2020 STEP II GUIDE

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR ALL AFRC COMMANDERS AND DIRECTORS

FROM: AFRC/CCC
555 Robins Parkway
Robins AFB GA 31098-1635

SUBJECT: CY20 Air Force Reserve Stripes for Exceptional Performers II (STEP II) Board

1. The CY20 Air Force Reserve STEP II board is scheduled to convene 20-24 July 2020 at Air Reserve Personnel Center (ARPC), Buckley AFB CO.

2. The 2020 STEP II guide (attachment 1) provides information on the eligibility requirements, the nomination process, package requirements, and instructions on how to submit a nomination to ARPC.

3. ACTION OFFICES:

SUBJECT:	POC:	PHONE:
Eligibility/Policy	HQ AFRC/A1KK	Comm: 478-327-1243
Board Procedures	ARPC/DPAF	Comm: 800-525-0102, option 3, follow prompts to Force Development

WHITE.TIMOTHY.CARL.JR.1177387980 Digitally signed by WHITE.TIMOTHY.CARL.JR.1177387980 Date: 2020.03.21 06:09:48 -04'00'

TIMOTHY C. WHITE JR., CMSgt, USAF
Command Chief Master Sergeant

Attachment:
CY20 STEP II Guide

MILESTONES

10 Jun 20: Nomination packages due to ARPC/DPA

20-24 Jul 20: Board convenes

TBD: Approximate release of board results

30 Sep 20: Promotion eligibility cutoff date

1 Oct 20: Promotion effective date

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 eligible reserve service categories 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 UMD grade. 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 determined by HQ 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 and STEP II selection boards are conducted with a promotion eligibility cut-off date (PECOD) of 30 September. Nominees must meet eligibility requirements at the time of nomination (10 Jun 20) **AND** on the PECOD (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 PECOD, 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 obtained as appropriate.

d. HQ AFRC/A1KK determines and provides the promotion quotas for each grade to ARPC (which includes IR Readiness Integration Organization (RIO)), Numbered Air Forces (NAFs), wings, RIO Detachments. There is no requirement for all quotas to be used.

3. Promotion Authority:

a. The 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 HQ AFRC assigned staff members selected for STEP II promotions to E-6/ E-7.

b. ARPC/CC, NAF CCs, RIO/CC, wing 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**) at the time nominations are due to ARPC (**10 June 2020**) **AND** in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Program*, para 8.9., with the exception of being assigned to a higher-graded unit manpower document (UMD) position.

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 in the grade of E-6,E-7, or E-8 who are either overage or over grade coded are **NOT** eligible for consideration.

c. Members in the grade of E-5 **ARE** eligible for STEP II promotion consideration regardless of overage status, however; IAW with AFI 36-2110 paragraph 8.7.13., promotion must not result in an overage and over grade situation occurring simultaneously.

d. Satisfactory participation for the previous 12 month period from the nomination date is required. **NOTE:** Members with any unexcused absences within the previous 12 month period from the nomination date are not eligible for STEP II consideration.

e. Members 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.

f. Members must have a current and passing fitness assessment score at the time of nomination **AND** prior to the promotion effective date, if selected.

g. Any member nominated for STEP II promotion to the grade of E-8 or E-9 are required to have completed the SNCOA (in-residence or by correspondence) and must have an associate degree or higher from a nationally or regionally accredited academic institution completed and updated in MilPDS prior to 10 Jun 20.

INCOMPLETE SUBMISSIONS WILL NOT BE RETURNED FOR CORRECTIONS AND WILL NOT BE ELIGIBLE TO MEET THE STEP II BOARD.

