



2018 STEP II GUIDE

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 Reserve Service categories of Individual Reserve (IR) (IMA/PIRR) and unit members (TR) nominated for promotion to the grades of E-6 through E-9.

2. Policy:

- a. STEP II is a commander's program designed to promote outstanding and well deserving Air Force Reserve members in Categories A (Unit), B (IMA), and E (PIRR) to one grade above the authorized grade for their position. 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 established by Headquarters Air Force Reserve Command (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 STEP II 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 at the time of nomination (date packages are due to Headquarters Air Reserve Personnel Center (ARPC)) **AND** on the PECD (except for the AFRC Chief Orientation Course (COC) requirement for members being considered for promotion to E-9). **Exception: TIG and TIS requirements only have to be met on the PECD, not at the time of nomination.** All members selected for promotion will be promoted on 1 October unless the individual being promoted previously held the grade being promoted to and a DOR adjustment is completed, as appropriate.
- d. AFRC/A1KK provides the promotion quotas for each grade to ARPC (which includes Headquarters IR Readiness Integration Organization (RIO)), Numbered Air Forces (NAFs), Wings (WGs), and Direct Reporting Units (DRUs). There is no requirement for all quotas 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 also the promotion authority for AFRC assigned staff members selected for STEP II promotions to E-6/ E-7.
- b. ARPC/CC, NAF/CCs, RIO/CC, WG/CCs, and DRU/CCs are the promotion authority for their assigned members selected for STEP II promotions to E-6/E-7.

4. Promotion Eligibility:

- a. Nominees must meet all eligibility requirements (**except TIG and TIS**) in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Program*, para 8.9., at the time nominations are due, 10 June 2018.
- 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 or over grade 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.
- 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:

LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE RETURNED OR BE ELIGIBLE TO MEET THE BOARD

- a. For unit members (TRs): the Military Personnel Sections (MPSs) will review and scrub STEP II promotion eligibility rosters prior to providing them to units for completion. Units will provide completed rosters back to the MPS for review of any additions to the roster to ensure eligibility requirements are met and prior to nomination packages being completed. NAFs/WGs/DRUs will determine and monitor their local nomination processes, to include any additional MPS involvement.
- b. For IR members (IMA/PIRR): ARPC/DPT will provide eligibility rosters to the RIO Detachments. RIO will determine and monitor their nomination process. Nomination packages will be forwarded from the member's Active Duty unit commander to the servicing RIO Detachment for further processing to RIO. RIO will submit all nomination packages to ARPC/CCC for signature prior to submitting to ARPC/DPAF.

- c. AFRC, ARPC, NAFs, WGs, and DRUs will conduct a quality review of their nomination packages prior to submitting to ARPC/DPAF.
- d. ARPC/DPAF only accepts packages directly from AFRC, ARPC, NAFs, WGs, and DRUs (identified below). **All IR packages must be submitted through RIO and are not to be sent directly to ARPC/DPAF. NOTE: Every installation is authorized to submit nominations based on the numbers below.**

| <u>Rank Submissions</u> | <u>ARPC(RIO)/WG/DRU</u> | <u>NAFs/AFRC (staff)</u> |
|-------------------------|-------------------------|--------------------------|
| E-9 | 1 each | 1 each |
| E-8 | 3 each | 1 each |
| E-7 | 10 each | 1 each |
| E-6 | 10 each | 1 each |

DRUs authorized to submit packages, as stated above, are limited to the following locations:
340 FTG, 413 FLTG, 477 FG, 513 ACG, 610 AOG, 622 CEG, 624 RSG, 655 ISRG, 913 AG, 960 CYOG

NOTE: Regardless of the number of quotas available, the staff at AFRC and NAFs may each only submit 1 nomination per grade.

