

**BY ORDER OF THE  
COMMANDER**

**AIR NATIONAL GUARD  
INSTRUCTION 36-2502**

**17 JUNE 2010**



**NEW JERSEY AIR NATIONAL GUARD**

*Supplement 1*

5 March 2011

*Personnel*

**PROMOTION OF AIRMEN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the JFHQ NJANG CoP, 108th Wing and 177<sup>th</sup> Fighter Wing Electronic Library for downloading or viewing.

**RELEASIBILITY:** There are no releasability restrictions on this publication.

---

OPR: NGB/A1PO (SMSgt Anna Cash)  
Supersedes ANGI 36-2502, 16 April 2010

Certified by: ANGRCC/CC  
(Colonel Michael J. McDonald)  
Pages: 32

**( NJANG )**

OPR: NJANG/CCC (CMSgt M. Francis)  
Supersedes: HQ NJANGI 36-2502, 8 Dec 04  
NJANGI 36-2504, 8 Dec 04 and C1, 7 Sep 06

Certified by: NJANG/CoS  
(Lt Col W. McCaughey)  
Pages: 4

---

This publication provides guidelines and establishes rules for the promotion of airmen in the Air National Guard (ANG). It applies to all ANG enlisted members. Any supplements to this instruction will be forwarded to NGB/A1P for review and approval. Refer recommended changes and questions about this publication to NGB/A1P using AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through Force Support Squadron to NGB/A1P. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 37-123 (will convert to AFM 33-363), Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. The Privacy Act of 1974 affects this instruction and the Privacy Act System of Records Notices (SORNs) **F036 AF PC N, Unit Assigned Personnel Information, F033 AF D, Automated Orders, and F036 AF PC C,**

**Military Personnel Records System**, apply. Maintain and dispose of all records created as a result of the prescribed processes IAW AFI 33-332, Air Force Privacy Act Program.

## SUMMARY OF CHANGES

Major changes to this instruction include clarifications on the Exceptional Promotion Program criteria, Table 2.1 and the definitions of manpower authorization categories. Eligibility Criteria for Enlisted Promotions, regarding Time in Grade (TIG) and Time in Service (TIS) as well as other changes to include updates to references and applicable laws.

## (Added - NJANG) SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This publication applies to all airmen of the New Jersey Air National Guard. It provides guidance and establishes rules for the promotion regarding the Exceptional Promotion Program (EPP), promotions, Command Chiefs Orientation Course and the Chiefs Leadership Course (CLC) and Chief's Executive Course (CEC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Information management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

<b>Chapter 1—PROMOTION CRITERIA</b>	<b>5</b>
1.1. Responsibilities. ....	5
1.2. Who May Promote Airmen. ....	6
1.3. Who May Disapprove a Promotion. ....	7
1.4. Actions Required Prior to Promotion Approval. ....	7
1.5. Determining Promotion Ineligibility. ....	8
Table 1.1. Promotion Ineligibility Factors. ....	8
1.6. Administrative Procedures: ....	9
1.7. When to Have Promotion Ceremonies. ....	10
<b>Chapter 2—ANG PROMOTIONS TO GRADES AIRMAN TO CHIEF MASTER SERGEANT</b>	<b>11</b>
2.1. Eligibility Factors: ....	11
2.2. Primary Air Force Specialty Code (PAFSC). ....	12
2.3. Mandatory Promotion Requirements for promotion to A1C and SrA while attending a	

Lengthy Technical Training School .....	12
2.4. Mandatory Promotion Requirements to TSgt. ....	13
2.5. Mandatory Promotion Requirements to MSgt. ....	13
2.6. Mandatory Promotion Requirements to SMSgt. ....	13
2.7. Mandatory Promotion Requirements to CMSgt. ....	14
2.8. Promotion of Replacements to SMSgt or CMSgt Positions. ....	14
Table 2.1. Eligibility Criteria for Enlisted Promotions. ....	14
<b>Chapter 3—AIR NATIONAL GUARD PROMOTION PROGRAMS</b>	<b>17</b>
3.1. Position Vacancy Promotion (PVP). ....	17
3.2. Deserving Airman Promotion Program (DAPP). ....	17
Table 3.1. Supplemental Mandatory Requirements for Deserving Airman Promotion Program. ....	18
3.3. Officer Training Promotion Program (OTPP). ....	18
3.4. Retraining Promotion Program (RPP). ....	19
3.5. Exceptional Promotion Program (EPP). ....	19
3.6. Posthumous Promotions. ....	21
<b>(Added-NJANG) Chapter 4—AIRMEN PROMOTION BOARD PROGRAM</b>	<b>22</b>
4.1. Promotion Boards .....	22
4.2. Wing Enlisted Promotion Board .....	23
4.3. Wing Senior NCO Promotion Board .....	24
4.4. Administrative Procedures .....	25
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>26</b>
<b>Attachment 2—INSTRUCTIONS FOR COMPUTING PROMOTIONS TO TSGT THROUGH CMSGT</b>	<b>30</b>
<b>Attachment 3—RETRAINING PROMOTION PROGRAM – STATEMENT OF UNDERSTANDING</b>	<b>31</b>
<b>Attachment 4—EXCEPTIONAL PROMOTION PROGRAM (EPP)</b>	<b>32</b>

<b>Attachment 5—(SAMPLE – BIOGRAPHY)</b>	<b>33</b>
<b>Attachment 6—EXCEPTIONAL PROMOTION PROGRAM (EPP) – STATEMENT OF UNDERSTANDING</b>	<b>34</b>
<b>Attachment 7—LENGTHY TECHNICAL TRAINING SCHOOL – PROMOTION CHECKLIST</b>	<b>35</b>

## Chapter 1

### PROMOTION CRITERIA

#### 1.1. Responsibilities.

1.1.1. NGB/A1. The National Guard Bureau (NGB), Directorate, Manpower, Personnel and Services NGB/A1 has overall responsibility for providing guidance on this instruction and for monitoring overall promotion statistics and data.

1.1.1.1. NGB/A1 will not authorize any waivers or exceptions to this instruction.

1.1.2. The Adjutant General (TAG). The TAG is responsible for implementing the policies and procedures within the state as outlined in this instruction.

**1.1.2.1 (Added NJANG)** All references to The Adjutant General in this regulation will be interpreted to mean JFHQs - Air. All references to "Wing" will also be applicable to all current and future entities of the New Jersey Air National Guard (NJANG). All references to Command Chief Master Sergeant (CCC) will also be applicable to all current and future CCCs regardless of entity of the NJANG.

1.1.3. State Headquarters. Each State Headquarters will monitor and effectively manage promotions to the grades of Technical Sergeant (TSgt) through Chief Master Sergeant (CMSgt) using Attachment 2, ensuring that each unit within their State does not exceed the manning percentages prescribed in ANGI 36-2101, *Assignments Within the Air National Guard*.

1.1.3.1. Each State Headquarters will review the promotion eligibility on all promotion requests to the grades of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt) prior to their submission to State Assistant Adjutant General (AAG) for Air or TAG for approval. Promotion requests to these grades not meeting the promotion criteria outlined in this instruction will be disapproved and returned with explanation to the appropriate Wing Commander. The State Headquarters is responsible for ensuring each unit within the state is within strict compliance with the requirements of this instruction.

**1.1.3.2. (Added NJANG)** The Wing Commander is the overall authority to select or non-select all members for promotion. Wing Commanders have approval authority for promotions through Technical Sergeant. Promotions to Master Sergeants through to Chief Master Sergeant will be forwarded to the NJ Air National Guard Headquarters for final processing and approval.

1.1.4. Commanders. Commanders will ensure their personnel meet all promotion criteria as outlined in this instruction prior to promotion. They are also responsible for ensuring that a viable personnel force management plan is in place to provide for the progressive development and upward mobility of their assigned personnel.

1.1.5. The Force Support Squadron (FSS) is responsible for:

1.1.5.1. Ensuring each unit assigned is complying with this instruction.

1.1.5.2. Ensuring all airmen recommended for promotion meet eligibility requirements. Assist commander approval authority with determining promotion eligibility.

1.1.5.3. Processing and monitoring all enlisted promotion actions submitted by a commander.

1.1.5.4. Providing a monthly promotion eligibility roster to each commander in a timely manner and for updating all promotion actions in the personnel data system (PDS), in accordance with AFCSM 36-699, *Base Level Military Personnel System, User's Manual* or applicable manual for current personnel data system.