APPLICATIONS RECEIVED AFTER 10 JUN 20 WILL NOT MEET THE STEP II BOARD

5. Nomination Process:

a. For ARTS/TRs: the Military Personnel Flight (MPF) 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/wings/independent groups will determine and monitor their local nomination processes, to include any additional MPF involvement.

b. For IR: ARPC/DPT will provide eligibility rosters to the RIO detachments. RIO will determine and monitor their IR nomination process. Nomination packages will be forwarded from the member's active component commander/director to the RIO detachment CC for further processing to RIO. All nomination packages will be submitted to the ARPC/CCC for signature prior to submitting to ARPC/DPAF.

c. Special duty nominees (E-6/E-7/E-8 only): Special duty functional managers must be notified of members being nominated for STEP II promotion to the grade of E-7/E-8 or E-9 who are currently serving in a special duty. Functional managers must sign STEP II promotion checklist acknowledging notification of nomination and provide a concur or non-concur recommendation.

d. All nominations are required to have a quality review conducted prior to submitting to ARPC/DPAF.

e. ARPC/DPAF only accepts packages directly from HQ AFRC, ARPC, NAFs, wgs, and DRUs (identified below). **All IR packages must be submitted through ARPC/CCC and are not to be sent directly to ARPC/DPAF.**

NOTE: Every installation is authorized to submit nominations based on the numbers below.

Ranks Submissions	ARPC/wg/independent groups/	NAFs/HQ AFRC
E-9	1 each	1 each
E-8	3 each	1 each
E-7	10 each	1 each
E-6	10 each	1 each

Independent groups and dets are authorized to submit packages as stated above and are limited to the following locations: **340 FTG, 413 FTG, 477 FG, 513 ACG, 610 AOG, 622 CEG, 624 RSG, 913 AG and RIO DETS 2-8**

Unused quotas in all grades may be redistributed within the same NAF and will be coordinated and tracked through the respective NAF command chief. All packages are due to ARPC on 10 Jun 20. There is not a requirement to use all available quotas.

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

f. Nomination packages must include the following (unit and IR specific templates available in attachments).

(1) STEP II promotion checklist – signed by MPF or FSS Superintendent/Unit/CC and CCC for unit members, and Det/CC and ARPC/CCC for IR members, confirming all promotion eligibility requirements are met.

(2) AF Form 1206–single-spaced bullet format covering any specific accomplishments within a member's career identifying the member as an exceptional performer and showcasing the ability to perform in the next higher grade. The front of the AF Form 1206 consists of 18 lines in bullet statement format, including the following mandatory headings for current rank SSgt/TSgt: **Accomplishing the Mission, Leading Airmen, and Whole Airman Concept.** The following mandatory headings for current rank MSgt/SMSgt: **Accomplishing the Mission, Leading Airmen, Managing Resources and Whole Airman Concept.** No signature is required on the AF Form 1206.

(3) AF Form 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) Air Force Fitness Management System II (AFFMS II) printout 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 reserve service commitment (only required to be submitted with packages being considered for E-7/E-8/E-9). (Refer to attachment 7)

NOTE: ARPC will pull the nominees last three EPRs and career data brief. Please reach out to ARPC/DPT, evaluations, with EVR numbers for any SCOD reports that are pending close out, notifying their office of STEP II nomination. If nominee does not have an EPR in their current grade, a letter of evaluation must be submitted with the STEP II package covering the period of time from last evaluation close out to 10 Jun 20.

g. 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.

LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED AFTER 10 JUN 20

(2) If nominee is subsequently promoted, no longer being considered, or becomes ineligible for STEP II, please contact ARPC/DPA immediately. 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 STEP II selection board. Membership consists of no more than 10, 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/DPA or HQ AFRC/A1 must be present during all board proceedings.

c. Board dates and schedules are provided by ARPC/DPAF via message NLT 120 calendar days prior to the board convene date.

7. Board Members will assess the Following:

a. AF Form 1206

b. Last 3 signed EPRS and/or LOE if applicable

c. Career Data Brief (CDB)

8. Post-Board Processing Procedures at HQ ARPC:

a. ARPC forwards all E-8/E-9 AF Form 224s who are selected for promotion to HQ AFRC/A1KK for AFRC/CC signature and approval.

b. ARPC will provide the post board report, demographics, and statistics to HQ AFRC/A1KK.

c. ARPC will release board results once approved by the 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 date and code, and overgrade L code. 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 date and code, and overgrade L code.