- e. Nomination packages must include the following (unit and IR specific templates available in attachments). **IMPORTANT NOTE: All documents must have wet signatures.**
 - (1) STEP II Promotion Checklist – signed by Unit/CC and CCC for unit members, and RIO/CC and ARPC/CCC for IR members, confirming that all promotion eligibility requirements are met.
 - (2) AF Form 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 Form 1206 consists of bullet statements of no more than 35 lines, which includes the following mandatory headings for current rank SSgt/TSgt: **Job Performance in Primary Duty, Leadership & Followership, and Whole Airman Concept** and the following mandatory headings for current rank MSgt/SMSgt: **Leadership & Job Performance in Primary Duty and Whole Airman Concept**. The AF Form 1206 must contain the squadron commander’s, or equivalent, signature only.
 - (3) AF 224 – Required for all E-8 and E-9 nominations and additionally, all IR E-6 and E-7 nominations. Refer to Attachment 4, 5, and 6 respectively.
 - (4) A printout from the Air Force Fitness Management System II (AFFMS II) documenting a current and passing fitness test. Refer to paragraph 4.e.
 - (5) Individuals nominated for STEP II to the rank of CMSgt must sign a Statement of Understanding (Attachment 3) acknowledging the Chief Orientation Course requirement. Members must attend prior to promotion effective date.

- (6) Signed RSC contract (only required to be submitted with packages being considered for E-7 (IRs only) and all E-8/E-9). Refer to attachment 7.

NOTE: ARPC/DPAF will pull each nominee's last three EPRs and career data brief.

f. Submitting nomination packages:

- (1) Submit nominations via vPC by logging 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**” in the blue box. Choose the appropriate component from the drop down menu. In the “**Category**” box, choose “**Promotion**”. The subject line must read, “**STEP II Nomination - nominee's unit, current rank, last name and first name**” (i.e., STEP II Nomination – 123 FSS, MSgt, Smith, John). 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 scanned readable/legible PDF document, as stated above; 1 submission (1 name) per incident. If not submitted in one scanned readable/legible PDF document, the package is incomplete and will not be returned for corrections.

LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE RETURNED OR BE ELIGIBLE TO MEET THE BOARD

- (2) If nominee is subsequently promoted, no longer being considered, or becomes ineligible for STEP II, please contact the TFSC immediately, 800-525-0102 and please have the myPers incident number available.

6. ARPC STEP II 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 members, no less than five CMSgts (including Command Chiefs) and no less than four SMSgts from the most current Command Key Personnel Listing (KPL).
- 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 ARPC/DPAF or AFRC/A1 must be present during all E-6 through E-9 board proceedings.
- c. Board dates and schedules are provided by ARPC/DPAF 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 Form 1206 Headings:
 - a. Current grade E-5/E-6 (NCOs): Job Performance in Primary Duty, Leadership & Followership, and Whole Airman Concept.
 - b. Current grade E-7/E-8 (SNCOs): Leadership & Job Performance in Primary Duty and Whole Airman Concept
- (2) Last 3 signed EPRs
- (3) Career Data Brief (CDB)

7. Post-Board Processing Procedures at ARPC:

- a. ARPC/DPAF forwards all E-8/E-9 AF 224s who are selected for promotion to AFRC/A1KK for AFRC/CC signature and approval.
- b. ARPC/DPAF will provide the post board report, demographics, and statistics to AFRC/A1KK.
- c. ARPC will release board results once approved by AFRC/CC.
- d. ARPC/DPT will update all IR promotions (E-6 - E-9) in MilPDS to include; a promotion effective date of 1 Oct, RSC code and expiration date, and overgrade code L. ARPC/DPT will also update all unit members selected for promotion to E-8/E-9 in MilPDS to include; a promotion effective date of 1 Oct, RSC code and expiration date, and overgrade code L.

8. Post-Board Processing Procedures at Servicing MPS (unit):

- a. Servicing MPSs will publish AF 224s and update MilPDS for all E-6/E-7 selected by the STEP II Promotion Board to reflect a promotion effective date of 1 Oct. MPSs will also update MilPDS with RSC codes and expiration dates for E-7 selections and all E-6/E-7 overgrade code L.

