



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

(Change 1)
ARPCM 20-27
21 October 2020

MEMORANDUM FOR ALL MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/PB
18420 E Silver Creek Ave
Buckley AFB CO 80011

This is an update to the original message and all changes are annotated in red. These changes implement DAFPM 2021-36-03, Department of the Air Force Policy Memorandum (DAFPM) on Adverse Information for Total Force Officer Selection Boards.

SUBJECT: (Updated 8 September 2021) CY21A/B Air Reserve Component (ARC) Line and Nonline First Lieutenant and Captain Promotion Selection Process Convening Notice

- 1. This memorandum describes the CY21A/B ARC First Lieutenant and Captain Promotion Selection Process. Please note: This ARPCM is to be used for both CY21 First Lieutenant and Captain Selection Processes.
2. PRIVACY ACT (PA) AND PERSONALLY IDENTIFIABLE INFORMATION (PII): Vigilance should be taken to protect PA and PII when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. As a minimum, review the following references and take appropriate actions to protect PA/PII that contains sensitive or For Official Use Only (FOUO) information before sending: AFI 33-332, Air Force Privacy and Civil Liberties Program; DoD 5400.11-R. AFMAN 33-302, Freedom of Information Act Program; AFMAN 33-152, User Responsibilities and Guidance for Information Systems; AFI 33-115, Air Force Information Technology (IT) Service Management; and OSD Memorandum 13798-10, Social Security Numbers (SSN) Exposed on Public Facing and Open Government Websites.

3. ELIGIBILITY FACTORS:

a. DATE OF RANK (DOR) CRITERIA AND BOARD IDS:

Table with 3 columns: Process/Convening, Date of Rank (DOR), and Board IDs (Capt Only). Rows include Air National Guard (ANG), Mandatory Participating Reserve (PR) \*, and Mandatory Nonparticipating Reserve (NPR) \*\* for CY21A 1st Lt / Capt Process Convening 1 Apr 21.

Table with 3 columns: Process/Convening, Date of Rank (DOR), and Board IDs (Capt Only). Rows include Air National Guard (ANG), Mandatory Participating Reserve (PR) \*, and Mandatory Nonparticipating Reserve (NPR) \*\* for CY21B 1st Lt / Capt Process Convening 1 Oct 21.

\*PR categories include eligible Air Force Reserve officers assigned as Unit Traditional, Air Reserve Technician, Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (PIRR) and designated recall programs under Title 10, U.S.C., 12301(d) (i.e., LEAD, VLPAD, LPRP, etc.). Although these officers in designated recall programs are not part of the PR, the Secretary of the Air Force has directed they remain on the RASL and compete with the Air Reserve Component.

\*\*NPR categories include eligible Reserve officers assigned in the Standby Reserve or Nonparticipating IRR.

b. **RESERVE ACTIVE STATUS LIST (RASL):** All officers must be on the RASL on the process cutoff date. Additionally, the officer must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the process cutoff date. Any Guard or Reserve service performed qualifies as time on the RASL (except assignment to the Inactive Status List Reserve Section or Retired Reserve Section).

c. **APPROVED RASL REMOVAL DATE (Day +90):** Officers with an approved (not pending) retirement or separation date of less than 90 days after the process cutoff date are ineligible for promotion consideration.

4. **MASTER ELIGIBILITY LIST (MEL) (Day -148): FOR CAPTAIN PROCESS ONLY.** MPSs should send the MEL to the Senior Rater (SR). MELs are available using the SUBMIT REQUEST function in the Air Force Promotions System (AFPROMS). **MPSs must check the following options weekly:** ELIGIBLE IMAs SERVICED BY YOUR MPF; ELIGIBLES BY PROJECTED MPF; ELIGIBLES BY PROJECTED SENIOR RATER IDENTIFICATION (SRID); ELIGIBLES SERVICED BY YOUR MPF, and ELIGIBLES WHOSE SENIOR RATER YOU SERVICE. The information provided also helps identify potential officers who may require a SRID change based upon their new Date Arrived Station (DAS) or Permanent Change of Assignment (PCA) effective date. The PRF accounting date is Day -150. If the officer arrived prior to the PRF Accounting Date and the current SRID is not reflecting the SRID for the gaining unit, a SRID change request must be processed through HQ ARPC/PBO.

