as follows:

US Air Force Reserve (USAFR) LAF-J/Chaplain		
Promotion to:	Date of Rank (DOR)	Board ID
Major Mandatory Participating Reserve (PR)*	30 Sep 02 or earlier	V0409B
Mandatory Non-Participating Reserve (NPR)**	30 Sep 02 or earlier	W0409B
Major Position Vacancy (PV)***	30 Sep 04 or earlier	U0409B
Lieutenant Colonel Mandatory PR*	30 Sep 02 or earlier	V0509A
Lieutenant Colonel Mandatory NPR**	30 Sep 02 or earlier	W0509A
Lieutenant Colonel PV***	30 Sep 03 or earlier	U0509A

*PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service, Limited Extended Active Duty (LEAD), and Participating Individual Ready Reserve (PIRR). Although LEAD is not part of the Selected Reserve, the Secretary of the Air Force has directed LEAD compete with the Selected Reserve for mandatory promotion consideration.

**NPR categories include eligible Reserve officers assigned in the Standby Reserve and Individual Ready Reserve.

*** PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers meet remaining eligibility criteria. See attachment 5.

2. Reserve Active Status List (RASL): **all officers** must have been on the RASL or Active Duty List (ADL), or a combination of both, continuously for at least one year before the convening date of the board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

3. Officers who are scheduled to be removed from the RASL with an approved (not pending) retirement or separation prior to **21 Jul 08** are **not** eligible for promotion consideration.

4. Military Personnel Flights (MPFs) identify eligible officers using the “Submit Requests” menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily; therefore it is **highly** encouraged that the servicing MPF check PRISM at least weekly to ensure accountability of additions/deletions to the board file until the board convening date.

5. A chronological listing of milestones to help in preparation for the boards is at attachment 1, and IAW Title 10 USC, a listing of the most senior and junior officers, IPZ, by DOR, meeting the board is at attachment 2.

6. **POSITION VACANCY (PV) NOMINATIONS:** See attachment 5 for PV nomination procedures.

7. **OFFICER PRESELECTION BRIEF (OPB):** OPBs will be available for officers meeting the mandatory board on or about 18 Dec 07. HQ ARPC will inform MPFs by message and PRISM Today’s News when they are generated. Upon receipt and accountability, MPFs are required to forward the OPBs to the eligible officers along with the instructions provided at attachment 3. Once generated, OPBs will remain in your Report Queue for only 14 calendar days. After 14 days, OPBs have to be manually requested.

a. Officers currently assigned to NPR sections will receive an OPB from HQ ARPC via mail to their home address.

b. Please see attachment 5 for information on officers meeting the PV board.

8. **SELECTIVE CONTINUATION:** Subject to AFSC manning levels, current Air Force Reserve policy is to continue twice or more deferred captains and majors in the Selected Reserve for two years or until they reach 24 years, Total Federal Commissioned Service (TFCS), whichever is sooner. Although not guaranteed, we anticipate continuation to be offered on this board. If offered, specific guidance will be released in a separate ARPCM.

9. **ADVANCED ACADEMIC DEGREE (AAD):** Under Air Force policy, starting in Jan 08, all academic data will be visible to the promotion board and will be reflected on the officer selection brief.

10. **DEVELOPMENTAL EDUCATION (DE):** DE above the appropriate level for the officer’s grade is masked for promotion boards: for promotion to major, DE above Basic Developmental Education (BDE; i.e., SOS); promotion to lieutenant colonel, DE above Intermediate Developmental Education (IDE; i.e., ACSC) will be masked.

11. **LETTERS TO THE BOARD:** Eligible officers may correspond by letter with the board president calling attention to any matter they believe important to their consideration. In accordance with National Defense Authorization Act 2006, the boards will not consider letters received after midnight, MST, **20 Apr 08 (the day before the board convenes)**. Attachment 4 provides more information.

12. **PROMOTION RECOMMENDATION FORMS (PRFs):** See attachment 6 for instructions on completing the PRF.