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

Attachments:

Attachment 1 - STEP II Promotion Checklist

Attachment 2 - Sample AF Form 1206

Attachment 3 - Sample Statement of Understanding (CMSgt Nominations)

Attachment 4 - Unit Sample AF 224 for E-8/E-9

Attachment 5 - IR Sample AF 224 for E-8/E-9

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

Attachment 7 - Sample Reserve Service Commitment (RSC)

Attachment 1 – STEP II Promotion Checklist

| Name: | | Grade Nominated to: | | Requirement Met | | |
|-----------|---|---------------------|--|-----------------|----|-----|
| Full SSN: | | | | YES | NO | N/A |
| 1 | Is the member an overage or over grade? If yes, the member is <u>NOT</u> eligible for STEP II. | | | | | |
| 2 | Nominee is a (circle one) TR / ART / IMA DRU/WING/RIO Name _____ NAF # _____ | | | | | |
| # | <u>NOMINATION PACKAGE MUST INCLUDE THE FOLLOWING:</u> | | | | | |
| 3 | This checklist must be signed by the member's Unit Commander & Command Chief. Unit Commander's signature must match signature on AF Form 1206. | | | | | |
| 4 | <u>AF FORM 1206 (Nomination For Award) – PDF Version 20170802</u> Single spaced bullet format (no more than 35 lines which includes mandatory headings) covering any specific accomplishments within a member's career and <u>not</u> reflected in three most recent EPR's. | | | | | |
| 4.1 | Squadron Commander Signature ONLY (wet signature) Must be to the right of typed name, in the block at the top of the AF Form 1206. ** Refer to sample Attachment | | | | | |
| 5 | <u>AFFMS II FITNESS REPORT : NEXT DUE DATE</u> Must reflect CURRENT & PASSING as of 10 Jun 18 and at PECD of 30 Sep 18 | | | | | |
| 6 | <u>AF 224 (Version 20120622)</u> E-6 & E-7 for IRs and all E-8 & E-9 packages ONLY ** Refer to sample Attachments (Lt Gen Miller's and CMSgt Marr's information must be included as shown on sample) | | | | | |
| 7 | <u>RSC (Reserve Service Commitment)</u> E-7 (IRs only), E-8 & E-9 (all nominations) Eligible to obtain 24 months retainability prior to the promotion effective date (1 Oct). ** Refer to sample Attachment | | | | | |
| 8 | <u>SOU (Statement of Understanding)</u> Required for nomination to E-9 ONLY. Statement of Understanding acknowledging the requirement to complete the Chief Orientation Course. | | | | | |
| 9 | <u>Time In Grade (TIG) Requirement:</u> TSgt - CMSgt: 24 Months Met on or before Promotion Eligibility Cut-Off Date (PECD) of 30 September | | | | | |
| 10 | <u>Years Satisfactory R/R Service</u> TSgt - 6 years / MSgt - 8 years / SMSgt - 11 years / CMSgt - 14 years | | | | | |
| 11 | <u>Primary Skill Level (PAFSC) (For SDIs, refer to AFI 36-2502, Table 8.2, Note 2)</u> TSgt/MSgt - 7 level and SMSgt - 7 or 9 level | | | | | |
| 12 | <u>PME</u> TSgt – N/A / MSgt – NCOA / SMSgt – SNCOA Must be updated in MilPDS | | | | | |
| 13 | <u>CCAF</u> E-8 & E-9 packages ONLY – Must have a <u>conferred</u> CCAF at time of nomination. | | | | | |

I certify that the member listed above meets **all promotion eligibility requirements IAW AFI 36-2502, Enlisted Airman Promotion/Demotion Programs**, as of nomination date and that all required documentation is included for STEP II Board processing.