9. Post-Board Processing Procedures at Servicing MPF (unit):

a. Servicing MPF will publish AF Form 224s for members selected for promotion to E-7 and update MilPDS with RSC codes and expiration dates for E-7 selections. The servicing MPS will update overgrade code "L" and promotion effective date of 1 Oct for all members selected to E-6 and E-7 by the STEP II Promotion Board.

b. Provide ARPC with updated copies of AFFIMS for E-8/E-9 selects if required.

NOTE: AF Form 224s 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 Form 224 for E-8/E-9
Attachment 5 - IR Sample AF Form 224 for E-8/E-9
Attachment 6 - IR Sample AF Form 224 for E-6/E-7
Attachment 7 - Sample Reserve Service Commitment (RSC)

Attachment 1 – STEP II Promotion Checklist

Name: **Full SSN:**		**Grade Nominated to:**	**Requirement Met**		
1	**Is the member an overage in the grade of E-6/E-7 or E-8 or an overgrade? If yes, the member is NOT eligible for STEP II.**				
2	**Nominee is a (circle one) TR / ART / IMA** **DRU/WING Name_____ NAF #_____**				
	NOMINATION PACKAGE MUST INCLUDE:				
3	**This checklist must be signed by the member's MPF or FSS superintendent, det commander (IMAs), unit commander & command chief**				
4	**AF Form 1206 (Nomination For Award) – PDF Version 20170802** Single spaced bullet format (18 lines which includes mandatory headings) covering any specific accomplishments within a member's career identifying the member as an exceptional performer and showcasing the ability to perform in the next higher grade.				
5	AFFMS II FITNESS REPORT **NEXT DUE DATE:** Must reflect CURRENT & PASSING as of 10 Jun 20 and 30 Sep 20				
6	**AF Form 224 Version 20120622** E-6 (for IR packages only) and all E-7, E-8 & E-9 packages ** Refer to sample Attachments (Lt Gen Scobee's and CMSgt Marr's information must be included as shown on the sample)				
7	**RSC (Reserve Service Commitment)** E-7, E-8 & E-9 (all nominations) Eligible to obtain 24 months retainability prior to the promotion effective date				
8	**SOU (Statement of Understanding)** Required for nomination to E-9 ONLY. Statement of Understanding acknowledging the requirement to complete the chief orientation course.				
9	Time In Grade (TIG) Requirement: TSgt-CMSgt 24 Months as of 30 Sep 20				
10	**Years Satisfactory R/R Service** TSgt - 6 years / MSgt - 8 years / SMSgt - 11 years / CMSgt - 14 years				
11	**Primary Skill Level (PAFSC) (For Special Duty assignments, refer to AFI 36-2502, Table 8.2, Note 2) TSgt/MSgt-7 lvl SMSgt- 7/9 lvl CMSgt- 9 lvl**				
12	**PME** TSgt – N/A / MSgt – NCOA / SMSgt – SNCOA Must be updated in MilPDS at time of nomination				
13	**CCAF or Equivalent** E-8 & E-9 packages ONLY – Must have a **conferred** associates degree or higher from a nationally or regionally accredited academic institution at the 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. Nominee will not be moved from current position until selects/non-selects are released. Those selected for promotion will not be moved from current position until after 1 Oct 20

Commander Printed Name: _____Signature/Date: _____

Command Chief Printed Name: _____Signature/Date:

SPECIAL DUY ASSIGMENTS E-7/E-8/E-9 ONLY:
HQ AFRC Functional Manager Printed Name :_____
Signature/Date:_____ Concur/Non-Concur
Justification:
_____
_____
_____
_____

*********This Section for Force Support Squadron Representative Only*********

I have verified this nominee is not an overage and is the primary incumbent in position #_____

(E-6/E-7/E-8 only)

I have verified the nominee is an E-5 overage and selection for promotion will not result in an overage and overgrade situation occurring simultaneously. _____

(E-5 only)

Grade of member's current position:_____

Date of last EPR:_____Date of last decoration:_____

Nominee will not be moved from current position until selects/non-selects are released. Those selected for promotion will not be moved from current position until after 1 Oct 20.