5. **ELIGIBILITY LIST FROM MILPDS (Day -148): FOR 1<sup>ST</sup> LIEUTENANT PROCESS ONLY.** The first lieutenant process is not built in AFPROMS. MPSs should request a product from MilPDS for officers who may be eligible for the first lieutenant process based on DOR. Once a list has been retrieved from MilPDS, MPSs should send the list to the SR. The information provided also helps identify potential officers who may require a SRID change based upon their new Date Arrived Station (DAS) or Permanent Change of Assignment (PCA) effective date. The PRF accounting date is Day -150. If the officer arrived prior to the PRF Accounting Date and the current SRID is not reflecting the SRID for the gaining unit, a SRID change request must be processed through HQ ARPC/PBO.

6. **ADDITIONS/DELETIONS TO THE PROCESS:** For any additions/deletions after the PRF Accounting Date, forward the name(s) to the SR as soon as the individual is identified as eligible. The SR will certify their list of eligible officers by signing the MEL and returning it to the MPS. Potential candidates may be added/deleted up to the process cutoff date. It is crucial to the promotion recommendation process that MPSs monitor their eligible officers and take proper actions to **ADD** officers who do not appear on the MEL and **DELETE** officers that should not be on the MEL. **How to Add/Delete Members** – All additions/deletions must be submitted to HQ ARPC/PBE via vPC on the myPers website, <https://gum-crm.csd.disa.mil/app/login>, to ensure the member is added or removed from the process in AFPROMS. Select the ACTION REQUESTS tab, then select CREATE NEW SUPPORT REQUEST. Choose the appropriate component from the drop down menu. In the CATEGORY box, choose PROMOTION. The subject line must read “Board ID, unit, the # of Adds/# of Deletes (e.g.

A0320A/V0320A, 310 SW, 2 adds/5 deletes). List the unit POC information in the QUESTION box along with the names, SSNs and the reason for adding/deleting from the MEL.

7. **MILESTONES:** A chronological listing of milestones to help in preparation for the process is at attachment 1.

8. **RECORDS REVIEW:** Although the first lieutenant and captain process does not include a board review of records, we still recommend eligible officers review their records in PRDA and Career Data Brief on vMPF website. **FOR THE CAPT PROCESS ONLY**, Duty Qualification History Briefs (DHQB) and Officer Preselection Briefs (OPB) will be available for review on or about Day -148. HQ ARPC/PBO will keep MPSs informed via the AFPROMS Today's News when OPBs are generated. Once generated, they will remain in the report queue for 14 calendar days. After that, MPSs must individually request candidate OPBs in AFPROMS.

9. **FULLY QUALIFIED:** Eligible officers must be fully qualified to obtain the higher grade. **FOR THE CAPT PROCESS ONLY**, in accordance with Title 10, U.S.C., Section 12205, no person may be promoted to a grade above first lieutenant without a bachelor's degree from a qualifying educational institution. Attachment 2 contains a listing of eligible officers who do not have a bachelor's degree updated in MilPDS. Attachment 3 is a sample letter to notify the member and attachment 4 is a sample letter to provide the eligible officer's senior rater. Please note that the Air Force Institute of Technology is the single input source for updating academic information. Officers in a prisoner, appellate leave, deserter or AWOL status are not considered "fully qualified". All promotion propriety actions (such as delay of promotion or removal from the promotion list) apply to the captain process.

