

**Attachment 6 - IR Sample AF 224 for E-6/E-7**

<b>RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE</b>			DATE OF REQUEST <i>date</i>
<b>PRIVACY ACT STATEMENT</b>			
<p>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.</p>			
<b>SECTION I. REQUEST</b>			
<b>THRU:</b> (MPF)  MPS MAILING ADDRESS  NAME (Last, First, Middle Initial)	<b>TO:</b> HQ RIO/CC 18420 E Silver Creek Ave, Bldg 390, Buckley AFB, CO 80011	<b>FROM:</b> (Unit)  NOMINEE'S UNIT MAILING ADDRESS	
NOMINEE'S NAME	CURRENT GRADE	SSN	
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 <u>8.2</u> , Rule <u>5 (E6) or 6 (E7)</u> .			
RECOMMENDED FOR PROMOTION TO (TSgt or MSgt) STEP II Promotion Cycle 2018 Overage Code L applies	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL  NOMINEE'S ACTIVE DUTY COMMANDER	SIGNATURE  Signature Required at time of nomination	
<b>SECTION II. MEMBER PROMOTION DATA</b>			
POSITION CONTROL NUMBER DET completes all of Section II	AUTH AFSC	AUTH GRADE	CURRENT DATE OF RANK
PAFSC	PAY DATE	TEMSD (E-8 & E-9 only) FUNCTIONAL ACCT CODE	DATE QUALIFIED USAFSE/SNCOA (E-8 & E-9 only)
<b>MPF CERTIFICATION</b>			
I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.			
TYPED NAME AND GRADE OF PERS OFF OR RECORDS CUSTODIAN (E-7 or above)  Det POC Certifying Data		SIGNATURE  Signature Required at time of nomination	
<b>SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required)</b>			
ACTION AND DATE RECOMMEND APPROVAL DISAPPROVAL		TYPED NAME, GRADE, ORG, OF SQ COMMANDER	SIGNATURE OF SQ COMMANDER
ACTION AND DATE <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL Leave Blank		TYPED NAME, GRADE, ORG, OF SQ COMMANDER KELLI B. SMILEY, Col, USAF HQ RIO Commander	SIGNATURE OF PROMOTION AUTHORITY  Leave Blank
<b>SECTION IV. AUTHENTICATION</b>			
RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON <u>20181001</u> DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.			
DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE HQ AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011		RESERVE ORDER NO.  LEAVE BLANK	DATE OF ORDER  LEAVE BLANK
		NEW DATE OF RANK  20181001	
DISTRIBUTION		<b>FOR THE COMMANDER</b> SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL  ELISHA M. OLIVAS, SMSgt, USAF Superintendent, Force Management	