13. **OFFICER PERFORMANCE REPORTS (OPRs):** Annual and Change of Reporting Official OPRs closing **16 Jan 08** and earlier **must** be in the file before the board convenes. For officers to receive fair and full consideration, it is imperative that OPRs due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please ensure submission of outstanding OPRs prior to the board convening date.

a. Mandatory Boards: HQ USAF/RE has established **16 Jan 08** as the closeout for Directed by Headquarters Air Force (DBH) OPRs for officers without current performance documentation. All officers whose record meets the following criteria will require a DBH report: a) the most current OPR is projected to close out between **16 Jan 08 and 13 Apr 08**, or b) the most current report on file is an AF Form 77 documenting a gap in the record of performance, or c) the most current report on file is an AF Form 475 documenting training of less than 20 weeks duration. All requirements for points and period of supervision are waived. (AFI 36-2406, table 3.3, rule 5). The close out date for DBH OPRs will be 16 Jan 08. **DBH reports must reach this headquarters no later than 29 Feb 08.**

b. PV Boards: See attachment 5.

Action Offices:

SUBJECT:	POC:	OFFICE:	TOLL FREE
PV PRFs/Eligibility	HQ ARPC/DPBPE	Eligibility	(ARPC Contact Center)
Officer Selection Records	HQ ARPC/DPBR	Records	1-800-525-0102; ask to be
Mandatory PRFs/OPRs/ROPs	HQ ARPC/DPBR	Evaluations	connected to the office
All other matters	HQ ARPC/DPBB	Operations	listed on the left.

//signed//

SUSAN A. WHEATLEY, Capt, USAF
Chief, Selection Board Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personal Letters to the Promotion Board
5. Instructions for PV Nominations
6. Instructions for Completing PRFs
7. Sample letter for Tentative Continuation Eligibles

Milestones

- 16 Nov 07 PRF Accounting Date
- 13 Dec 07 Approximate date mandatory board data created in PRISM (board build)
- 18 Dec 07 OPBs arrive at MPFs via PRISM in “Report Queue”
- 18 Dec 07 PRF notices for the lieutenant colonel mandatory promotion board only arrive at MPFs via PRISM in “Report Queue”
- 16 Jan 08 DBH reports close out date (*Major Promotion Board only*)
- 29 Feb 08 DBH reports due to HQ ARPC/DPBR
- 29 Feb 08 PRFs nominating officers for PV promotion due to HQ ARPC/DPBPE
- 14 Mar 08 PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBR
- 14 Apr 08 Earliest date messages will be accepted to manually update Officer Selection Briefs (OSBs) for officers meeting the board
- 14 Apr 08 OSBs extracted for the board
- 21 Apr 08 Board convenes at HQ ARPC
- 15 Jul 08 Approximate date public release of promotion results

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force PR and NPR in the promotion zone as of the date of this letter.

USAFR MAJOR			
		Junior Officer Name / DOR	Senior Officer Name / DOR
Chaplain	USAFR PR	Elliott, John L., Jr. / 21-Nov-01	Kirk, Montgomery B. III / 8-Sep-98
	USAFR NPR	Yeaton, Stephen A. / 9-Sep-02	Taylor, James F., Jr. / 13-Aug-97
LAF-J	USAFR PR	Foley, Brooke A. / 5-Aug-02	Stanley, Jon B. / 30-Jun-01
	USAFR NPR	Hansen, Mark L. / 28-Sep-02	Trujillo, Mark D. / 1-Dec-98
USAFR LIEUTENANT COLONEL			
		Junior Officer Name / DOR	Senior Officer Name / DOR
Chaplain	USAFR PR	Turner, Alan K. / 13-Sep-02	Roscoe, Kenneth C. / 5-Mar-92
	USAFR NPR	Roberts, Randall E., Jr. / 1-Sep-00	Roberts, Randall E., Jr. / 1-Sep-00
LAF-J	USAFR PR	Gornic, Kenneth P. / 13-Sep-02	Eddiecagain, Annette / 7-Nov-91
	USAFR NPR	Flood, John B. / 30-Jul-02	Kniffen, Thomas J. / 1-Oct-00