10. **PROMOTION RECOMMENDATION FORM (PRF):** PRFs are required only when the SR wishes to submit a Do Not Promote (DNP) recommendation. If the SR wishes to submit a DNP PRF, comply with AFI 36-2406, *Officer and Enlisted Evaluation System*, paragraph 8.2. Officers in a prisoner, appellate leave, deserter or AWOL status will receive a "DNP" recommendation on the PRF.

a. Once the DNP PRF is completed, the SR is required to notify the officer in writing, no less than Day -30, of their right to submit a letter to HQ ARPC/PB for USAFR members or the State Adjutant General for ANG members.

b. Please be specific and document the justification for the DNP, as the Secretary of the Air Force must review and evaluate the PRF prior to determining the select/nonselect status of the individuals who have received a DNP recommendation.

c. To provide all officers fair consideration, if an officer's status is scheduled to change during the PRF process, losing and gaining senior raters may discuss the officer's performance and their intentions. The commander for officers in any NPR status is the HQ ARPC/CC.

d. Once all actions are completed, the PRF, letter of written notification, and certified mail receipt must be submitted to HQ ARPC/PBE via vPC no later than the process cut off date. Log into the vPC Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login>; select the ACTION REQUESTS tab, then select CREATE NEW SUPPORT REQUEST. Choose the appropriate component from the drop down menu. In the CATEGORY box, choose PROMOTION. The subject line must read "DNP PRF-Board ID – member's last name, first name" (e.g. DNP PRF-A0320A/V0320A-Smith, John). In the QUESTION box enter the PRF, unit and POC information. Attach one PRF, letter of written notification, and certified mail receipt per incident; and click SUBMIT REQUEST.

11. **PROMOTION DATE:** Eligible officers will be promoted to first lieutenant or captain on 1 Oct 21 for the CY21A process and 1 Apr 22 for the CY21B process, the date the officer completes the required 2 years time in grade, the public release date, or Secretary of Defense approval, whichever is later. Officers not selected for the first time will receive a second look approximately 1 year later.

12. **ACTION OFFICES:**

<b>SUBJECT:</b>	<b>POC:</b>	Total Force Service Center: Comm 210-565-0102 or DSN 665-0102, ask to be connected to the office listed on the left.
Eligibility/PRFs	ARPC/PBE	
OPRs	ARPC/DPTSE	
All other matters	ARPC/PBO	

**SHANNA R. CORBETT, Colonel, USAF**  
**Director, Selection Board Secretariat**

7 Attachments:

1. Milestones and Notable Dates
2. **Adverse Information Guidance**
3. First Lieutenants without Bachelor's Degrees
4. Sample Letter to Member Missing Bachelor's Degree
5. Sample Letter to Senior Rater of Member Missing Bachelor's Degree
6. Sample Letter to Member of DNP PRF Notification and Officer's Right to Submit a Letter
7. Sample Letter for Senior Rater

## MILESTONES AND NOTABLE DATES

Day	CY21A Process	CY21B Process	
	31 Mar 20	30 Sep 20	DOR must be on or before this date to be eligible
	1 Apr 20	1 Oct 20	Officer must be on the RASL on or before this date
-180	3 Oct 20	4 Apr 21	Approximate date process is created in AFPROMS (process build)
-150	2 Nov 20	4 May 21	DNP PRF Accounting Date
-148	4 Nov 20	6 May 21	MPSs send MELs to senior rater for eligibility review OPBs, DQHBs available via AFPROMS
-45	15 Feb 21	17 Aug 21	DNP PRFs, written notification to individual, and copy of certified mail receipt due to ARPC/PBE
0	1 Apr 21	1 Oct 21	Process cutoff date; AFPROMS updated – process complete
+90	30 Jun 21	30 Dec 21	Officers with a RASL removal date are ineligible for promotion consideration
	15 Sep 21	<b>15 Mar 22</b>	Approximate public release date of promotion results
	1 Oct 21	1 Apr 22	Promotions begin

## **ADVERSE INFORMATION GUIDANCE**

1. All adverse information will be reviewed by officer selection boards. Adverse information is defined as:

a. 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. (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).

b. Approved court-martial findings of guilt (Court-Martial Orders).

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

d. Letter(s) of Reprimand (LORs).

e. Letter(s) of Admonishment (LOAs).

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

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

2. Select historic adverse information that was issued prior to implementation of DAF 2021-36-03, will also be filed in the OSR. This applies even in those situations in which a commander elected not to file the adverse information in an OSR pursuant to previous DAF policy. Historic adverse information, not already contained in the OSR that must be filed includes each of the following:

a. Field Grade Officer (FGO) Adverse information disposition where the disposition was assessed when the member was an FGO:

(1). Nonjudicial punishment pursuant to Article 15, UCMJ.

