



HQ ARPC

April 2022

Promotion Board F.A.Q.s

Q: Where can I find the Air Reserve Component (ARC) annual promotion board schedule and promotion board guidance?

A: ARC promotion board guidance can be found on published Air Reserve Personnel Center Memorandums (ARPCMs). ARPCMs include information such as board schedules, Convening Notices, and Promotion Releases. They are found on myPers at <https://myPers.af.mil/app/home>. Once there, do the following:

- Under the "AIR RESERVE" or "AIR NATIONAL GUARD" tab (as applicable), select "OFFICER"
- On the left side of this new page, select "Promotion"
- On this new page, you will see information sections such as the ARC Selection Board Schedule, ARPCMs, and Promotion Release
- Select your items of interest to see the latest information available

Q: I was selected for promotion while on Active Duty and had a Line Number but I transferred to the ARC (USAFR/ANG) prior to my pin-on date. Can I transfer the promotion?

A: This request falls under the promotion category called an Active Duty List (ADL) to Reserve Active Status List (RASL) transfer. Transfers are not automatic as members must meet specific criteria for ADL to RASL promotion transfer approval. Applicants must not have a break-in-service and the Active Duty promotion must be approved prior to the member's transition to the ARC. Additional information can be found in AFI 36-2504, paragraph 6.4.

Officers seeking an ADL to RASL promotion transfer should work through their servicing MPF and submit a myPers inquiry to either HQ ARPC/PB (USAFR members) or NGB/AIPO (ANG members). Once the eligibility criteria is verified, the member's request will be submitted for SecAF review and OSD approval, which, in total, typically takes 6-8 months. After approval, the DOR will be projected for seven (7) years TIG IAW Reserve of the Air Force (ResAF) policy. Please note that, once approved, the DOR cannot be backdated to the original Active Duty projected pin-on date. The earliest DOR that can be established is the member's date of transfer into the ARC.

Q: I was selected for promotion when I was with a different service component/non-USAF Reserve Component and transferred to the ARC prior to my pin-on date. Is this promotion eligible for transfer?

A: This request also falls under the ADL to RASL category, however there are additional eligibility and verification criteria that must be met. Officers seeking an ADL to RASL promotion transfer should work through their servicing MPF and submit a myPers inquiry to either HQ ARPC/PB (USAFR members) or NGB/AIPO (ANG members).



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Q: Why have I not been promoted to 1st Lt when my Date of Rank (DOR) reflects a backdate?

A: The most common reason this occurs is when members are not gained into the ResAF by their unit until after the applicable promotion process is completed. To resolve this issue, however, HQ ARPC/PB can add you to the next upcoming 1st Lt promotion process after completing an eligibility check. Please create an incident via myPers for this matter.

Q: Why have I not been promoted to Capt when my DOR reflects a backdate and I am eligible at two years time-in-grade (TIG)?

A: Although your DOR reflects a backdate, you must have one full year of service on the RASL or ADL (or combination of both lists) to be eligible to meet the Capt promotion process or FGD boards. Further details are provided in Title 10 U.S.C. 14301 and AFI 36-2504, para 2.4.1.

Q: What is the RASL exactly?

A: As defined by AFI 36-2504, the RASL is "A list of all Reserve of the Air Force officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade. The RASL for the Air Force shall include officers in the Air National Guard and Air Force Reserve. Except as otherwise provided by law, an officer must be on the RASL to be eligible for consideration for selection for promotion, continuation, or selective early removal as a member of the Reserve of the Air Force."

Q: I was just added to the 1st Lt/Capt promotion process. When will I be promoted?

A: This will likely take a few months. HQ ARPC/PB can't advise of a specific timeframe because of possible delays. Eligibility checks take place before the promotion process close-out and, if deemed ineligible (e.g. member not gained by unit, Senior Rater submitted a DNP promotion recommendation, etc.), the member will not meet that particular promotion process. The promotion process for 1st Lts and Captains occurs twice per calendar year IAW ARPCM guidance.

Once close-out occurs, all candidate data is compiled and added to a promotion scroll which is then sent to HAF staff for review before SecAF review and Office of the Secretary of Defense (OSD) review/approval. Display of promotions, once approved, will be published and available on the myPers site.



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Q: Who executes promotion updates and promotion orders?

A: HQ ARPC/PB accomplishes promotion update actions and creates orders for all USAFR officers with the grades of 1st Lt through Colonel. Additionally, HQ ARPC/PB performs promotion update actions for all ANG Captains through Lt Col that are promoted via either a Mandatory Board or Process.

NGB/AIPD executes promotion update actions for all ANG 1st Lts and ANG FGOs promoted via either PV Board or Federal Recognition Review Board. NGB/AIPD also creates Federal Recognition orders for all ANG officers with the grades of 1st Lt through Colonel, however this action is not accomplished until after the state/territory completes the state/territory promotion order for its respective members. If your promotion update hasn't been accomplished following your promotion effective date, USAFR members should submit a myPers inquiry to HQ ARPC/PB. ANG members should work through their servicing Military Personnel Flight (MPF) and state/territory Military Personnel Management Officer (MPMO) while ANG Statutory Tour members should work through their NGB-assigned chain-of-command for assistance.

Q: How do I get a copy of my promotion orders?

A: Please reference the applicable ARPCM Promotion Release instructions on receiving your promotion orders. ANG members should work through their servicing MPF and state/territory MPMO for promotion updates and orders-related matters; ANG Statutory Tour members should work through their NGB-assigned chain-of-command.



