

**Subject:** 1 June approved Grade Ceiling Waivers & AGR SMSgt Grade Ceiling Process Update

Dear AGR Assignment Customers and Mission Partners,

We are pleased to announce the grade ceiling approval of all remaining 46 members awaiting promotion to SMSgt. Below are the names with approved grade ceiling waivers for 1 June 25 with their respective Commander's approval. Please ensure you review the process below the approval list for future processing of grade ceiling waiver requests.

**Current List of Approved SMSgt Grade Ceiling Waivers (as of May 6, 2025)**

*Members with an asterisk (\*) have had a change or addition to their listing—contact leadership for further clarification.*

Number	Name	Unit	NAF	Approved date
1	Embry, Kameika	AIR RESERVE PERS DIRECT REPORTING UNIT OL: 000D	HQ	1 Jun 25
2	Douglas, Shameka	756 AIR REFUELING SQUADRON	4AF	1 Jun 25
3	Dougherty, James	306 RESCUE SQUADRON	10AF	1 Jun 25
4	Holbert, Alicia	AIR RESERVE PERS DIRECT REPORTING UNIT OL: 000D	HQ	1 Jun 25
5	White, Derek A.	931 OPERATIONS SUPPORT SQUADRON	4AF	1 Jun 25
6	Busch, Brian	352 RECRUITING SQUADRON OL: 000M	HQ	1 Jun 25
7	Villa, Robert	4 AIR FORCE	4AF	1 Jun 25
8	Stoeckl, Benjamin	910 SECURITY FORCES SQUADRON	22AF	1 Jun 25
9	Ruckstuhl, Catherine	AF RESERVE OL: A200	HQ	1 Jun 25
10	Corradi, Jason	350 RECRUITING SQUADRON OL: 00AH	HQ	1 Jun 25
11	Thomas, William	HQ AF RESERVE OL: IG00	HQ	1 Jun 25
12	Reddy, Scott	452 CONTINGENCY RESPON SQUADRON	4AF	1 Jun 25
13	Villanueva, Silvia	IR READ AND INTEG ORGANIZATION Det: 0003	HQ	1 Jun 25
14	Hall, John	HQ AF RESERVE OL: A400	HQ	1 Jun 25
15	Stevens, Trevor	943 RESCUE GROUP	10AF	1 Jun 25
16	Norman, Austin	426 CYBER OPERATIONS SQUADRON	10AF	1 Jun 25
17	Hoegrebe, Heather	459 AIR REFUELING WING	4TH	1 Jun 25
18	Tobler, Aaron	38 INTELLIGENCE SQUADRON	10TH	1 Jun 25
19	White, Angel	FORCE GENERATION CENTER	HQ	1 Jun 25
20	Cathey, Staci	926 FORCE SUPPORT SQUADRON	10AF	1 Jun 25
21	Erickson, Cynthia	50 INTELLIGENCE SQUADRON	10AF	1 Jun 25
22	Choroski, Stephanie	700 AIRLIFT SQUADRON	22AF	1 Jun 25
23	Guerra, Noey	439 SECURITY FORCES SQUADRON	4TH	1 Jun 25
24	Williams, Quiandra	340 FLYING TRAINING GROUP	22AF	1 Jun 25
25	Burke, Crystal	433 LOGISTICS READINES SQUADRON	4TH	1 Jun 25
26	Bankston, Eldric	367 RECRUITING GROUP	HQ	1 Jun 25
27	Yoakam, Zachary	306 RESCUE SQUADRON	10TH	1 Jun 25

28	Arnold, Joseph	352 RECRUITING SQUADRON OL: 00BL	HQ	1 Jun 25
29	Adkins, Rachelle	300 AIRLIFT SQUADRON	4TH	1 Jun 25
30	Tayfel, Shannon	457 FIGHTER SQUADRON	10TH	1 Jun 25
31	Gentry, Michael	419 FORCE SUPPORT SQUADRON	10TH	1 Jun 25
32	Seitz, Caleb	349 FORCE SUPPORT SQUADRON	4TH	1 Jun 25
33	Hughes, Kristi	349 FORCE SUPPORT SQUADRON	4TH	1 Jun 25
34	*Biederman, Nicole	820 INTELLIGENCE SQUADRON	10TH	1 Jun 25
35	*Martinez, Mark	356 AIRLIFT SQUADRON	4TH	1 Jun 25
36	*Lane, Danathan	4 AIR FORCE	4TH	1 Jun 25
37	*Shipp, Kenya	350 RECRUITING SQUADRON OL: 00AF	HQ	1 Jun 25
38	*Schneider, Scott	42 CYBER OPERATIONS SQUADRON	10TH	1 Jun 25
39	*Molina, Zachary	96 FLYING TRAINING SQUADRON	22ND	1 Jun 25
40	*Davis, Jeffer	HQ AF RESERVE OL: 000D	HQ	1 Jun 25
41	*James, Alexander	HQ AF RECRUITING SERVICE	HQ	1 Jun 25
42	*Ortiz, Christopher	689 NETWORK OPERATIONS SQUADRON	10TH	1 Jun 25
43	*Baustert, Michael	689 NETWORK OPERATIONS SQUADRON	10TH	1 Jun 25
44	*Wood, Michael	10 AIR FORCE	10TH	1 Jun 25
45	*January, Thomas	730 AIR MOBILITY TRAIN SQUADRON	4TH	1 Jun 25
46	*Casey, Jennifer	916 LOGISTICS READINES SQUADRON	4TH	1 Jun 25