(2). Adverse information that received significant media attention or is of interest to the 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 Senate Confirmation, Enc. 4, paragraph 1b(3) and Enc. 6, paragraph 2(a)(2)(a).

(3). Notices of Relief of Command (for cause) issued on or after 1 January 2012.

(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. 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 section 3.a.

(5). Standalone LORs and LOAs issued on or after 1 January 2012.

(6). LOCs issued on or after 1 January 2012 related to a substantiated finding or conclusion from an officially documented investigation or inquiry.

b. Company Grade Officer (CGO) Adverse information disposition includes each of the following, where the disposition was assessed when the member was an CGO:

(1). Nonjudicial punishment pursuant to Article 15, UCMJ.

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

3. Officers are not required to furnish historic adverse information on themselves.

4. 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.

**AIR RESERVE COMPONENT  
FIRST LIEUTENANTS WITHOUT BACHELOR'S DEGREES**

<b>Svc Comp</b>	<b>NAME</b>	<b>Pas Curr</b>
G	AKRABOWON, PRYN	B51LFL1V
G	ANDERSON, CONNIE JEAN	H81LFMGL
G	BABBIDGE, PATRICK RUSSELL	K21CFMKG
G	BACHELOR, SHERI MICHELE SY	B32IF4M8
G	BAINER, LUCAS B	J31LFBGK
G	BASS, SHANNON TAMIKA	G71LFMFH
V	BOOKER, CHARRAN E	W90MFY64
V	BOOS, MELISSA D	T20MFLV9
G	BOWEN, RUTH A	N31LFWZL
G	BROOKS, CHRISTINE	N21LFMSJ
G	BURAK, MICHAEL BRYAN	H81LFMGL
V	COPPEDGE, JENNIFER C	S20MF79L
G	DOWNING, VICTOR M JR	D71LFL7D
G	DRINKWATER, DENISE MARIE	M71LFWZQ
G	FAWCETT, LINDSAY MARIE	D61CFL67
G	FORGUE, JEREMY M	B71LFL27
G	FREDERICO, NICHOLAS M	B71LFL29
G	GARDO, JORDAN AUSTIN	M71LFWZQ
G	GEISLER, GREGORY T	J41CFMJ9
G	GOFF, HEATHER R	F31LFW3K
G	GOODRUM, SHELDON A	J61CFV92
G	GORDON, BRET IAN	B81LFL3D
G	GRANA, JOSEPH NORMAN	H61CFBDR
G	GREENE, ALAN T	K32IF4NF
G	GREENE, MARY RACHELLE	D71LFL68
G	HARTKE, AMELIA A	M91CFTNW
V	HIBBS, RACHELLE DELYN	W90MFY64
G	HIGGINS, PATRICK R	F31LFMB0
G	HOLLINGSWORTH, ASHLEY L	E31CFL8S
G	ILLIES, AMBER LEE	F31LFMBY
G	IRUNGU, PETER MAINA	B81LFL3D
G	JASPERS, ANDREW M	F31LFMBR
G	JENKINS, JACOB S	N22IF4MB
V	JOHNSON, JOSHUA E	S60MFJK0
G	KING, COLEY W	C31CFW24
V	KINOSHITA, RYLYN C	V70MFH27
V	KOESSEL, MATTHEW BRIAN	W90MFN29

PRIVACY ACT OF 1974 AND EXEC ORDER 9375 APPLIES  
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**AIR RESERVE COMPONENT  
FIRST LIEUTENANTS WITHOUT BACHELOR'S DEGREES**