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. Failure to take timely corrective action for an error or omission could eliminate your ability to be considered by a future special selection board.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing **MPF**. **For personnel without an MPF:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; GRADE; COMP CAT	Self Explanatory	HQ ARPC/DPSC 1-800-525-0102 (ARPC Contact Center)
HAF	Identifies HQ USAF computer file where your record resides	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
RES SECTION	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPAAB 1-800-525-0102 (ARPC Contact Center) Assignments / Accessions Branch
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPAAA 1-800-525-0102 (ARPC Contact Center) Accessions Branch
AERONAUTICAL / FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	Traditional Reservist contact their Unit HARM Office IMA's contact RMG/DOF DSN: 497-2305
SENIOR RATER		
	Data will include your senior rater's name, unit, and senior rater ID	Servicing MPF Officer Promotions Office
BOARD CERTIFIED		
	This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with an M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.	HQ ARPC/DPAAB 1-800-525-0102 (ARPC Contact Center) Assignments / Accessions Branch
DEPLOYMENT HISTORY		
	This section will list the last 5 deployments of 45 or more days since September 11, 2001. Deployments with a start date prior to September 11, 2001 will not be reflected.	Traditional Reservist will contact Personnel Readiness Unit in MPF. IMAs, contact HQ ARPC/XPC 1-800-525-0102 (ARPC Contact Center) Personnel Readiness Division
ASSIGNMENT CATEGORY		

	Reflects your current PAS code, unit, ANG Tech ID, state and projected PAS code.	MAJCOM Program Manager
DEVELOPMENTAL EDUCATION		
	Reflects last four Developmental Education (DE) courses completed, and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above SOS is masked, and to Lt Col, DE above ACSC is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion – Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.
AFSC DATA		
	Reflects primary, secondary, and tertiary AFSCs.	MAJCOM Program Manager
ACADEMIC EDUCATION		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433.	AFIT/Academic Coding Branch DSN 785-6565 ext. 4324 or Comm: (937) 255-6565 ext. 4324
DECORATIONS		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPSD3 1-800-525-0102 (ARPC Contact Center) Recognitions Service Branch
ASSIGNMENT HISTORY		
	Reflects your last 10 duty assignments, including duty AFSC.	ARPC Contact Center 1-800-525-0102
PARTICIPATION SUMMARY / HISTORY		
	If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes: <ul style="list-style-type: none"> a. The last 8 years of service b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year c. Points accrued since closeout of the last R/R year d. Points since prior service, if any, in the current R/R year. If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.	HQ ARPC/DPPK 1-800-525-0102 (ARPC Contact Center) Point Credit and Accounting Division

GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

1. You may provide written communication to the board calling attention to any matter that you consider important to your consideration. Submit letters electronically at <https://arpc.afrc.af.mil/vPC-GR/promotions/officer/boardletter.asp> with the appropriate board identifier (V0409B, W0409B, U0409B, V0509A, W0509A or U0509A). In accordance with NDAA 2006, letters must be received not later than midnight **MST 20 Apr 08** (the day before the board convenes).

2. All formatting, headings, name and SSAN are pre-set for you; a simple “Dear Board President” is all the address you need.

a. Type your letter directly in the space provided. Do not cut and paste your letter from another program. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.

c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of DE (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. Copies of letters will be removed from the Officer Selection Record after the boards adjourn. Electronic letters will always remain on file in the member’s account on the ARPC website for reference.

4. **We highly recommend you submit your letter on-line.** However, if you choose not to, address your paper letter to:

Board President, FY09 Air Force Reserve LAF-J/Chaplain Major and
Lieutenant Colonel Promotion Selection Board
HQ ARPC/DPBPP
6760 E. Irvington Place #2010
Denver CO 80280-2000

Allow 10 days for mailing. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return any letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. **Please make sure you sign your letter and include your Social Security Number to ensure that it will be properly filed in your selection record.**

INSTRUCTIONS FOR POSITION VACANCY (PV) NOMINATIONS

The PV program gives senior raters the means to nominate exceptionally well qualified candidates for early promotion to fill vacancies. This program is limited by eligibility constraints outlined in AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, chapter 2.