## Implementation of Grade Ceiling Worksheet

Along with the execution of SMSgt downgrades, the grade ceiling waiver approval of all 46 remaining members pending, and the spirit of continuous improvement, we are implementing the requirement of a SMSgt AGR Grade Ceiling Worksheet with each future grade ceiling request. The requirement to utilize the new SMSgt AGR Grade Ceiling Worksheet will take effect June 13, 2025. In the meantime, the current grade ceiling request process does not change, except for grade ceiling approval or disapproval notification.

## Approval and Denial Notifications

SMSgt Grade Ceiling applications received by ARPC/DPAA from May 7, 2025, onward will receive an approval or denial confirmation via their My Application request in MyVector. Confirmation responses of approval or denial will be provided no earlier than the 10th of each month. Therefore, requests submitted after the 10th of each month will have an approval or denial confirmation by the 10th of the following month.

### Applicants will receive one of two responses:

 **Approval Notification:** *Congratulations! Your grade ceiling request has been approved. MSgt [Member's Name] is approved and will be [X] of [X] SMSgts authorized. Your effective promotion date is no earlier than [DD MMM YYYY]. Proceed through your unit's 224 promotion process if not already initiated. Please provide a copy of this approved grade ceiling waiver to your FSS and*

*promotion approval authority. Backdated promotions are not authorized. Thank you for your submission and support of the promotion process.*

**✗ Denial Notification:** *We have received your grade ceiling request. Due to congressional limits within the AGR program, we are unable to approve any additional SMSgt promotion requests at this time. Please resubmit your request next month no later than the 10th of the month. You may reuse the same signed worksheet, provided the dated signatures are within 3 months from date of request. This ticket will now be closed. Thank you for your understanding and continued support.*

### **Key Updates & Changes**

1. May 7, 2025, continue to submit grade ceiling request via MyVector (status quo). The current grade ceiling process does not change, apart from the grade ceiling approval or disapproval notification provided by the 10th of the month.
2. June 13, 2025, all requests must use the new SMSgt Grade Ceiling Worksheet attached to MyVector request.

### **Example Scenario**

MSgt Jones, an AGR assigned to a unit, is eligible for promotion to SMSgt. He submits his signed SMSgt Grade Ceiling Waiver via My Applications in MyVector, Enlisted AGR Grade Ceiling Request, on June 24, 2025. His request will be evaluated against current SMSgt headspace and provided an approval or denial notification by the 10th of July 2025.

- If **approved**, he will provide a copy of the approved grade ceiling waiver to his FSS, promotion approval authority, and proceed with normal promotion routing with a promotion request to SMSgt for August 1, 2025.
- If **denied**, his application will close, and he will need to resubmit his grade ceiling waiver by the 10th of the following month.

### **Important Notes:**

1. The same completed SMSgt AGR Grade Ceiling worksheet remains valid if within 3 months from the date signed by the unit commander and submission of new grade ceiling request.
2. Anyone from the member's Chain of Command, CSS, or FSS can submit the My Application request with the signed SMSgt AGR Grade Ceiling worksheet on behalf of the member.
3. SMSgt Grade Ceiling approvals will be determined based on available stripe authorizations and submission timestamp (First in First out).
4. If denied, members must submit a new My Application request via MyVector for next month's promotion cycle.
5. Approval of a Grade Ceiling Waiver does not guarantee promotion—members must utilize their unit's/wing's/NAF's promotion process for final approval.
6. If a waiver is not executed by the approved date, the promotion request will close. Members must resubmit a new waiver request.

**Commitment to Excellence**

Our dedication to providing outstanding service remains unchanged. Thank you for your continued trust in the AGR Assignments Branch. We appreciate your partnership and look forward to serving you more efficiently.

For any questions, please contact AGR Assignments using My Applications through MyVector via an Enlisted AGR Grade Ceiling Request or AGR Management General Inquiry.

Thank you, AGR Assignment Division Chief