****Reminder: IR member submissions are required to be signed by the RIO/CC and the ARPC/CCC****

Commander Printed Name: _____ Commander Sig/Date: _____

Command Chief Printed Name: _____ Command Chief Sig/Date: _____

Attachment 2 - Sample 1206

NOMINATION FOR AWARD

| | | | |
|---|---|---|---------------------|
| AWARD CY2018 Stripes for Exceptional Performers II Board | | CATEGORY (If Applicable) Senior Master Sgt | AWARD PERIOD N/A |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John Q. Smith | | MAJCOM, FOA, OR DRU MAJCOM of Assignment | |
| DAFSC/DUTY TITLE 3F071/NCOIC, 123rd Force Support Squadron | NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX, Comm (XXX) XXX-XXXX | | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS/FMSPD, Someplace AFB CO XXXXX | | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane C. Doe, DSN XXX-XXXX, Comm (XXX) XXX-XXXX (Commander's WET signature required here) | | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | | |
| - NCO Headings: JOB PERFORMANCE IN PRIMARY DUTY, LEADERSHIP & FOLLOWERSHIP, and WHOLE AIRMAN CONCEPT | | | |
| - SNCO Headings: LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY and WHOLE AIRMAN CONCEPT | | | |
| - Each of the headings above and accomplishments will be a maximum of 35 lines (total) | | | |
| - Bullet format is mandatory | | | |
| - Squadron Commander's WET signature required beside name in RANK/NAME OF UNIT COMMANDER'S section | | | |
| - AF Form 1206 is a single page format, eliminating use of the second page | | | |
| ACRONYM LIST (if applicable, must be listed on front page only, not included in max line count) | | | |

Attachment 3 – Sample Statement of Understanding

MEMORANDUM FOR UNIT CC OR DET/CC

(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/rank of E-9/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 4 – Unit Sample AF 224 for E-8/E-9

| | | | | |
|--|--|--|--|----------------------------------|
| RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE | | | DATE OF REQUEST <i>date</i> | |
| PRIVACY ACT STATEMENT | | | | |
| 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. | | | | |
| SECTION I. REQUEST | | | | |
| THRU: (MPF) | | TO: AFRC/CC 155 RICHARD RAY BLVD ROBINS AFB GA 31098-1635 | | FROM: (Unit) |
| MPS MAILING ADDRESS | | | | 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 <u>8.2</u> , Rule <u>7 (E8) or 8 (E9)</u> . | | | | |
| RECOMMENDED FOR PROMOTION TO (SMSgt or CMSgt) STEP II Promotion Cycle 2018 Overage Code L applies | TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL NOMINEE'S ACTIVE DUTY COMMANDER | | SIGNATURE <i>Signature Required at time of nomination</i> | |
| SECTION II. MEMBER PROMOTION DATA | | | | |
| POSITION CONTROL NUMBER <i>DET completes all of Section II</i> | AUTH AFSC | AUTH GRADE | CURRENT DATE OF RANK | |
| PAFSC | PAY DATE | TEMSD (E-8 & E-9 only) FUNCTIONAL ACCT CODE <i>TEMSD is PAYDATE</i> | DATE QUALIFIED USAFSE/SNCOA (E-8 & E-9 only) | |
| MPF CERTIFICATION | | | | |
| <i>I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.</i> | | | | |
| TYPED NAME AND GRADE OF PERS OFF OR RECORDS CUSTODIAN (E-7 or above) | | SIGNATURE | | |
| Det POC Certifying Data | | <i>Signature Required at time of nomination</i> | | |
| SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required) | | | | |
| ACTION AND DATE | | TYPED NAME, GRADE, ORG, OF SQ COMMANDER | SIGNATURE OF SQ COMMANDER | |
| RECOMMEND | <i>Date</i> | KELLI B. SMILEY, Col, USAF HQ RIO Commander | <i>Signature Required at time of nomination</i> | |
| <input checked="" type="checkbox"/> APPROVAL | | | | |
| <input type="checkbox"/> DISAPPROVAL | | | | |
| ACTION AND DATE | | TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY | SIGNATURE OF PROMOTION AUTHORITY | |
| APPROVAL | Leave Blank | MARYANNE MILLER, Lt Gen, USAF Commander, Air Force Reserve Command | Leave Blank | |
| DISAPPROVAL | | | | |
| SECTION IV. AUTHENTICATION | | | | |
| 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 BC PLUS | | FOR THE COMMANDER SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL BRIAN J. MARR, CMSgt, USAF Supt, Assignments Directorate | | |