SUSPENSE DATE FOR FY09 PV BOARD: The deadline for ARPC/DPBPE to receive the PV nomination is 29 Feb 08 in accordance with AFI 36-2406, para 8.2.1.2. The officer must be eligible at the time of submission.

METHOD OF NOMINATION: The nomination is done via a Promotion Recommendation Form (PRF). We have provided you instructions on completing the PV PRF to give to senior raters. Forward your PRFs to HQ ARPC/DPBPE, 6760 E Irvington Pl #2010, Denver CO 80280-2010, using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt. Please ensure it lists a point of contact, to include DSN and commercial telephone numbers, and email address. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBPE), arpc.dpbpedl@arpc.denver.af.mil.

ELIGIBILITY: All nominees must fit the eligibility constraints of AFI 36-2504, chapter 2 as of 29 Feb 08, the same date nominations are due to ARPC. We have provided you a list of officers who fit the PV DOR requirements as a starting point to determine eligibility; however, units are responsible for screening this list to ensure **all eligibility requirements of chapter 2 are met**. The checklist which follows will help verify eligibility.

OPBs: *Must be requested by the officer.* Senior raters nominating USAFR officers for PV consideration must notify the officer of the intent and inform the officer of the need to obtain an OPB from their servicing MPF.

DQHB: Must be requested by the MPF via PRISM.

OPRs: Confirm the completion of outstanding OPRs before the PV nomination is submitted. Current performance documentation is especially important for officers nominated for PV promotion. It is very difficult for promotion board members to evaluate selection records without it.

IMA ROPs: PV ROPs will be placed on the web **only upon request**. Send your request to arpc.dpbrdl@arpc.denver.af.mil. The ROPs will be located at <https://wwwmil.afrc.af.mil/arpc/rop/>

LATE PV NOMINATIONS: After the due date for PV nominations has passed (**29 Feb 08**), the PRISM listing will be edited to reflect only the names of PV nominees received. Any PV PRFs received after the submission due date must have a letter signed by the senior rater outlining the reasons the submission deadline was not met. Those nominations will be considered for acceptance on a case-by-case basis. Do not assume a late PV nomination will be accepted. Please work with ARPC/DPBPE well before the suspense date for difficult PV nominations.

REASSIGNMENT OF NOMINATED OFFICERS: Do not process any assignment action on officers nominated for PV promotion. ARPC/DPBPE checks to ensure officers remain in the position in which they were nominated before the board convenes, after the board concludes and when board results are released. Any reassignment of nominated officers during the board process could negatively affect their promotion opportunity IAW AFI 36-2504 para 2.9.6.

REMINDERS:

1. Position Vacancy PRFs must reach ARPC/DPB NLT 29 Feb 08. Failure to meet this date will render the officer ineligible.

2. PV nominees must be in a higher-graded billet, verified in the manpower data system. If a senior rater does not intend to nominate an officer, do not send a PRF.

3. Please provide **a copy of the UMPR with all nominations.**

4. OPR for this matter is ARPC/DPBPE, 1-800-525-0102.

2 Attachments:

1. PV Nomination Checklist
2. Sample PRF, PV board

Position Vacancy (PV) Nomination Checklist

Please ensure the following actions have been verified prior to submitting the PV nomination request to ARPC/DPBPE:

Item	AFI reference	Data source
1. PRISM reflects correct SRID		PRISM MEL
2. MilPDS reflects correct position number (same as PRF)		MilPDS and Manning document
3. Reserve Management Vacancy System (RMVS) reflects funding one year past board convene date	AFI 36-2504, paragraph 2.7.2.1	RMVS and Unit manning document
4. RMVS reflects that member is incumbent in higher graded position	AFI 36-2504, paragraph 2.6	RMVS and Unit manning document
5. No overage code is updated in MilPDS.	AFI 36-2504, paragraph 2.6, 2.7.2, 2.7.4	Unit level correction in MilPDS
6. AF Form 709 is signed by senior rater	AFI 36-2504, paragraph 2.7.3	
7. Member on the RASL, ADL or combination for 1 year prior to board convene date	AFI 36-2504, paragraph 2.4.1	MilPDS – GRBOTH
8. Previous R/R (most recent to board convene date) must have at least 50 points (Sat. Year).	AFI 36-2504, paragraph 2.7.1.1	MilPDS - GRBOTH
9. PAFSC and DAFSC should match in position (RMVS and PRF)	AFI 36-2504, paragraph 2.7	MilPDS and RMVS
10. Member notified to obtain a copy of OPB from MPF, member provided copy of PRF from senior rater (30 days prior to board).	AFI 36-2406, Chap 8.	

