



HQ ARPC

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 is called an ARPCM. ARPCMs include information such as board schedules, Convening Notices, and Promotion Releases and they are found on myPers at <https://myPers.af.mil/app/home>. Once there, do the following:

- Under the "AIR RESERVE" tab, select "OFFICER"
- On the left side of this new page, select "Promotion"
- On this new page, you will see an area titled "ARC Selection Board Schedule" and "ARPCMs"
- Select your items of interest to see the latest information available

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

A: Even though your DOR reflects a backdate, you were not gained into the Reserve of the Air Force (ResAF) by your unit until after the promotion process was completed. Because of that, you missed this promotion process. To resolve this issue, however, HQ ARPC/PB can add you to the 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 Date of Rank (DOR) reflects a backdate and I am eligible at two years time-in-grade?

A: Although your DOR reflects a backdate, you must have one full year on the Reserve Active Status List (RASL) as described in Title 10 U.S.C. 14002(a). IAW AFI 36-2504, para 2.4.1., members are required to be on the RASL for one full year before they are eligible to meet a promotion process or board.



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

A: This likely will 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 year with a 1 April (Alpha process) and 1 October (Bravo process) respective close-out.

Once close-out occurs, all candidate data is compiled and added to a promotion scroll which is then sent to SAF for review before SecAF review/approval. Display of promotions, once approved by the SecAF via promotion release, will be posted on the myPers site. HQ ARPC/PB will conduct promotion update actions and complete the monthly promotion order process. Please note that HQ ARPC/PB only completes promotion updates and orders actions for AF Reserve members. ANG members should work through their unit and state/territory MPMO for promotion updates and orders-related matters; ANG Statutory Tour members should work through their NGB chain-of-command.

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 unit and state/territory MPMO for promotion updates and orders-related matters; ANG Statutory Tour members should work through their NGB chain-of-command.



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

A: The timeframe HQ ARPC/PB can provide for promotion release is approx. several months, which is not definitive due to a variety of factors that may delay publication. Promotion release is at the SecAF's discretion and will be published when deemed appropriate by the SecAF.

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" tab, select "OFFICER"
- On the left side of this new page, select "Promotion"
- On this new page, you will see an area titled "Recent Board Statuses and Information by Rank"
- Select the rank of your interest to see the latest promotion release information for the applicable boards

Q: I transitioned from Active Duty to the Reserves/ANG and I was selected for promotion but was told that I can't transfer the promotion to the Reserves/ANG. Why not?

A: This request falls under the promotion category called an Active Duty List (ADL) to Reserve Active Status List (RASL) transfer. Members must meet specific criteria in order to have their ADL to RASL requests approved and promotion transfers are not automatic. Typically, denials occur due to either a break-in-service or members not securing a promotion selection via SecAF public release before transitioning to the Reserves or ANG. Additional criteria and information can be found in AFI 36-2504, paragraphs 2.4. (along with its sub-paragraphs) and 6.4., as well as applicable, associated ARPCM.

Once verified, if member meets the eligibility criteria, the member's details will be submitted for SecAF review and approval via promotion release. Member's promotion will be projected thereafter for seven (7) yrs TIG requirement IAW ResAF policy. The typical completion time for the ADL-to-RASL process is approximately 6-8 months. Please note that once approved, however, the DOR cannot be backdated to their initial RegAF pin-on date; the maximum timeframe for DOR backdate is up to when the member joined the ResAF as reflected on the RASL.



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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. Please submit an incident via myPers so that we can verify your promotion and complete the update manually. Also, please note that HQ ARPC/PB only completes promotion updates AF Reserve members. ANG members should work through their unit and state/territory MPMO for promotion updates and orders-related matters; ANG Statutory Tour members should work through their NGB chain-of-command.

Q: When will I meet my next board?

A: Approximately six months before each promotion board, HQ ARPC releases an ARPCM Convening Notice that identifies eligible officers based on DOR and time on the RASL. ARPCMs can be found on the myPers site. Prospective officers should also review AFI 36-2504, Chapter 2, as well as ANGI 36-2504 for ANG members.

Q: I transferred from another service branch/component to the Reserves/ANG. How do I get my prior service and promotion documents included into my Reserves/ANG 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/component records into your ARMS. Please contact your servicing Military Personnel Section to have your records sent to the AFPC ARMS office for upload.