1.1.5.5. Ensuring members are counseled regarding Air National Guard (ANG) Service Agreements/Commitments in accordance with ANGI 36-2101.. The personnel or administrative technician also counsels members assigned to Geographically Separated Units (GSU's).

1.1.5.6. Filing a copy of the promotion order or AF IMT 2096, *Classification On-The-Job Training Action* and Air National Guard Service Agreement in the Automated Records Management System (ARMS) viewed by the Personnel Records Display Application (PRDA).

1.1.6. Commander Support Staff (CSS). The Commander's Support Staff ensures proper distribution of promotion products within their unit.

1.1.6.1. Assists FSSs with eligibility requirements and commander recommendations.

1.1.6.2. Advises airmen not to assume the grade until final approval is received or as required in paragraph 1.7.

1.1.7. Human Resource Office (HRO). The state HRO is responsible for monitoring the promotions of Active Guard/Reserve (AGR) members in accordance with the requirements of ANGI 36-101, *The Active Guard/Reserve (AGR) Program*.

1.1.8. **(Added NJANG)** This supplement is in addition to current procedures and should not be used to supersede the normal chain of command in place regarding promotions.

1.1.9 **(Added NJANG)** Joint Force Headquarters (JFHQ) is responsible for monitoring the promotions of Active Guard/Reserve (AGR) members in accordance with the requirements of ANGI 36-101, *The Active Guard/Reserve (AGR) Program*.

## **1.2. Who May Promote Airmen.**

1.2.1. The authority to promote ANG airmen as Reserves of the Air Force is delegated to the TAG in accordance with policies and procedures established by this instruction.

1.2.2. The authority to approve promotions to the grades of MSgt, SMSgt, and CMSgt is the TAG. TAG may delegate authority to promote airmen in these grades to the AAG for Air. However, the AAG for Air will not further delegate this authority.

1.2.3. The authority to promote through the grade of TSgt may be delegated to wing or equivalent commanders.

1.2.3.1. Wing or equivalent commanders may further delegate this authority to each individual group, unit or squadron commander.

1.2.3.2. First Sergeants or immediate supervisors will not have promotion authority.

1.2.4. The authority to promote airmen serving on a Statutory Tour in accordance with ANGI 36-6, *The ANG Statutory Tour Program*, rests with the Director, ANG and may be further delegated, in conjunction with state approval.

**1.3. Who May Disapprove a Promotion.** Any command level may deny promotion for their assigned members.

#### **1.4. Actions Required Prior to Promotion Approval.**

1.4.1. The fact a member meets each of the eligibility criteria outlined in this instruction does not automatically guarantee promotion to the next higher grade. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. Promotion is not a reward for past performance, but recognition of the member's potential to successfully serve in the higher grade.

1.4.2. Prior to promotion to any grade, the immediate commander must first recommend the airman.

1.4.3. Member must have a current fitness assessment within 12 months and meet the passing requirements in order to be recommended for promotion.

1.4.4. A promotion recommendation must be based upon a period of time sufficient to permit a substantive evaluation of the airman's total performance. An essential part of this evaluation includes the airman's attendance at Unit Training Assemblies (UTA) and Annual Training (AT). Before recommending promotion, the commander must also ensure that the airman's duty performance and training progress clearly indicate the member's potential to serve at the higher grade.

1.4.5. In the Noncommissioned Officer (NCO) grades, particular emphasis must be placed on demonstrated technical skills, present and future supervisory skills, willingness to accept more responsibility and leadership potential.

1.4.6. Each promotion to TSgt and above must be considered in light of its impact on the unit and state force management plans in addition to the immediate and long range potential of the member to serve in the higher grade.

1.4.7. When assessing a member's potential to assume the next higher grade, commanders should refer to AFI 36-2618, *Enlisted Force Structure*, for responsibilities of the specific enlisted tier/ grade.

1.4.8. **(Added NJANG)** The appropriate promotion board must be completed as outlined in Para 4.1., Promotion Boards.

**1.5. Determining Promotion Ineligibility.** The following table will be used to determine ineligibility for promotion.

Table 1.1. Promotion Ineligibility Factors

<b>RULE</b>	<b>An airman is not eligible for promotion if he/she:</b>
1	Is pending a Medical Evaluation Board (MEB)/ Physical Evaluation Board (PEB)/ Worldwide Duty Determination and/ or is not qualified for worldwide duty (temporary- 4 profiles). (See note 1)
2	Is currently waiting to attend Basic Military Training (BMT), except those high school seniors enlisted in accordance with ANGI 36-2002, <i>Enlistment And Reenlistment In The Air National Guard And As A Reserve Of The Air Force</i> , Table 1.6. Rule 5, Note 1.
3	Has a Break in Training (BIT), completed BMT, returned to their unit and are currently waiting to attend a 3-skill level awarding Technical Training School (TTS). No waivers or exceptions to policy will be permitted.
4	Fails to meet passing fitness requirement.
5	Is not recommended for retention by their immediate commander.
6	Declines in writing to reenlist or extend.
7	Has any unexcused absences for last 12 months.
8	Is undergoing administrative demotion action under ANGI 36-2503, <i>Administrative Demotion of Airmen</i> .
9	Has requested voluntary retirement or separation (including joining another military component and State-to-State Transfers).
10	Is in an excess or overgrade status. (See note 2.)
11	Has an approved application for separation as a conscientious objector.
12	Is being considered or processed for an involuntary discharge or separation under AFI 36-3209, <i>Separation and Retirement Procedures for ANG and Air Force Reserve Members</i> .
13	Is not eligible to meet the ANG Service Commitment as outlined in ANGI 36-2101, for promotion to MSgt, SMSgt or CMSgt prior to separation, retirement or age 60. (See notes 3, 6 and 7)
14	Has been convicted by court-martial (CM), or is undergoing punishment/ suspended punishment imposed by CM. Includes completed punishment and cases where sentence does not include punishment.
15	Is absent without leave (AWOL)/ in deserter status.
16	Has been convicted (excluding minor traffic violations) by a civilian court or undergoing punishment, suspended punishment/ sentence, probation, work release program, or any combination of these or similar court-ordered conditions since last enlistment or extension.
17	Is undergoing a punishment imposed by Uniform Code of Military Justice (UCMJ) Article 15 or State Code.
18	Is disqualified from a previously awarded Air Force Specialty Code (AFSC) for cause. (See note 4.)
19	Is not recommended for entry into upgrade training or is withdrawn from upgrade training for failing to progress to the next higher level.



20	Has a referral (rating of "2") on their current Enlisted Performance Report (EPR). (See note 5.)
21	Will become senior in grade to their immediate supervisor or cause a grade inversion by being promoted.
22	Is ineligible for a security clearance or clearance has been rescinded or revoked.
23	Does not meet the requirements listed in Chapter 2 or Table 2.1. for the grade to which being considered for promotion.
24	Is not assigned to a valid Unit Manpower Document (UMD) position vacancy.
25	Is recommended for promotion to SMSgt or CMSgt under the Exceptional Promotion Program (EPP) and refuses to obtain or unable to complete 3-three year retainability requirement (see paragraph 3.5.).

Notes:

1. Members who have been found fit for duty, but non-deployable as identified by an Assignment Limitation Code (ALC) "C" and/ or Deployment Availability Code (DAV) 42 or pregnancy deferrals are eligible for promotion provided they meet all other mandatory criteria. Commanders should use discretion when promoting members with physical profiles.
2. Members in an excess status will not be promoted above the grade of SSgt (E-5).
3. Members who are unable to extend for the required period of time, or refuse to extend for any reason are disqualified for promotion.
4. Individuals pending separation/ discharge, awaiting retraining, or disqualified for reasons within their control remain ineligible for promotion. Members disqualified from previously awarded AFSC remain ineligible until awarded a Primary Air Force Specialty Code (PAFSC) at a skill level commensurate with current grade.
5. AGR only.
6. No waiver or exception to policy will be authorized.
7. TAG may request an extension of High Year Tenure (HYT) not to exceed age 62.