MPF, FSS or Det Superintendent

Name:_____Signature:_____

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
CY2020 Stripes for Exceptional Performers II Board	Senior Master Sgt	N/A

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	MAJCOM, FOA, OR DRU
MSgt/John Q. Smith	MAJCOM of Assignment

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
3F071/NCOIC, 123rd Force Support Squadron	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

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

- NCO Headings (Use for nominees in current grade E-5 or E-6):

ACCOMPLISHING THE MISSION
LEADING AIRMEN
WHOLE AIRMAN CONCEPT

-SNCO Headings (Use for nominees in current grade E-7 or E-8):

ACCOMPLISHING THE MISSION
LEADING AIRMEN
MANAGING RESOURCES
WHOLE AIRMAN CONCEPT

- AF Form 1206 must be in single page format
- Bullet format is mandatory
- AF Form 1206 will not exceed 18 lines to include headers as applicable to rank above
- Rank/Name of unit commander's section must be completed; however, no signature is required on the AF 1206
- Acronyms must be listed on the front page of the AF 1206 and do not count towards the 18 line maximum

Atachment 3 – Sample Statement of Understanding (CMSgt Nominations)

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 Form 224 for E8-E9

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 rountine 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:**	**FROM:** *(Unit)*
MPF MAILING ADDRESS	AFRC/CC 555 ROBINS PARKWAY ROBINS AFB GA 31098-1635	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 inidividual 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 8.2 *, Rule* 7 (E8) or 8 (E9) .

RECOMMENDED FOR PROMOTION TO	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL	SIGNATURE
(SMSgt or CMSgt) STEP II Promotion Cycle 2020 Overage Code L applies	NOMINEE'S COMMANDER	Signature Required at time of nomination

SECTION II. MEMBER PROMOTION DATA

POSITION CONTROL NUMBER	AUTH AFSC	AUTH GRADE	CURRENT DATE OF RANK
MPF completes all of Section II			
PAFSC	**PAY DATE**	**TEMSD** *(E-8 & E-9 only)* **FUNCTIONAL ACCT CODE**	**DATE QUALIFIED USAFSE/SNCOA** *(E-8 & E-9 only)*
		TEMSD is PAYDATE	

MPF CERTIFICATION

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)*	SIGNATURE
MPF 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	Date	Nominees wing CC or Equivalent	Signature Required at time of nomination
ACTION AND DATE		**TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY**	**SIGNATURE OF PROMOTION AUTHORITY**
☐ APPROVAL ☐ DISAPPROVAL	Leave Blank	RICHARD W. SCOBEE, Lt Gen,USAF Commander, Air Force Reserve Command	Leave Blank

SECTION IV. AUTHENTICATION

RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON 20201001 *.*
DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.

DESIGNATION AND LOCATION OF HEADQUARTERS	RESERVE ORDER NO.	DATE OF ORDER	NEW DATE OF RANK
DEPARTMENT OF THE AIR FORCE AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011	LEAVE BLANK	LEAVE BLANK	20191001

DISTRIBUTION	**FOR THE COMMANDER** SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
BC PLUS	BRIAN J. MARR, CMSgt, USAF Supt, Assignments Directorate

Attachment 5-IR Sample AF Form 224 for E8-E9

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 rountine 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:**	**FROM:** *(Unit)*
MPF MAILING ADDRESS	AFRC/CC 555 Robins Parkway ROBINS AFB GA 31098-1635	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 inidividual 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 8.2 *, Rule* 7 (E8) or 8 (E9) .