* All of the eligibility factors must be verified for the member to meet the board. Nomination packages not meeting all the above factors will be returned to the senior rater prior to the board convene date.

Attachment, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <i>(Read AFI 36-2406 carefully before filling in any item)</i>			
1. NAME <i>(Last, First, Middle Initial)</i> SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR" Position Vacancy #: 12345673I			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
IV. PROMOTION RECOMMENDATION			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
V. PROMOTION ZONE			
BPZ <input type="text" value="LEAVE BLANK"/>	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
	2/5 See notes	U0409B See notes	Enter 5 character SRID
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
<input type="checkbox"/> LEAVE BLANK DEFINITELY PROMOTE <input type="checkbox"/> PROMOTE <input type="checkbox"/> DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
		Self explanatory	
		DUTY TITLE	
		Self explanatory	
		SSN	SIGNATURE
Instructions			
Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.			
Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.			
Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF IMT 709, 20040415 V2

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

NOTES:

Section I, item 3, GRADE: Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers include (AGR).

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS.

Section III, item 1, Duty Title: Include the position number the nominee is nominated for.

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory

Section V, PROMOTION ZONE: Leave blank.

Section VI, GROUP SIZE: Hand write the rank order for all officers nominated for Position Vacancy within each competitive category (e.g. line, judge advocate, nurse, etc. For example: 2/5; the officer is ranked number 2 of 5 officers. The senior rater has 5 officers in that competitive category meeting the Position Vacancy Promotion Selection Board.

Section VII, BOARD: Major – U0409B; Lieutenant Colonel – U0509A

Section IX, PROMOTION RECOMMENDATION: Leave blank

INSTRUCTIONS FOR PROMOTION RECOMMENDATION FORMS (PRF)

Every Major meeting the Mandatory FY09 Air Force Reserve LAF-J/Chaplain Lieutenant Colonel Promotion Selection Board (V0509A) must have a PRF. No Captain meeting the FY09 Air Force Reserve LAF-J/Chaplain Major Promotion Selection Board (V0409A) should have a PRF unless the senior rater intends on giving that individual a “Do Not Promote This Board” recommendation. See “DNP” PRF information below.

SUSPENSE DATE FOR FY09 LT COL PRFS: The deadline for ARPC/DPBR to receive PRFs is **14 Mar 08** in accordance with AFI 36-2406, para 8.2.1.2.

DEFINITION OF SENIOR RATER: The senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

PRF ACCOUNTING DATE: The PRF Accounting Date is **16 Nov 07**. The senior rater of record on that date will write the PRF and award the performance recommendation. For officers whose eligibility for promotion consideration is established on or after the PRF accounting date, the senior rater of record at the time of eligibility is established will write the PRF.

PRF COMPLETION INSTRUCTIONS: Forward your PRFs to HQ ARPC/DPBR, 6760 E Irvington Pl #2010, Denver CO 80280-2010, using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt. Please ensure it lists a point of contact, to include DSN and commercial telephone numbers, and email address. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat – Evaluations Division (HQ ARPC/DPBR), arpc.dpbrdl@arpc.denver.af.mil.

PROMOTION RECOMMENDATIONS: There is no quota on the number of **DPs** awarded. However, in Section VI, **GROUP SIZE**, hand write the rank order for all officers awarded a “Definitely Promote (DP)” recommendation within each competitive category {e.g., line, judge advocate, nurse, etc}. For example: 2/5/10 signifies the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded a **P** or **DNP**, leave **GROUP SIZE blank**. See page 2 of this attachment for an example.