**1.6. Administrative Procedures:**

1.6.1. Administrative procedures for effecting the promotion of ANG airmen will be as prescribed by TAG. As a minimum, these procedures will include verification of eligibility by the CSS and servicing FSS, review of Unit Personnel Management Roster (UPMR) to identify positions being downgraded or deleted, and verification of adjusted effective manning percentage as prescribed in Attachment 2.

1.6.1.2. Unit commanders will forward their recommendation through their servicing FSS to the promotion authority no earlier than 30 days prior to the requested effective date. This allows sufficient lead-time for administrative processing for promotion recommendation.

1.6.2. Promotions are announced using an AF IMT 2096, or composed special orders published by the FSS or other orders issuing authority in accordance with ANGI 33-101, *Air National Guard Administrative Orders*.

1.6.2.1. Promotions are effective the date of the promotion order or AF IMT 2096 and will not be retroactively granted. Every caution must be taken to prevent administrative errors. If an error/ oversight occurs, the only means available to correct the effective date of the promotion is an appeal to the United States Air Force (USAF) Board for Correction of Military Records, in accordance with AFI 36-2603, *Air Force Board For Correction of Military Records*.

1.6.2.2. The date of rank (DOR) of an airman promoted to a grade not previously held is the effective date of the promotion.

1.6.2.3. The DOR of airmen previously demoted as a result of a voluntary change of assignment will be adjusted upon promotion to give credit for previous time satisfactorily served in that grade. For example, a prior Master Sergeant who voluntarily accepted demotion to Staff Sergeant would have his or her date of rank adjusted to give credit for previous time upon promotion again to Technical Sergeant and Master Sergeant.

**1.6.2.4. (Added NJANG)** If time goes beyond 1 year of demotion, member needs to go through the promotion process to include the board.

1.6.3. Promotion orders authorized by a commander without promotion authority or for a member who is later found to be ineligible for the promotion will be revoked only upon specific approval by TAG or AAG for Air.

1.6.3.1. In such cases, determination must be made that the facts clearly and unmistakably show the AF IMT 2096 or original promotion order was without basis of authority.

1.6.3.2. The revocation order will be composed as follows:

Paragraph \_\_\_\_\_, Special Order \_\_\_\_\_, this headquarters, dated \_\_\_\_\_, Approving the promotion of (name, Social Security Number (SSN), Unit of the airman concerned) has been determined by the Adjutant General of or AAG for Air (State/Territory) to be without original basis of authority, is null and void, and is hereby revoked.

## **1.7. When to Have Promotion Ceremonies.**

1.7.1. Commanders should hold ceremonies appropriate to the grade to which the airman has been promoted. Commanders may conduct ceremonies on the last duty day before the promotion effective date and inform the member that ceremonies do not affect pay, seniority, or entitlements.

## Chapter 2

### ANG PROMOTIONS TO GRADES AIRMAN TO CHIEF MASTER SERGEANT

#### 2.1. Eligibility Factors:

2.1.1. Table 2.1. provides a quick reference for the objective requirements that must be satisfied before an airman is recommended for promotion.

2.1.2. Must be assigned to a valid UMD position with an authorized grade greater than or equal to the grade for which the member is being recommended, except as indicated in paragraph 3.2, Deserving Airman Promotion Program (DAPP).

2.1.2.1. Must be the sole occupant to the valid UMD position for promotion to TSgt and above.

2.1.2.2. Must not be assigned excess, overgrade or dual status as outlined in ANGI 36-2101.

2.1.3. To assist commanders in selecting nominees for promotion, TAG may expand these criteria to provide an additional basis for comparison and evaluation. Criteria may not be added that would result in, or have the appearance of resulting in, a promotion based upon favoritism rather than upon performance.

2.1.4. Airmen may not be promoted more than one grade at a time, except if promoted to Staff Sergeant (SSgt) to attend a commissioning program or as authorized upon graduation from high school in accordance with ANGI 36-2002, and as a Reserve of the Air Force.

2.1.5. In each state, promotions are limited to the grade ceilings specified in ANGI 36-2101.

2.1.5.1. A promotion that will cause a state to exceed the grade ceiling is not authorized. No waivers or exceptions will be permitted.

2.1.5.2. A force management plan must be in place so that promotions under the DAPP (see paragraph 3.2.) do not prevent the promotion of eligible NCOs, occupying valid vacancies, under the unit vacancy promotion program.

2.1.5.3. Each individual commander is tasked with developing a well-conceived and carefully executed force management plan if promotion opportunities are to be equitably distributed throughout each individual unit.

2.1.6. The manning levels for SMSgt and CMSgt, are defined in ANGI 36-2101.

2.1.6.1. Promotions to these two grades will be accomplished under the position vacancy promotion program and percentages calculated in accordance with (IAW) Attachment 2.

2.1.7. AGR personnel may not be promoted above the maximum UMD authorized grade or the military duty grade authorized using the Manpower Change Request (MCR) Grade Comparability Table in ANGI 36-101. The state must be able to accommodate the promotion within its AGR controlled grade ceilings.

2.1.8. ANGI 36-2101, Table 5.1., establishes ANG service commitments, which are incurred upon promotion to any of the top three enlisted grades. The FSS or GSU will ensure each member is counseled in writing concerning the ANG service commitment required for the grade to which they are being promoted. The service commitment must be documented and filed in the Automated Records Management System (ARMS) viewed by Personnel Records Display Application (PRDA).

2.1.9. No enlisted member (regardless of their grade) will be reassigned as an excess or overgrade to create a position vacancy to permit the promotion of another ANG member.

2.1.10. No enlisted member (regardless of their grade) will be reassigned to a higher UMD position vacancy for promotion purposes and then returned back to a lower UMD position creating an overgrade or excess condition.

2.1.11. Airmen promoted to a grade of TSgt or below do not incur ANG service commitments.

2.1.12. Wounded Warrior (WW2) Classification: Those members classified as WW2 are eligible for promotion provided they meet all other mandatory requirements other than world wide qualification and fitness.

**2.2. Primary Air Force Specialty Code (PAFSC).** An airman must hold a PAFSC at the skill level appropriate for the grade to which being promoted (See Table 2.1. Column B) with the following exceptions:

2.2.1. AFI 36-2113, *The First Sergeant*, limits First Sergeant assignments to MSgt and above or MSgt selectees. TSgt's selected as First Sergeants will be promoted to MSgt under the provisions of paragraph 3.4. Retraining Promotion Program (RPP) before attending the First Sergeant Academy. They must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. Failure to meet this requirement will result in demotion in accordance with ANGI 36-2503.

2.2.2. TAG or AAG for Air may grant a grade/ skill level waiver or delegate this authority for an Airman (Amn), or Airman First Class (A1C) or Senior Airman (SrA) when all requirements for award of a 3-skill level AFSC have been met, with the exception of the appropriate security clearance.

2.2.3. The necessary request for an investigation must have been initiated at the Defense Investigative Agency (DIA), as evidenced by the Security Forces Squadron using the appropriate Automated Security Clearance Accounting System notice.

2.2.4. This requirement does not apply to members assigned to Special Duty Identifier (SDI) 8R000, Recruiter.

**2.3. Mandatory Promotion Requirements for promotion to A1C and SrA while attending a Lengthy Technical Training School (TTS).**

2.3.1. An Amn or A1C attending a lengthy technical training school in excess of 139 days (BMT length not included) who has not had sufficient time or training to upgrade to the appropriate 3-skill level may be promoted while at TTS provided all other criteria in Table 2.1 has been met.

2.3.2. Their military and TTS scholastic record must be at least satisfactory and the Airman must demonstrate leadership potential by being an Airman leader or in a signified leadership position by the wearing of an Airman rope (chapel assistant, drill team, band or special activities team).

2.3.2.1. Their military and TTS scholastic record must be verified in writing by the technical training center using the Lengthy Technical Training School – Promotion Checklist in Attachment 7 which is forwarded to the ANG Liaison.

2.3.2.1.1. To verify military and TTS scholastic records, the promotion approving authority at the unit will contact the Base Education Training Manager (BETM) within the servicing FSS. The BETM must contact the ANG Liaison at the appropriate TTS center approximately 60 days prior to the member's eligibility for promotion.

2.3.2.1.2. The promotion recommendation will not be processed by the unit until receipt of the approved promotion checklist.

2.3.2.2. Under no circumstances will a member be promoted prior to completion of each of the requirements above. In the event a member is erroneously promoted prior to arrival at TTS, the state will revoke the erroneous promotion action. No waivers or exceptions to this policy will be authorized.