RECOMMENDED FOR PROMOTION TO	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL	SIGNATURE
(SMSgt or CMSgt) STEP II Promotion Cycle 2018 Overage Code L applies	NOMINEE'S ACTIVE DUTY COMMANDER	Signature Required at time of nomination

SECTION II. MEMBER PROMOTION DATA

POSITION CONTROL NUMBER	AUTH AFSC	AUTH GRADE	CURRENT DATE OF RANK
DET completes all of Section II			
PAFSC	**PAY DATE**	**TEMSD** *(E-8 & E-9 only)* **FUNCTIONAL ACCT CODE**	**DATE QUALIFIED USAFSE/SNCOA** *(E-8 & E-9 only)*
		TEMSD is PAYDATE	

MPF CERTIFICATION

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)*	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	Date	Col, XXXXXXX, USAF Commander, Detachment X HQ Readiness & Integration Organization	Signature Required at time of nomination
ACTION AND DATE		**TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY**	**SIGNATURE OF PROMOTION AUTHORITY**
☐ APPROVAL ☐ DISAPPROVAL	Leave Blank	RICHARD W. SCOBEE, Lt Gen,USAF Commander, Air Force Reserve Command	Leave Blank

SECTION IV. AUTHENTICATION

RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON 20191001 *.*
DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.

DESIGNATION AND LOCATION OF HEADQUARTERS	RESERVE ORDER NO.	DATE OF ORDER	NEW DATE OF RANK
DEPARTMENT OF THE AIR FORCE Q AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011	LEAVE BLANK	LEAVE BLANK	20201001

DISTRIBUTION	**FOR THE COMMANDER** SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
BC PLUS	BRIAN J. MARR, CMSgt, USAF Supt, Assignments Directorate

Attachment 6- IR Sample AF Form 224 for E6-E7

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 rountine 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:**	**FROM:** *(Unit)*
MPF MAILING ADDRESS	HQ RIO/CC 18420 E Silver Creek Ave, Bldg 390, Buckley AFB, CO 80011	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 inidividual 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 8.2 *, Rule* 5 (E6) or 6 (E7) .

RECOMMENDED FOR PROMOTION TO	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL	SIGNATURE
(TSgt or MSgt) STEP II Promotion Cycle 2020 Overage Code L applies	NOMINEE's ACTIVE DUTY COMMANDER	Signature Required at time of nomination

SECTION II. MEMBER PROMOTION DATA

POSITION CONTROL NUMBER	AUTH AFSC	AUTH GRADE	CURRENT DATE OF RANK
DET completes all of Section II			
PAFSC	**PAY DATE**	**TEMSD** *(E-8 & E-9 only)* **FUNCTIONAL ACCT CODE**	**DATE QUALIFIED USAFSE/SNCOA** *(E-8 & E-9 only)*

MPF CERTIFICATION

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)*	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**
☑ APPROVAL ☐ DISAPPROVAL	Leave Blank	AMY J. BOEHLE, Col,USAF HQ RIO Commander	Leave Blank

SECTION IV. AUTHENTICATION

RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON 20201001 *.*
DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.

DESIGNATION AND LOCATION OF HEADQUARTERS	RESERVE ORDER NO.	DATE OF ORDER	NEW DATE OF RANK
DEPARTMENT OF THE AIR FORCE H AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011	LEAVE BLANK	LEAVE BLANK	20201001

DISTRIBUTION	**FOR THE COMMANDER** SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
	BRIAN J. MARR, CMSgt, USAF Superintendent, Assignments Directorate

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 reserve service commitment 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, 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 497-0285; 800-223-1784, extension 7-0285.

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 2020** (**Promotion Effective Date**), reserve service commitment terminating on **30 Sep 2022** (**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 Command (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 Command:

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 Command (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