V	KREFT, AMY JEAN	U20MFLNX
V	LATHAM, CURTIS DWAYNE	W70MFZBT
G	LUTZ, JENNA IVESTER	M71LFWZQ
G	MANFREDI, NICHOLAS M	H61CFBDR
G	MARZI, SAMANTHA ANN	B91CFL8Z
G	MCDANIEL, WILLIAM KEITH	A81CFL0Z
G	MCGEHEE, CHRISTOPHER DUNCAN	F61LFMBF
G	MCILVENNA, KERRI LEIGH	D91CFL7Y
G	MEDLEY, JOHN C	F80RFW0J
G	MEINTS, JAMISON A	G41LFW3N
V	MENO, SHARLENE PUANANI	HL0RFCZ1
G	MILLER, MICHAEL PIERINO	A62IF4NV
G	MILLER, NICHOLAS S	F80DF2WG
G	MOHR, KYLE ANDREW	M71LFMRN
G	MORGAN, JOHN PHILIP III	M71LFMRN
G	NETTLES, MATTHEW JOHN	K61CFS7K
V	NICCOLL, MICHELLE SUSAN	V20MFLND
G	NOVOSEDLIK, HILLARY ANN	B81LFL3D
G	ONEILL, ERIC MATTHEW	F31LFMB0
G	PALMER, JEREMY A	G21LFTH6
G	PARKER, TIMOTHY SCOTTWILLI	G52IF4NK
G	PHILLIPS, MICHAEL ANDREW	J90VFMKR
G	PITTMAN, DEWAYNE JR	K31CFMK5
V	RICHARDS, RYAN STEVEN	U40MFLQB
G	ROMANO, ANGELO P	A40RFS1Q
G	SAZAMA, GEORGE BERT III	L31CFMNL
G	SCOLES, JEREMY E	E81CFQ2H
G	SELLERS, JASON LANCE	A60JFTND
G	SINN, ROBYN MICHELLE	F61LFMCB
G	SKREPENSKI, MEGHAN MALAIKA	M91CFN6L
G	SOLIS, JOSE RUBEN JR	A60JFTNQ
G	SORENSEN, KYLE STEVEN	L31CF2BG
G	THOMAS, LEANN NICOLE	M71LFW4B
G	TURNER, JUSTIN WILLIAM	J90VFMKR
G	VAN VOORST, SCOTT JOEL	D51LFL6X
V	WAGNER, CLINT J	W10MFLJQ
G	WATSON, JOHN ANDREW	F71LF2HP
G	WATTS, CHRISTOPHER T	N31LFWZL

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**Attachment 3**

**SAMPLE**

**LETTER TO MEMBER MISSING BACHELOR'S DEGREE**

(YOUR MPS)

(Rank, Name)

(Address)

(City, State, Zip Code)

Dear (Rank, Name),

1. You are eligible for promotion consideration during the CY21A/B Reserve of the Air Force Line and Nonline Captain Promotion Process. In order to be promoted above the grade of first lieutenant, you must have a bachelor's degree. During our evaluation of your personnel record, we found that your bachelor's degree is not listed.

2. You can view your Career Data Brief located in vMPF under the academic information to ensure your degree is in your record. If the degree information is not correct you can send your information either 1) Directly from the university to AFIT Academic Coding Branch, 2950 Hobson Way WPAFB OH, 45433-7765 and allow 3-4 weeks for processing, or 2) Official e-transcripts sent directly from the school may be sent to [afit.coding@afit.edu](mailto:afit.coding@afit.edu) and allow 3 duty days for processing. You can contact AFIT/ACB at [afit.coding@afit.edu](mailto:afit.coding@afit.edu) or DSN 785-6565, ext 4324, or email is the preferred method of contact, to validate your degree status. Without a bachelor's degree, you are not qualified for promotion.

Sincerely

(MPS Commander)

**SAMPLE**

**LETTER TO SENIOR RATER OF MEMBER MISSING BACHELOR'S DEGREE**

(date)

MEMORANDUM FOR THE SENIOR RATER OF (Rank, Name)

FROM: (Unit/Office Symbol of MPS Commander)

SUBJECT: Bachelor's Degree Missing

1. You are assigned as the senior rater for (Rank, Name), who is eligible for promotion consideration during the CY21A/B Reserve of the Air Force Line and Nonline Captain Promotion Process. During our evaluation of the member's personnel record, we found that a bachelor's degree is not listed. A letter instructing him/her to work with AFIT to ensure this information gets updated was mailed on (date). In accordance with Title 10, U.S.C., Section 12205, no person may be promoted to a grade above first lieutenant without a bachelor's degree from a qualifying educational institution.