#### **2.4. Mandatory Promotion Requirements to TSgt. (See Table 2.1.)**

2.4.1. There is no Professional Military Education (PME) requirement for promotion to this grade unless the member was enlisted from another service. In those cases, the member must have successfully completed either Airman Leadership School (ALS) Distance Learning Course or Resident ALS, regardless of the level of PME attained in their former service.

#### **2.5. Mandatory Promotion Requirements to MSgt. (See Table 2.1.)**

2.5.1. The commander must recommend the promotion to this grade. The TAG or AAG for Air must approve the promotion in writing before the airman assumes the grade.

**2.5.2. (Added NJANG)** Promotion to MSgt requires in-Residence NCOA. If already a MSgt or SMSgt without in-residence NCOA, in-residence SNCOA is required for further promotion. Once in-residence NCOA has been completed, the correspondence version of the SNCOA is acceptable for further promotion opportunities.

#### **2.6. Mandatory Promotion Requirements to SMSgt. (See Table 2.1.)**

2.6.1. The commander must recommend the promotion to this grade. The TAG or AAG for Air must approve the promotion in writing before the airman assumes the grade.

**2.6.2. (Added NJANG)** MSgt's and SMSgt's who transferred or enlisted into the NJANG, who have not attended an in-residence academy will attend the SNCOA within 36 months of transfer or enlistment. Unit has option of demote, transferred to the retired reserve or be discharged for failure to attend.

**2.7. Mandatory Promotion Requirements to CMSgt. (See Table 2.1.)**

2.7.1. The commander must recommend the promotion to this grade. The TAG or AAG for Air must approve the promotion in writing before the airman assumes the grade.

**2.7.2. (Added NJANG)** Chief Master Sergeants will attend the ANG Chief's Executive Course (CEC) within 24 months of being selected for the rank of CMSgt. Command Chief Master Sergeants must attend the Chief's Leadership Course (CLC) no later than one year from selection. (see ANGI 36-2109, para 2.2.)

**2.8. Promotion of Replacements to SMSgt or CMSgt Positions.**

2.8.1. Senior Noncommissioned officers (SNCO) will not be promoted to SMSgt or CMSgt unless assigned to a valid UMD position in which a vacancy exists.

2.8.1.1. Commanders may assign and promote replacements for traditional guard members in the grade of E-8 or E-9 for up to 24 months prior to their separation or retirement. The incumbent (person currently occupying the position) will not be an AGR member or a Military Technician. There are no exceptions to this rule.

2.8.1.2. Promotion of the replacement to SMSgt or CMSgt is authorized provided the member meets all other criteria for promotion and the promotion will not cause the state to exceed their authorized grade ceiling.

Table 2.1. Eligibility Criteria for Enlisted Promotions.

	A	B	C	D	E	F
<b>R U L E</b>	Promotion to	Required PAFSC	Time in Service (TIS) of at least (See note 3)	Time in Grade (TIG) of at least (See Note 5)	Mandatory education requirements	Promotion retainability requirement
1	E-2 (Amn)	3-skill level	6 months	6 months	Initial Active Duty for Training (IADT)	None
2	E-3 (A1C)	3-skill level	12 months (1 year) (See Note 4)	6 months (See Note 6)	IADT	None
3	E-4 (SrA)	3-skill level	24 months (2 years) (See Note 2 and 4)	12 months (1 year) (See Note 2 and 6)	IADT	None
4	E-5	5-skill	48 months	24 months	ALS	None

	(SSgt)	level (or 3-level when no level exists in the AFSC)	(4 years)	(2 years)	(See Note 7)	
5	E-6 (TSgt)	7-skill level	72 months (6 years)	24 months (2 years)	None	None
6	E-7 (MSgt)	7-skill level	108 months (9 years)	24 months (2 years)	Noncommissioned Officer Academy (NCOA)	AGR – 24 months (2 years)  All others – 12 months (1 year)
7	E-8 (SMSgt)	7-skill level (Note 1)	156 months (13 years)  EPP: 204 months (17 years)	24 months (2 years)	Senior Noncommissioned Officer Academy (SNCOA) (See Note 8)	24 months (2 years)  EPP – 36 months (3 years)
8	E-9 (CMSgt)	9-skill level (Note 1)	204 months (17 years)	24 months (2 years)		24 months (2 years) EPP – 36 months (3 years)
9	Wounded Warrior (WW2) All Grades (See Note 9)	Applicable Skill level for grade to be promoted to (See Note 9)	Applicable TIS for grade to be promoted to (See Note 9)	Applicable TIG for grade to be promoted to (See Note 9)	Applicable to the grade to be promoted to (See Note 9)	Applicable to grade to be promoted to (See Note 9)

Notes:

1. Promotion of the State Recruiting and Retention Superintendent (RRS) will require 9-skill level certification by the commander.
2. Effective 1 April 2006, any member accessed into the ANG on or after this date must have 12 months TIG as an A1C (E-3) and 24 months TIS to be promoted to SrA (E-4).
3. TIS computations for all promotions will be based on satisfactory years of service for retirement.
4. TIS for a member on IADT is computed using the date the member enters IADT status. TIS for members who have a BIT are no longer on IADT status, therefore their TIS credit for promotion will stop after completing BMT and resume again upon departure for TTS. No waivers or exceptions to policy will be permitted. The source document for determining IADT is the TTS order or a completed DD Form 214, *Certificate of Release or Discharge from Active Duty*.

5. Only satisfactory years of service for retirement will be used to meet TIG requirements.
6. TIG for a member on IADT is computed from the date the member enters IADT status. The source document for determining IADT is the TTS order or a completed DD Form 214.
7. This requirement applies to ANG members enlisted from other branches of the Armed Forces, regardless of the level of PME attained during their prior service.
8. Completion of the United States Army Sergeants Major Academy or the United States Navy Senior Enlisted Academy is equivalent to SNCOA.
9. Wounded Warrior (WW2) Classification: Although not world-wide qualified, and not passing fitness based on their status, those members classified as WW2 are eligible for promotion provided they meet all other mandatory requirements including sole incumbency of a vacant position.



## CHAPTER 3

### Air National Guard Promotion Programs

#### 3.1. Position Vacancy Promotion (PVP).

3.1.1. For promotions above the grade of SSgt, a position vacancy must exist in the specific AFSC in the grade to which promotion is contemplated, and the individual must be the sole occupant of that valid manpower position.

3.1.2. For the purpose of this instruction, a position vacancy is a personnel assignment condition in which the total number of valid manpower positions in a unit (by AFSC and grade) does not exceed the number of personnel assigned to a unit in the same AFSC and grade (to include overgrade assignments in a higher grade in the same AFSC).

#### 3.2. Deserving Airman Promotion Program (DAPP).

3.2.1. This program was developed to provide a promotion opportunity only for those highly qualified and most deserving based on demonstrated potential. This program allows members to be promoted to TSgt or MSgt without regard to the UMD authorized grade.

3.2.1.1. Promotions resulting from this program must be within the manning constraints of ANGI 36-2101.

3.2.1.2. A deserving airman promotion is not a reward for past service, nor is it authorized solely due to an airman's attainment of the minimum eligibility requirements.

3.2.1.3. The DAPP will not to be used as a substitute for position vacancy promotions. As this promotion action will cause an overgrade assignment, commanders must have a force management plan in effect to resolve this condition by the member's ETS or 24 months, whichever is less.

3.2.1.4. DAPP promotions must be reserved for a very limited number of truly outstanding and deserving members who have demonstrated potential for positions of increased responsibility. Due to the limited number of opportunities available under this program, this promotion action will require each commander to objectively evaluate and rank order all nominees so that only truly deserving airmen are promoted.

3.2.2. All of the following non-waiverable criteria must be met:

3.2.2.1. The airman must be the sole occupant of a UMD position with an authorized grade identical to their current grade (e.g., a TSgt being considered for deserving airman promotion to MSgt must be the sole occupant of the TSgt position, no waivers or exceptions). NOTE: The

airman must be immediately assigned to the first available compatible UMD position (must be equal to or higher to their DAPP grade) that will resolve the overgrade status.