DO NOT PROMOTE THIS BOARD (DNP) RECOMMENDATIONS: “DNP” recommendations require a specific process to be followed. If a senior rater intends to award a DNP to an officer, they must follow the procedures outlined in AFI 36-2406 para 8.2.3.1.5.

RECORDS OF PERFORMANCE (ROPS) AND DUTY QUALIFICATION HISTORY BRIEF (DQHB): AFI 36-2406, attachment 1, describes the contents of the ROP. The CSAF has approved senior rater consideration of whole person factors and approved the use of a DQHB, which is available in PRISM. The DQHB will be available to MPFs in the PRISM Report Queue on or about **18 Dec 07**. Once generated they will remain in the report queue for 14 calendar days. After that, MPFs will be required to individually request the DQHB for their candidates. The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

OPRs: Confirm the completion of outstanding OPRs before the PRF is submitted. Current performance documentation is important for officers meeting promotion boards. It is very difficult for promotion board members to evaluate selection records without it.

DEVELOPMENTAL EDUCATION AND ADVANCED ACADEMIC INFORMATION: Per AFI 36-2406, paragraph 3.7.29, Developmental Education (in residence or non-residence) and advanced academic education for officers: When preparing OPRs, evaluators will not comment on selection status on the schools list, selection list, selection for, completion of, or enrollment in development education or advance academic education. When preparing PRFs, senior raters may only comment on officially recognized extraordinary achievements documented in the AF IMT 475 (Training Report) (such as distinguished graduate, cum laude, speech/writing awards, Commandant's Award, etc.). When stratifying officers on OPRs and PRFs, evaluators will not consider completion/non completion of non-resident DE if the officer is on the school select list (because they will attend in-residence), or their Select/Candidate status. Relative ranking among officers rated by the rating chain should be based on overall performance. This paragraph does not preclude raters from making appropriate assignment and developmental education recommendations on OPRs/PRFs.

Attachment:
Sample PRF, Mandatory Board

Attachment 1, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <i>(Read AFI 36-2406 carefully before filling in any item)</i>			
1. NAME <i>(Last, First, Middle Initial)</i> SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
IV. PROMOTION RECOMMENDATION			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD
BPZ <input type="checkbox"/>	I/APZ <input type="checkbox"/>	See notes	See notes
			Enter 5 character SRID
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE <input type="checkbox"/>		Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		DUTY TITLE	
		Self explanatory	
		SSN	SIGNATURE
Instructions			
Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.			
Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.			
Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF IMT 709, 20040415 V2

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

NOTES:

Section I, item 3, GRADE: Include (NON EAD) for Reserve officers except Active Guard Reserve officer and limited recall to extended active duty officers. For Active Guard Reserve officers (AGR), for limited recall to extended active duty (LEAD).

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS code as of the PRF accounting date (16 Nov 07)

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory.

Section V, PROMOTION ZONE: Leave blank

Section VI, GROUP SIZE: Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

Section VII, BOARD: USAFR, -PR,(enter V0509A); USAFR NPR, (enter W0509A)

Section IX, OVERALL RECOMMENDATION: Hand write an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**

Section X, SENIOR RATER: Must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

SAMPLE LETTER

MEMORANDUM FOR UNIT COMMANDER/WING COMMANDER/SENIOR RATER

FROM: MPF

SUBJECT: Tentative List of Possible Continuation Eligible Officers

The FY09 Air Force Reserve LAF-J and Chaplain Major Promotion Selection Board / The FY09 Air Force Reserve LAF-J and Chaplain Lieutenant Colonel Promotion Selection Board will be held from 14 April 2008 to 19 April 2008. Officers twice deferred for promotion by this board may be eligible for continuation consideration, if the SAF determines that a Continuation Board be held.

The following officers in your command are once passed over for promotion:

Officer name(s):

If you feel an officer is not qualified for continuation in the Air Force Reserve, you must submit a package IAW AFI 36-2504, paragraph 10.3. for file in the Officer Selection Record. It must arrive at HQ ARPC/DPBB prior to board convening date.

MPF POC SIG BLOCK