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Q: I met a recent promotion board/process. When will the promotion results be released and how do I check the status of the release?

A: Promotion releases are published after the results have been approved which can take several months. HQ ARPC/PB establishes the promotion release dates once approved by the respective authority (DSD for promotions to Lt Col and below; POTUS approval and U.S. Senate nomination, followed by Senate confirmation, for Colonels).

Please feel free to check the latest information available on promotion board releases by visiting the myPers site at <https://myPers.af.mil/app/home> and doing the following:

- Under the "AIR RESERVE" or "AIR NATIONAL GUARD" tab (as applicable), select "OFFICER"
- On the left side of this new page, select "Promotion"

- Via the "AIR RESERVE" pathway:
 - On this new page you will see an area titled "Recent Board Statuses and Information by Rank"; select your rank of interest to see the latest promotion release information

- Via the "AIR NATIONAL GUARD" pathway:
 - On this new page you will see areas titled "Federal Recognition - Position Vacancy (PV) Promotions" and "Mandatory Promotion Board and Release Information"; select your areas of interest to see the latest promotion release information

NOTE: For 1st Lt updates, if no data is populated, select the Captain rank as these results are typically grouped together



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Q: I met a recent ANG PV promotion board. How does the routing work and how do I check the status of the release?

A: The ANG has specific criteria for their PV promotions and routing details are provided via myPers. Federal recognition via PV promotion is not official until approved by the respective authority (OSD for promotions to Lt Col and below; POTUS approval and U.S. Senate nomination, followed by Senate confirmation, for Colonels) and can take several months. Once approved, promotion updates and orders generation is accomplished by NGB/AIPO.

Please feel free to check the latest information available on ANG PV promotions routing by visiting the myPers site at <https://myPers.af.mil/app/home> and doing the following:

- Under the "AIR NATIONAL GUARD" tab, select "OFFICER"
- On the left side of this new page, select "Promotion"
- On this new page, you will see an area titled "Federal Recognition - Position Vacancy (PV) Promotions"
- Select the link of your interest to see the latest available information

Q: I was promoted but my record still isn't updated. Why is that?

A: MilPDS is the system utilized for promotion updates. Normally, MilPDS will automatically update this information however it does not always update. Inquiries should be accomplished via myPers so that the promotion can be verified and updated manually. USAFR members should submit a myPers inquiry to HQ ARPC/PB. ANG members should work through their servicing MPF and state/territory MPMO while ANG Statutory Tour members should work through their NGB-assigned chain-of-command for assistance.

Q: When will I meet my next board?

A: Approximately six (6) months before each promotion board, HQ ARPC releases an ARPCM Convening Notice that announces eligibility requirements. These requirements may change so it's important to check the convening notices often, which are found on the myPers site. If you meet the requirements, you are eligible; however, you should work through your servicing MPF to verify that you will meet the board. Prospective officers should also review AFI 36-2504, Chapter 2, as well as ANGI 36-2504 (ANG members).

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Q: I transferred from another service branch to the ARC. How do I get my prior service and promotion documents added to my USAF records?

A: Your overall personnel file is located within the Automated Records Management System (ARMS) and information from this system flows into PRDA for members to view. HQ ARPC/PB cannot upload prior service branch records into your ARMS. Please contact your servicing MPF to have your records sent to the AFPC ARMS office for upload.

Q: How do I initiate a promotion delay for an officer currently under investigation?

A: This falls under a process called Promotion Propriety Action (PPA). Commanders initiate PPAs when there is cause to believe that an officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade.

PPAs consist of either a delay in an officer's promotion date, removal of an officer's name from a promotion list, or information presented to the SecAF or a promotion board that shows an officer may not be qualified for promotion. Additionally, the SecAF may withhold an officer's promotion if the SecAF determines there is cause to do so based on the requirement for exemplary conduct or an officer not meeting the prior mentioned qualifications for performance in a higher grade. Once an approved PPA package is received, HQ ARPC/PBE (for USAFR members) or NGB/AIPO (for ANG members) will place a withhold in MilPDS to prevent an officer's promotion until the PPA or SecAF Withhold action is resolved.

AFI 36-2504, Chapter 7, details multiple steps required for PPA approval and routing requirements vary depending upon the organization/unit that submits the PPA. Resolution of PPAs and SecAF Withholds also involve specific package requirements and routing for official settlement. HQ ARPC/PBE can assist with questions or package routing and have templates available to aid in initiation/resolution of PPAs to include SecAF Withholds. Please create an incident via myPers for these matters.



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Q: What's the difference between DOR and Promotion Effective Date (PED)? How are those dates determined?

A: For ARC officers, the DOR is essentially all service in the member's current grade excluding service periods within a non-promotable service category (e.g. Inactive Status List Reserve Section). The PED is the date a member is entitled to the pay and authority of the grade. Specific dates are driven by several factors, such as TIG requirements and promotion release. In general, both the DOR and PED will be the same for ARC officers upon promotion.

Notably, however, DORs and PEDs differ when ANG officers are promoted via PV. This occurs because of the initial State/Territory-based promotion procedure (i.e. Federal Recognition Evaluation Board = new DOR) that must take place before the Federal Recognition of promotion is completed, reviewed, and approved by proper authorities. ARC officer DORs and PEDs may also differ due to a variety of circumstances such as service periods outside of the RASL (e.g. transition to the ADL).