3.2.2.2. The airman must be fully qualified in the Duty Air Force Specialty Code (DAFSC) to which assigned.

3.2.2.3. The promotion must not result in the airman becoming senior in grade to their immediate supervisor.

3.2.2.4. The airman must meet the requirements listed in Table 3.1. in addition to those listed in Table 2.1. This also applies to AGR promotions under this program.

3.2.2.5. Airmen previously involuntarily demoted from the grade of TSgt or MSgt are not eligible for promotion under the DAPP.

3.2.2.6. Airmen previously promoted under this program may not be deserving airmen promoted to the same grade.

Table 3.1. Supplemental Mandatory Requirements for Deserving Airman Promotion Program

Promotion to the grade of	Status	The minimum TIS is	and must have served in the ANG for a minimum time of
TSgt	Military Technician or Traditional Guard	144 months (12 years) of Satisfactory Service for retirement	24 months (2 years)
	AGR	144 months (12 years) of Total Active Federal Military Service (TAFMS)	
MSgt	Military Technician or Traditional Guard	216 months (18 years) of Satisfactory Service for retirement.	36 months (3 years)
	AGR	216 months (18 years) TAFMS	

### 3.3. Officer Training Promotion Program (OTPP).

3.3.1. Promote airmen in grades SrA and below accepted for the Academy of Military Science (AMS) or the Flight Screening Program (FSP) to SSgt without regard to the requirements listed in Chapter 2 or Table 2.1. or UMD authorization. Such promotions will be effective 1 day

before departure, but no earlier than the 11th day before the established report no later than date to training.

3.3.2. Airmen who eliminated or not commissioned will be demoted to their previously held grade concurrent with termination of their student status in accordance with ANGI 36-2503. The DOR will be the former DOR. The effective DOR will be the date of the demotion action.

3.3.3. Airmen entering the Air Force Reserve Officer Training Corps (AFROTC), Professional Officer Course (POC) phase of training in the junior year of college will be promoted to SSgt effective on the date of their enrollment in POC. An airman who is dis-enrolled from the AFROTC will be demoted as in paragraph 3.3.2.

#### **3.4. Retraining Promotion Program (RPP).**

3.4.1. Any airman who is retraining may be promoted on the basis of his or her currently held PAFSC, subject to the following:

3.4.1.1. The airman must be fully qualified in the previous AFSC, be approved by the commander for retraining, and obtain a 3-skill level in their current DAFSC prior to promotion recommendation.

3.4.1.2. Be accepted by the unit commander into a valid UMD position vacancy.

3.4.1.3. The airman must be the sole occupant of the position. In addition, the overall unit manning must not exceed 100 percent, including the airman.

3.4.2. The airman must sign the statement of understanding that will be attached to the commander's promotion recommendation (Attachment 3).

3.4.3. Airmen promoted under this provision will retain the grade if, for reasons beyond their control, the AFSC into which they have retrained is deleted (e.g., NGB Directed Unit Realignment or Reorganization, not a commander directed reassignment).

3.4.4. Airmen promoted under this provision will be demoted to the previously held grade in accordance with ANGI 36-2503 under the following conditions:

3.4.4.1. Voluntarily leave the AFSC in which being retrained.

3.4.4.2. Involuntarily reassigned by a commander for performance related reasons.

3.4.4.3. Voluntarily separate or retire before attaining the required grade/ skill relationship.

3.4.4.4. Fails to obtain the required skill level by the time limit approved by the commander.

#### **3.5. Exceptional Promotion Program (EPP).**

3.5.1. this program was developed to provide promotion opportunity to SMSgt and CMSgt for truly exceptional traditional guard enlisted leaders where vacant UMD authorizations do not exist.

3.5.1.1. The following categories are provided regarding the authorizations for EPP per state and apply to authorized positions only. Under no circumstances will the EPP authorizations be increased based on excess assignments.

Category	Military Authorizations	EPP Allocations
A	Up to 2,200	One E8 and One E9
B	2,201 to 4,000	Two E8's and Two E9's
C	Over 4,000	Three E8's and Three E9's

3.5.2. This program is not an extension of the DAPP, but a competitive process, which will be used for selecting nominees. The EPP submission package must include the following (plus any additional state requirements):

3.5.2.1. The categories to be addressed in the competitive process are outlined in Attachment 4. Each of the categories will be addressed in writing by the recommending authority using AF IMT 1206, *Nomination for Award*.

3.5.2.2. A biography on the nominee in the format at Attachment 5.

3.5.2.3. A Report of Individual Personnel (Records Review RIP) on the nominee.

3.5.3. It is recommended that a state use a selection panel consisting of, at a minimum, the state Wing Command Chief Master Sergeants (CCMs) and the state Human Resource Advisor (HRA). States may conduct their boards at any time during the calendar year. Each promotion cycle will begin on 1 November and end on 31 October the following year.

**3.5.3.1. (Added NJANG)** Completed EPP nominations are to be forwarded to JFHQs - Air/CCC not later than the last working day of December each year. If full execution of the program is not obtained then a second round of nominations will be due to JFHQs - Air/CCC not later than the last working day of the following July .

3.5.4. EPP is a state controlled program and allocations do not count against each state's E-8 and or E-9 authorized billets.

3.5.5. The following assignment criteria are non-waiverable and will be used to determine eligibility for this promotion program:

3.5.5.1. This promotion program applies to traditional guard members only. Military technicians (including Temporary Technicians) and AGR (including Occasional AGR) personnel are not eligible for promotion under EPP.

3.5.5.2. Nominees must meet the minimum TIG and TIS requirements, and be fully qualified in their DAFSC at submission.

3.5.5.3. Nominees must have completed the SNCOA.

3.5.5.4. The nominees will not be excess to unit requirements or become excess within the subsequent three years following promotion.

3.5.5.5. Nominees selected under EPP cannot be promoted to a position two grades above the UMD authorization.

3.5.5.6. Nominees must be within three years of qualifying for a reserve retirement at the time of submission with 17 years of satisfactory service based on their current AF 526 (Computer Generated), *ANG/ USAF Point Credit Summary*. Partial year calculations are not authorized.

3.5.5.7. Nominee must have three years of retainability prior to reaching age 60 and must agree to remain in the ANG for three years subsequent to the promotion.

3.5.5.8. Nominees must complete a statement of understanding prior to processing the promotion recommendation (see Attachment 6).

3.5.5.8.1. The nominees must acknowledge that they must transfer to the retired reserve or be discharged on the third anniversary of the promotion, unless assigned to a valid UMD vacancy commensurate with the member's current grade of E-8 or E-9.

3.5.5.8.2. A demotion action at the completion of the three-years is not an option. A waiver or exception to policy is not authorized.

3.5.6. All recommendations for promotion under EPP are identified to the ANG Enlisted Force Management Section (NGB/AIPOE) for review and disposition.

### **3.6. Posthumous Promotions.**

3.6.1. Airmen are authorized such promotion when all criteria in Table 2.1 have been met prior to death.

3.6.2. This promotion requires approval by TAG. Further delegation to the State AAG for Air is not authorized for posthumous promotions.

3.6.3. The State Headquarters will publish promotion orders in accordance with ANGI 33-101.

3.6.3.1. The following statement is a mandatory entry on the special orders; "No financial benefits accrue as a result of this posthumous promotion".

3.6.3.2. The effective DOR cited in the order is the date the airman died.

3.6.4. The commander or Casualty Assistance Representative (CAR) must counsel the Next of Kin (NOK) in writing that no financial benefits accrue as a result of a posthumous promotion.

## **(Added - NJANG) CHAPTER 4**

### **(Added - NJANG) Airmen Promotion Board Program**

#### **4.1. (Added - NJANG) Promotion Boards:**

4.1.1. **(Added - NJANG)** All Airmen being recommended for promotion will meet a promotion board as outlined. The Airman's Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base or Community Involvement must clearly warrant the promotion. Also, a review of the Airman's Professional Military Education (PME), fitness, CCAF transcript and awards and decorations is required prior to the recommendation for promotion. All areas must be consistent with the recommended rank.

4.1.2. **(Added - NJANG)** Individuals meeting promotion interviews/boards should have full confidence that the selection process is fair and equitable. Without trust, the effectiveness and morale of the entire NJANG can be adversely affected.

4.1.3. **(Added - NJANG)** The Wing Command Chief Master Sergeant (CCM) with the advise of the Wing Human Resource Advisor (HRA) is responsible to ensure that NCO and SNCO board members reflect the overall diversity of the wing population.