2. Officers can view their Career Data Brief located in vMPF under the academic information to ensure their degree is in their records. If the degree information is not correct you can send your information either 1) Directly from the university to AFIT Academic Coding Branch, 2950 Hobson Way WPAFB OH, 45433-7765 and allow 3-4 weeks for processing, or 2) Official e-transcripts sent directly from the school may be sent to [afit.coding@afit.edu](mailto:afit.coding@afit.edu) and allow 3 duty days for processing.

3. AFIT/ACB does not accept diplomas, faxes, photocopies, student scanned e-mail copies, unofficial or opened issued to student transcripts, or degrees below an undergraduate degree. For further questions, please review the FAQ at: <https://www.afit.edu/CODING/page.cfm?page=1185>. To check the status of your update, review your CDB, and if the processing time has passed, contact AFIT/ACB at [afit.coding@afit.edu](mailto:afit.coding@afit.edu) <<mailto:afit.coding@afit.edu>> or DSN 785-6565, ext. 4324. Email is the preferred method of contact.

4. If you have any questions, please contact (Name, Number).

Sincerely

(MPS Commander)

SAMPLE

LETTER TO MEMBER OF DNP PRF NOTIFICATION  
AND OFFICER'S RIGHT TO SUBMIT A LETTER

(date)

MEMORANDUM FOR (Ratee)  
(Ratee's Address)

FROM: (Senior rater's address symbol)  
(Senior rater's address)

SUBJECT: Officer's Right to Submit a Letter

1. I have recently completed your AF Form 709, Promotion Recommendation (Attachment). In this report, I recommended that you not be selected for promotion at this time. Because of this recommendation, I am reminding you of your right to submit a letter.
2. If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a letter to HQ ARPC/PB for USAFR members or the State Adjutant General for ANG members concerning these matters. Submit letters electronically via the vPC-Dashboard on the Air Force Personnel Services (myPERS) website, <https://gum-crm.csd.disa.mil/app/login>. You may also access myPers through the Air Force Portal, <https://www.my.af.mil/faf/FAF/fafHome.jsp>. Once in the vPC Dashboard, select the "Action Request" tab; scroll to "Officer Promotions"; select "Submit a Letter to the Promotion Board (Officer)," and compose the letter in the space provided. Be certain to select the appropriate board identifier (A0321A/B - Guard, V0321A/B – Participating Reserve, W0321A/B – Nonparticipating Reserve). Electronic letters must be received no later than 2359 hrs CST **10 calendar days** before the board convenes, in accordance with Title 10, USC Section 14106. In addition, you may apply for a review of the report under AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, once the report becomes a matter of record as defined in AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Attachment 1.
3. Instructions as to what is permissible in a letter to the Selection Board Secretariat (USAFR) or State Adjutant General (ANG) are provided in AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, para 4.7. If you require further information concerning your right to submit a letter, the MPS is available to assist you.

(Signature)  
(Typed name, grade, branch of service)

Attachment:  
AF Form 709

**SAMPLE**

**LETTER FOR SENIOR RATER**

(date)

MEMORANDUM FOR DIRECTOR, ARC SELECTION BOARD SECRETARIAT

FROM: Senior Rater's Office Symbol

SUBJECT: CY21A/B Reserve of the Air Force Captain Promotion Selection Process

I have submitted a "Do Not Promote" recommendation on (Rank, Name, SSN). The member has been notified of his/her right to submit a letter to HQ ARPC/PB for USAFR members or the State Adjutant General for ANG members. This package includes the Do Not Promote recommendation (AF Form 709), member notification letter, and a certified receipt that the member received notification of this recommendation (Attachments 1-3, respectively).

(Senior Rater's signature for USAFR)  
(Typed name, grade, branch of service)

OR

(State Adjutant General's signature for ANG)  
(Typed name, grade, branch of service)

3 Attachments:

1. AF Form 709
2. Notification Letter
3. Certified Return Receipt