Attachment 5 – IR Sample AF 224 for E-8/E-9

| | | | | |
|--|--|--|--|----------------------------------|
| RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE | | | DATE OF REQUEST date | |
| PRIVACY ACT STATEMENT | | | | |
| 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. | | | | |
| SECTION I. REQUEST | | | | |
| THRU: (MPF) | | TO: AFRC/CC 155 RICHARD RAY BLVD ROBINS AFB GA 31098-1635 | | FROM: (Unit) |
| MPS MAILING ADDRESS | | | | 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 <u>8.2</u> , Rule <u>7 (E8) or 8 (E9)</u> . | | | | |
| RECOMMENDED FOR PROMOTION TO (SMSgt or CMSgt) STEP II Promotion Cycle 2018 Overage Code L applies | TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL NOMINEE'S COMMANDER | | SIGNATURE Signature Required at time of nomination | |
| SECTION II. MEMBER PROMOTION DATA | | | | |
| POSITION CONTROL NUMBER MPS 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 TEMSD is PAYDATE | DATE QUALIFIED USAFSE/SNCOA (E-8 & E-9 only) | |
| MPF CERTIFICATION | | | | |
| <i>I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.</i> | | | | |
| TYPED NAME AND GRADE OF PERS OFF OR RECORDS CUSTODIAN (E-7 or above) | | SIGNATURE | | |
| MPS POC Certifying Data | | Signature Required at time of nomination | | |
| SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required) | | | | |
| ACTION AND DATE | | TYPED NAME, GRADE, ORG, OF SQ COMMANDER | SIGNATURE OF SQ COMMANDER | |
| RECOMMEND | Date | Nominees Wing Commander or Equivalent for DRUs | Signature Required at time of nomination | |
| <input checked="" type="checkbox"/> APPROVAL | | | | |
| <input type="checkbox"/> DISAPPROVAL | | | | |
| ACTION AND DATE | | TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY | SIGNATURE OF PROMOTION AUTHORITY | |
| <input type="checkbox"/> APPROVAL | Leave Blank | MARYANNE MILLER, Lt Gen, USAF Commander, Air Force Reserve Command | Leave Blank | |
| <input type="checkbox"/> DISAPPROVAL | | | | |
| SECTION IV. AUTHENTICATION | | | | |
| 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 BC PLUS | | FOR THE COMMANDER SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL BRIAN J. MARR, CMSgt, USAF Supt, Assignments Directorate | | |

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

| | | | | |
|--|--|--|--|----------------------------------|
| RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE | | | DATE OF REQUEST date | |
| PRIVACY ACT STATEMENT | | | | |
| 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. | | | | |
| SECTION I. REQUEST | | | | |
| THRU: (MPF) | TO: HQ RIO/CC 18420 E Silver Creek Ave, Bldg 390, Buckley AFB, CO 80011 | | FROM: (Unit) | |
| MPS MAILING ADDRESS | | | 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 <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 | |
| SECTION II. MEMBER PROMOTION DATA | | | | |
| 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) | |
| MPF CERTIFICATION | | | | |
| <i>I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.</i> | | | | |
| TYPED NAME AND GRADE OF PERS OFF OR RECORDS CUSTODIAN (E-7 or above) | | SIGNATURE | | |
| Det POC Certifying Data | | Signature Required at time of nomination | | |
| SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required) | | | | |
| ACTION AND DATE | TYPED NAME, GRADE, ORG, OF SQ COMMANDER | | SIGNATURE OF SQ COMMANDER | |
| RECOMMEND | | | | |
| APPROVAL | | | | |
| DISAPPROVAL | | | | |
| ACTION AND DATE | TYPED NAME, GRADE, ORG, OF SQ COMMANDER | | SIGNATURE OF PROMOTION AUTHORITY | |
| <input checked="" type="checkbox"/> APPROVAL | KELLI B. SMILEY, Col, USAF HQ RIO Commander | | Leave Blank | |
| DISAPPROVAL | Leave Blank | | | |
| SECTION IV. AUTHENTICATION | | | | |
| 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 | | FOR THE COMMANDER SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL ELISHA M. OLIVAS, SMSgt, USAF Superintendent, Force Management | | |

Attachment 7

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 AFI 36-2254v1, 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/A1KK is the office of primary responsibility for Reserve Service Commitment policy contained in AFRCI 36-2102. Questions can be directed to HQ AFRC/A1KK at DSN 497-1243; 800-223-1784, extension 7-1243.

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 reason **promotion**. 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 **1 Oct 2018 (Promotion Effective Date)**, Reserve Service Commitment terminating on **30 Sep 2020 (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 _____ day's 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, UNT...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