4.1.4. **(Added - NJANG)** The Wing CCM may make allowances for special circumstances such as deployments or TDYs longer than thirty (30) days. Boards may be telephonic for appropriate military personnel from outside the person's unit which may be substituted, and boards may be conducted at remote locations at the discretion of the Wing CCM. Wing CCMs may extend the findings of the board for a maximum of 12 months with cause from the date of the board. Exception to policy requests must be submitted to NJANG/CC through NJANG/CCC no later than ninety days prior to the promotion.

4.1.5. **(Added - NJANG)** Service dress uniform with all authorized State and Federal ribbons and badges are required for all boards unless special circumstances dictate otherwise.

4.1.6. **(Added - NJANG)** Headquarters NJANG under the leadership of the State Command Chief will provide a study guide, including current reporting instructions for the candidate(s). First Sergeants will maintain copies of the current study guide and reporting instructions and ensure that all Airmen through Technical Sergeant are provided a copy of the study guide along with a copy of AFI 36-2618

4.1.7. **(Added - NJANG)** The intent of the board is to ensure Airmen meet all the criteria in; AFI 36-2618, "The Enlisted Force Structure, appropriate with the recommended rank and AFI 36-2903, Dress and Personal Appearance. A final review must be accomplished of the Airman's Leadership and Job Performance in Primary Duty, Significant Self Improvement, Base or Community Involvement, PME, fitness, and awards and decorations. All must be consistent with the recommended rank.

#### **4.2. (Added - NJANG) Wing Enlisted Promotion Board:**

4.2.1 **(Added - NJANG)** This board is for Airmen being recommended for promotion to Staff

Sergeant (SSgt) and Technical Sergeant (TSgt).

4.2.2. **(Added - NJANG)** The Career Development Section (FSMPD) within the Force Support Squadron (FSS) is responsible for maintaining standards and coordinating the board with guidance and direction from the Wing CCM.

4.2.3. **(Added - NJANG)** The requirement for board members from each unit (as defined by PAS Code) will be established by FSS/FSMPD based on the assigned enlisted strength of each unit and representing the diversity of the wing population and coordinated with the Wing HRA.

4.2.4. **(Added - NJANG)** Squadrons/Units/Flights will randomly select potential board members as primary and alternate members.

4.2.5. **(Added - NJANG)** Squadron/Unit/Flight Commanders and First Sergeants will notify selected board members of their assignment and board duty date. If selected board members are unable to perform at the time of their selection, the squadron/unit/flight is responsible for appointing an appropriate replacement (see paragraph 4.1.3).

4.2.6. **(Added - NJANG)** Immediate supervisors, First Sergeants, and Commanders are responsible for having their personnel report to the board on time, in proper military uniform, and within USAF/ANG fitness standards.

4.2.7. **(Added - NJANG)** Promotion Boards will normally be held on UTA weekends. This ensures maximum participation of board members (i.e., using traditional guard members, First Sergeants, and the Wing Human Resource Advisor). However, Wing CCM have the flexibility to conduct boards at other times based on mission requirements and documented emergencies.

4.2.8. **(Added - NJANG)** The board will consist of three enlisted members with a president, member, and recorder. CMSgts, SMSgts and MSgts are eligible to be the president. TSgts can be used as the recorder and/or the members. The recorder will be the lowest ranking individual. The president will conduct the board using procedures provided by FSS/FSMPD and under the direction of the Wing CCM.

4.2.9. **(Added - NJANG)** The board will make a recommendation or non-recommendation for promotion after interviewing the candidate using the state developed study guide, ANGI 36-2502, and AFI 36-2618, the promotion package NJANG IMT 002, (*NJANG Enlisted Promotion Recommendation*), a current record review RIP within 30 days of board, a current passing Fit Test within one year, and the personal interview.

4.2.10. **(Added - NJANG)** The board documents the proceedings and renders a recommendation or non-recommendation for promotion through the NJANG Enlisted Promotion Board Recommendation Form.

4.2.11. **(Added - NJANG)** The board sends the recommendation or non-recommendation for promotion to the Wing CCM prior to final approval/disapproval by the Wing Commander.

4.2.12. **(Added - NJANG)** In cases of non-recommendation, the Wing CCM will meet with the President of the Board and the candidate's First Sergeant prior to forwarding the package to the

Wing Commander. Also, the Wing CCM and the First Sergeant will brief the candidate on the board's results and what actions are necessary for improvement.

#### **4.3. (Added - NJANG) Wing Senior NCO Promotion Board:**

4.3.1. **(Added - NJANG)** This board is for Airmen being recommended for promotion to Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (CMSgt).

4.3.2. **(Added - NJANG)** The Wing CCM is responsible for selecting board members, conducting the board, and maintaining standards for the board procedures.

4.3.3. **(Added - NJANG)** The Wing CCM selects the board members and notifies the members of their assignment and board date. The Wing Command CMSgt should strive to make all boards diverse in composition (see paragraph 4.1.3).

4.3.4. **(Added - NJANG)** Candidates being recommended for promotion are responsible for reviewing AFI 36-2618 and the state developed study guide prior to the board. These expectations will also be reviewed and evaluated during the promotion board interview.

4.3.5. **(Added - NJANG)** The board for candidates being recommended to MSgt will consist of three members. The president will be a CMSgt, SMSgt, or MSgt and the two other members in the grades of CMSgt, SMSgt, or MSgt. The junior member will act as the recorder.

4.3.6. **(Added - NJANG)** The board for candidates being recommended to SMSgt will consist of three members. The president will be a CMSgt or SMSgt and the two other members in the grade of CMSgt or SMSgt. The junior member will act as the recorder.

4.3.7. **(Added - NJANG)** The board for CMSgt will consist of three CMSgts. The Wing Commander may also be part of the board. The Wing CCM will be the board president and the junior CMSgt will be the recorder. In the absence of the Wing CCM, the Chief's Council President or another designated CMSgt will serve as the president.

4.3.8. **(Added - NJANG)** The board members will make a recommendation or non-recommendation for promotion after reviewing a package consisting of the: NJANG IMT 002, (*NJANG Enlisted Promotion Recommendation*), a current records review RIP within 30 days of board, a current passing Fit Test within one year, and a current version of AF Form 1206 (Nomination for Award) (for candidates being recommended for promotion to SMSgt/CMSgt) executed by the individual's immediate commander. The AF Form 1206 will consist of the following list of competencies; Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base or Community Involvement which must clearly warrant the promotion and a (ANG) Service Agreement/Commitments form.

4.3.9. **(Added - NJANG)** The promotion board documents the proceedings and renders a recommendation or non-recommendation for promotion IAW ANGI 36-2502 and AFI 36-2618.

4.3.10. **(Added - NJANG)** The recommendation or non-recommendation for promotion will be forwarded to the Wing CCM prior to be forwarded to the Wing Commander for recommended approval/disapproval.



4.3.11. **(Added - NJANG)** In cases of non-recommendation, the Wing CCM will meet with the President of the Board and the individual's commander prior to forwarding the package to the Wing Commander for final approval/disapproval.

4.3.12. **(Added - NJANG)** In cases of non-recommendation, the Wing CCM and the individual's commander will brief the candidate on the board's results and actions to take for the future.

4.3.13. **(Added - NJANG)** Wing promotion recommendation packages for MSgt must be sent to NJANG/A1. Wing promotion recommendation packages to the grade of SMSgt and CMSgt must be sent to NJANG/CCC, whom will then, after review, forward all packages to the Commander, NJANG with a recommendation.

#### **4.4. Administrative Procedures:**

4.4.1. **(Added - NJANG)** Promotion recommendations for Amn through SrA are executed on the AF Form 2096, *Classification/On-The-Job Training Action*.

4.4.2. **(Added - NJANG)** Promotion recommendations for SSgt through CMSgt must be executed on the NJANG IMT 002, NJANG Enlisted Promotion Recommendation.

**HARRY M. WYATT, III**, Lieutenant General,  
USAF Director, Air National Guard

**(NJANG)**

MARIA A. FALCA-DODSON  
MAJ GEN, NJANG  
COMMANDER

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### References

Title 32 United States Code Section 502(f), *Required drills and field exercises*, 8 January 2008  
 Title 32 United States Code Section 709, *Technicians: employment, use, status*, 8 January 2008  
 AFCSM 36-699, *Base Level Military Personnel System, User's Manual*  
 ANGI 10-248, *The Air National Guard (ANG) Fitness Program*, 9 April 2004  
 ANGI 33-101, *Air National Guard Administrative Orders*, 1 March 2007  
 ANGI 36-6, *ANG Statutory Tour Program Policies and Procedures*, 18 February 2003  
 ANGI 36-101, *The Active Guard Reserve (AGR) Program*, 3 May 2002  
 ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, 1 March 2004  
 ANGI 36-2101, *Assignments Within the Air National Guard*, 11 June 2004  
 ANGI 36-2503, *Administrative Demotion of Airmen*, 1 March 2004  
 ANGI 38-101, *ANG State Headquarters Manpower And Organization Guide*  
 AFI 36-2113, *The First Sergeant*, 19 December 2007  
 AFI 36-2603, *Air Force Board For Correction of Military Records*, 1 March 1996  
 AFI 36-3209, *Separation and Retirement Procedures for ANG and Air Force Reserve Members*, 14 April 2005

#### Abbreviations/Acronyms

AAG - Assistant Adjutant General  
 AB - Airman Basic  
 A1C - Airman First Class  
 AFCSM – Air Force Computer Systems Manual  
 AFI – Air Force Instruction  
 AFROTC - Air Force Reserve Officer Training Corps  
 AFS - Air Force Specialty  
 AFSC - Air Force Specialty Code  
 AGR - Active Guard/Reserve  
 ALC - Assignment Limitation Code  
 ALS – Airman Leadership School  
 AMN - Airman  
 AMS - Academy of Military Science  
 ANG - Air National Guard  
 ANGI - Air National Guard Instruction  
 ARMS – Automated Records Management System  
 AT – Annual Training  
 AWOL – Absent Without Leave  
 BETM - Base Education and Training Manager  
 BIT – Break-in-Training  
 BMT - Basic Military Training  
 CAR - Casualty Assistance Representative  
 CCMs - Command Chief Master Sergeants  
 CM - Court-Martial  
 CMSgt - Chief Master Sergeant

CSS - Commander Support Staff  
DAFSC – Duty Air Force Specialty Code  
DAPP - Deserving Airman Promotion Program  
DAV - Deployment Availability Code  
DIA - Defense Investigative Agency  
DOR - Date of Rank  
EPP - Exceptional Promotion Program  
EPR - Enlisted Performance Report  
FSP – Flight Screening Program  
FSS – Force Support Squadron  
GPA – Grade Point Average  
GSU - Geographically Separated Unit  
HRA – Human Resource Advisor  
HRO - Human Resources Office  
HYT – High Year Tenure  
IADT - Initial Active Duty for Training  
IAW – In Accordance With  
IMT – Information Management Tool  
MAJCOM – Major Command  
MEB - Medical Evaluation Board  
MSgt – Master Sergeant  
NCO – Noncommissioned Officer  
NCOA – Noncommissioned Officer Academy  
NGB - National Guard Bureau  
NOK - Next of Kin  
OTPP - Officer Training Promotion Program  
PAFSC - Primary Air Force Specialty Code  
PAS - Personnel Accounting Symbol  
PDS – Personnel Data System  
PEB - Physical Evaluation Board  
PME- Professional Military Education  
POC - Professional Officer Course  
PVP - Position Vacancy Promotion  
RIP - Report of Individual Personnel  
RPP - Retraining Promotion Program  
RRS - Recruiting and Retention Superintendent  
SDI - Special Duty Identifier  
SMSgt - Senior Master Sergeant  
SNCO - Senior Noncommissioned Officer  
SNCOA - Senior Noncommissioned Officer Academy  
SrA - Senior Airman  
SSgt - Staff Sergeant  
SSN – Social Security Number  
TAFMS - Total Active Federal Military Service  
TAG - The Adjutant General  
TIG - Time-in-Grade  
TIS - Time-in-Service  
TSgt - Technical Sergeant

TTS – Technical Training School  
UCMJ - Uniformed Code of Military Justice  
UMD - Unit Manpower Document  
UPMR - Unit Personnel Management Roster  
USAF - United States Air Force  
USC - United States Code  
UTA - Unit Training Assembly  
UCMJ - Uniformed Code of Military Justice

**Terms:**

**Active Guard Reserve (AGR).** For the purpose of this instruction, the term AGR refers solely to personnel serving in the fulltime Air National Guard duty program under Title 32 U.S.C. 502(f) for organizing, administering, recruiting, instructing or training members of the ANG.

**Air Force Specialty (AFS).** A group of positions requiring common qualifications. Each AFS has a title and a code.

**Air Force Specialty Code (AFSC).** A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters/digits. Airmen AFSCs consist of five characters/digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

**Air National Guard.** The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands, Guam, and the Commonwealth of Puerto Rico that is in an Air Force.

**Authorized Grade.** The grade that appears on a manpower document for a particular Unit Manning Document (UMD) position. Normally, the authorized grade is the highest grade that can be held by the incumbent of the position.

**Basic Military Training (BMT).** Training provided to non-prior service airmen to effect an orderly transition from civilian to military life.

**Commander.** Unless otherwise specified, refers to the immediate commander of the member concerned and includes officially appointed squadron section commanders.

**Conscientious Objector.** An individual who has a firm, fixed, and sincere objection to participation in war in any form, or to the performance of military service because of religious training or beliefs.

**Convicted.** The act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trial.

**Effective Manning.** The utilization of personnel in a position most needed. Computed as: number assigned minus the number in excess divided by the number authorized.

**Exception.** A request involving a policy, procedure, or other action in this instruction, which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

**Force Management Plan.** This plan, at a minimum, must consider such items for each unit as overall manning, skill level of assigned members versus skill levels required, grade manning, specialty manning, mandatory separation dates, retirements, good years for retirement of members, experience of assigned personnel versus that needed, UMD changes, desired full-time versus drill status mix, desired prior service versus non-prior service personnel mix, etc. Such analysis must lead to a program for the management of the personnel force that provides the optimum career progression and promotion opportunity while keeping personnel in excess and overgrade status to a minimum.

**Military Technicians.** Accepted Civil Service employees who are members of the ANG unit hired as technicians pursuant to Title 32 United States Code (USC) 709, Technicians: employment, use, status.

**NGB Directed Realignment or Reorganization.** To rearrange or regroup the component elements and/or functions of a unit or establishment. The result may or may not be a change in the capability of the unit or establishment. Such actions must be at the direction or approval of National Guard Bureau Manpower Section (NGB/A1M).

**Pipeline.** The strength accounting status of those members of the ANG assigned to a student flight who are not qualified for mobilization and/ or operational assignment because of training not yet completed.

**Position Incumbent.** The ANG member who is the official occupant of a UMD position. (Person currently occupying the valid position) Although circumstances (e.g., NGB directed unit realignment or reorganization) may require more than one person to be assigned to the same UMD position, only one individual can be the position incumbent. All others will be coded excess.

**Satisfactory Service.** Satisfactory service includes both the service one performs as a member of a regular component or as a member of an Air Reserve Component unit (50 or more points per year are required for a satisfactory year). Regular component service is the active service recorded on DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526, by his or her service in the regular component. (Satisfactory reserve service accrues in 1-year increments only.)

**State.** State or States is addressed, this term includes all 50 states and territories; Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

**Waive or Waiver.** To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum,

## Attachment 2

### INSTRUCTIONS FOR COMPUTING PROMOTIONS TO TSgt THROUGH CMSgt

Use the following sample matrix table to compute the promotion opportunities for your State. The authorized/ assigned figures below are for example only and simply demonstrate the arithmetic process. Replace these figures with current authorized/assigned strengths by grade in your State, Wing or Unit including all overgrades and excesses. Do not count those members promoted under EPP.

Grade	Authorized	Assigned	Allowable Percentage (ANGI 36-2101)	Adjusted Effective Manning Percentages
CMSgt	10(a)	8(b)	100 (See Note)	80% (b divided by a)
SMSgt	15(c)	18(d)	100 (See Note)	104% total of b+d (26) divided by total of a+c (25)
MSgt	25(e)	30(f)	120	112% total of b+d+f (56) divided by total of a+c+e (50)
TSgt	40(g)	56(h)	125	124% total of b+d+f+h+(112) divided by total of a+c+e+g (90)

To determine if the State in this example can promote a member to MSgt, divide the total number assigned in grades MSgt, SMSgt, and CMSgt by the total authorized in grades MSgt, SMSgt, and CMSgt. In the above example, 56 divided by 50 equals 112%. Since this is below the 120% maximum allowable for MSgt, this member may be promoted. To determine if this State can promote a member to TSgt, we total the authorized and assigned figures for TSgt through CMSgt and then divide the total assigned (112) by the total authorized (90). The adjusted effective manning percentage is 124%. Since this is below the 125% maximum allowable for TSgt, this member may be promoted. These percentages must be recomputed with each promotion or demotion, each change in assigned strength, and each change in authorized strength.

**Note:** IAW ANGI 36-2101, exceeding 100 percent manning in these grades is only authorized based on a NGB directed unit realignment or reorganization.

**Attachment 3**

**RETRAINING PROMOTION PROGRAM – STATEMENT OF UNDERSTANDING**

I acknowledge I must qualify for award of the AFSC skill level, which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the time limits established by the commander, I will be demoted to my previously held grade. \_\_\_\_\_ (Initials)

I acknowledge if I voluntarily leave the AFSC in which I am being retrained or reassigned by my commander for performance related reasons, or separated or retired before attaining the required grade/ skill relationship, I will be demoted before separation to the previously held grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*. \_\_\_\_\_ (Initials)

For First Sergeant Assignments SDI 8F000

I acknowledge I am being selected to fill a First Sergeant position and I am being promoted under the provisions of ANGI 36-2502, *Promotion of Airmen*, paragraph 3.4. Retraining Promotion Program, before attending the First Sergeant Academy. I understand I must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. My failure to meet this requirement will result in a demotion in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*. \_\_\_\_\_ (Initials)

\_\_\_\_\_  
 (Typed Name, Grade, SSAN, Signature)

\_\_\_\_\_  
 (Date)

Suspense set by Commander: \_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Unit Commander's Signature)

\_\_\_\_\_  
 (Date)

#### **Attachment 4**

### **EXCEPTIONAL PROMOTION PROGRAM (EPP)**

The following list of competencies for promotion under EPP will be addressed on each nominee using the AF IMT 1206.

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the work-center, subordinates, mission and unit. Include any new initiatives or supervisory techniques developed by the member that positively impacted the work-center, subordinates, unit and/ or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/ or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, etc.

**SIGNIFICANT SELF-IMPROVEMENT:** Show how the member developed or improved skills related to primary duties, e.g., formal training, certifications, off-duty education related to primary duties, etc. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree enrollment and/ or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. List all military awards earned during the period.

**BASE OR COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events, e.g., President of Top 3, enlisted dining-out committee, member of the Air Force Sergeants Association, Sunday school teacher, youth soccer coach, etc.



**Attachment 5****(SAMPLE – BIOGRAPHY)****MASTER SERGEANT JOHN Q. DOE**

AFSC: 2E171, Satellite, Wideband, and Telemetry Systems Craftsman

Master Sergeant John Q. Doe has been in the military for over 17 years starting with a 4-year tour of Active Duty in the United States Air Force in which he served in Saudi Arabia during Desert Storm. After active duty, Sergeant Doe joined the Mississippi Air National Guard, 255<sup>th</sup> Air Control Squadron, in Gulfport Mississippi where he currently serves as a Satellite, Wideband, and Telemetry Systems Craftsman. Sergeant Doe was born on 11 July 1964 in Geraldine, Alabama. He is 41 years old. He attended Geraldine High School, graduating as class salutatorian in May 1982. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. Sergeant Doe serves as a church council officer for Woolmarket Baptist Church in Biloxi Mississippi. Sergeant Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the Air Force Achievement Medal with 3 devices, Air Force Outstanding Unit Award with 1 device, AF Good Conduct Medal with 1 device, Air Reserve Forces Meritorious Service Medal with 3 devices, National Defense Service Medal with 1 device, Armed Forces Expeditionary Medal, Southwest Asia Service Medal, Global War on Terrorism Medal, AF Overseas Ribbon Short Tour, AF Longevity with 2 devices, Armed Forces Reserve Medal with 1 device, USAF NCO PME Graduation Ribbon with 1 device, AF Training Ribbon, Kuwait Liberation Medal Kingdom of Saudi Arabia, Kuwaiti Liberation Medal Government of Kuwait, Mississippi Medal of Efficiency, Mississippi War Medal, and the Mississippi Longevity Ribbon with 1 device. Sergeant Doe has his Community College of the Air Force degree in Electronic Systems Technology and is currently working towards a Bachelor's Degree in Business Administration from the University of Southern Mississippi in Gulfport MS.

**NOTE:** Single-space the narrative portion of the biography. Double space between name, and AFSC.

**Attachment 6**

**EXCEPTIONAL PROMOTION PROGRAM (EPP) - STATEMENT OF UNDERSTANDING**

The nominee prior to processing the promotion recommendation must complete this statement.

Date

MEMORANDUM FOR Unit Commander  
FSS  
Promotion Approving Authority  
In Turn

FROM: \_\_\_\_\_  
(Nominee's Grade, Name, and Unit)

SUBJECT: Exceptional Promotional Program (EPP) Agreement

I hereby agree that if I am selected for promotion to the next higher grade under the Exceptional Promotion Program (EPP) that I will remain a member of the (State/ Territory) Air National Guard for 3 years subsequent to the date of promotion.

I hereby agree and understand that I must be transferred to the Retired Reserves or be discharged on the third anniversary of the promotion unless I am assigned to a valid UMD vacancy equal to my promotion grade. I understand that demotion at the end of the three-year promotion period is not an option and a waiver or exception to policy is not authorized.

\_\_\_\_\_  
(Signature, Name)

1<sup>st</sup> Ind, \_\_\_\_\_ FSS

Date

TO: The Promotion Authority

Member was briefed on this date and understands the requirements of this EPP promotion.

\_\_\_\_\_  
(Signature of FSS Representative)

**Attachment 7**

**LENGTHY TECHNICAL TRAINING SCHOOL – PROMOTION CHECKLIST**

This checklist will constitute the process of submitting a recommendation from the ANG Liaison for promotion. You must have this checklist completed by your Instructor (or Instructor Supervisor) and the Military Training Flight for a records check. When this checklist is completed return it directly back to the ANG Liaison office.

1. Information on Air National Guard member to be considered for promotion:

Name \_\_\_\_\_ Rank: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title: \_\_\_\_\_

Class Start Date: \_\_\_\_\_ Class Graduation Date: \_\_\_\_\_

BMT Class Start Date: \_\_\_\_\_

2. Member’s Statement of Understanding for Promotion Consideration:

I understand as part of my promotion recommendation, I will not sew on my new grade until I receive official notification from the Air National Guard Liaison Office.

I understand that I will not contact my Air National Guard Unit Commander or Supervisor regarding possible promotion to the next higher grade.

I understand that my failure to follow the above instruction could result in my non-recommendation for promotion.

\_\_\_\_\_  
ANG Member’s Name/Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3. Instructor (Instructor Supervisor):

This Airman has a Grade Point Average (GPA) of \_\_\_\_\_ over \_\_\_\_\_ blocks of instruction.

\_\_\_\_\_  
Instructor’s Name/Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4. Force Support Squadron \_\_\_\_\_ Training Squadron

This member IS / IS NOT a Student Leader: _____		
_____ This Airman has no behavioral problems documented or pending.		
_____ This Airman has behavioral problems documented or pending. (PLEASE CONTACT LIAISON)		
Name/Rank	Signature	Date
5. Air National Guard Liaison (Initials):		
_____ This airman MEETS all requirements.		
_____ This airman DOES NOT MEET all requirements.		
_____ I RECOMMEND this airman for promotion to _____.		
_____ I DO NOT RECOMMEND this airman for promotion to _____.		
ANG Liaison Name/Rank	Signature	Date



\*\*\*\*\* LIAISON USE ONLY \*\*\*\*\*

Date of Records Check: \_\_\_\_\_ Eligibility Date: \_\_\_\_\_

Personnel Accounting Symbol (PAS): \_\_\_\_\_ Date ANG unit was notified: \_\_\_\_\_

Unit Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_