ARPCM 04-08
10 Mar 04

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY05 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major Promotion Selection Boards **UPDATED COPY**

The FY05 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major Promotion Selection Boards are tentatively scheduled to convene 14 June 2004 at the Air Reserve Personnel Center. The tentative eligibility criteria is as follows:

US Air Force Reserve (USAFR)	
Board Type	**Date of Rank (DOR)**
Mandatory Selected Reserve *	30 Sep 98 or earlier
Mandatory Non Selected Reserve **	
Position Vacancy	30 Sep 00 or earlier

*SelRes categories include eligible reserve officers assigned as Unit Traditional, Air Reserve Technicians, Air Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes for mandatory promotion consideration.

**NonSelRes categories include eligible reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve Active Status List (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the mandatory board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

PV: AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force,* Chapter 2 provides information on vacancy determination and eligibility criteria in addition to the DOR mentioned earlier. Officers whose records are meeting a mandatory board are not eligible for PV consideration. Officers eligible for PV consideration **are no longer required** to be assigned to the Selected Reserve for one year prior to the board convening date. However, officers eligible for PV consideration must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date.

Officers with a RASL removal date of 13 Sep 04 or later are eligible for promotion consideration.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily. Any additions or deletions can be determined by checking PRISM until board convening date. Board IDs are as follows:

Board Type	Board IDs
Mandatory SelRes – Lt Col	V0505A
Mandatory SelRes – Maj	V0405B
Mandatory OTSR – Lt Col	W0505A
Mandatory OTSR – Maj	W0405B
*Position Vacancy – Lt Col	U0505A
*Position Vacancy – Maj	U0405B

*PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers are occupying a higher-grade position.

IMPORTANT NOTE: The fact that an officer's name appears on the listing of PV eligibles does not mean he or she is being considered for PV promotion. Eligible officers whom senior raters want considered must be nominated according to procedures described elsewhere in this letter. After the due date for PV nominations has passed (30 Apr 04), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received. We highly encourage all MPFs to develop a base-level roster based on the date of rank cutoff for a particular board to verify all potential eligilbles are shown on the PRISM listing. Any discrepancies between the listings can be verified by our Promotion Eligibility Section at DSN 926-6398.

A Chronological Listing of Milestones to help in preparation for the boards is at Atch 1, and a listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Atch 2.

Selective Continuation: Current Air Force Reserve policy is to continue twice or more deferred majors in the Selected Reserve to 24 years Total Federal Commissioned Service. Although we cannot make guarantees, all indications are continuation will be similarly offered on this board for Air Force Reserve officers. Commanders of officers who they deem not qualified for continuation should review the procedures in AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force,* Chapter 10.3.2.

Officer Preselection Brief (OPB) : OPBs will be available for officers meeting the mandatory board on or about 16 Jan 04. HQ ARPC will inform MPFs by message and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3. Once generated, OPBs will only remain in your Report Queue for 14 calendar days. It is important to pull OPBs immediately upon receipt. MPFs will have to individually request OPBs if they fail to pull them within the first 14 days.

Officers currently assigned to non-participating reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Senior raters wishing to nominate USAFR officers for PV consideration should notify the officer of the intent and inform the officer to obtain an OPB from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

Professional Military Education (PME): PME above the appropriate level for the officer's grade is masked from promotion boards. For promotion to lieutenant colonel PME above ISS is masked.

Letters to the Board: Eligible officers may correspond by letter with the board calling attention to any matter of record concerning themselves that they believe important to their consideration. Letters

Jan 04. Once generated, the DQHB will only remain in the Report Queue for 14 calendar days. MPFs will have to individually request DQHBs if they fail to pull them within the 14 day timeframe.

a. USAFR unit assigned and AGR officers: The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

b. IMAs, other individual reservists (e.g., Cat E), and PV eligibles: HQ ARPC/DPBR-2 will provide ROPs on IMAs and other individual reservists. In addition, DPBR-2 will provide ROPs on PV nominees if requested (see "ROP Request" at http://arpc.afrc.af.mil/promo/rop_request.htm) (DSN 926-7475).

Officer Performance Reports: For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time.

a. Major *Mandatory* Promotion Boards: Annual and Change of Reporting Official Reports closing 16 Mar 04 and earlier must be in file before the board convenes. HQ USAF/RE has established **16 Mar 04** as the closeout for Directed by Headquarters (DBH) reports on officers without current performance documentation. All officers whose record meets the following criteria will require a DBH report. All requirements for points and period of supervision are waived (AFR 36-2406, Table 3.4, Rule 12). DBH reports must reach this headquarters no later than 30 Apr 04. A DBH report is required if the most current report is projected to close out between **17 Mar and 14 Jun 04,** or if the most current report on file is an AF Form 77 documenting a gap in the record of performance, or an AF Form 475 documenting training of less than 20 weeks duration. **The close out date for DBH reports will be 16 Mar 04.**

b. Lieutenant Colonel Mandatory **AND** Major and Lieutenant Colonel PV Promotion Boards: Current performance documentation is especially important for officers nominated for PV promotion. It is very difficult for promotion board members to evaluate selection records without it. Confirm the completion of outstanding OPRs before the PV nomination is submitted.

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE EXT. 1-800-525-0102, ext.
Eligibility / PV PRFs	Ms. Randolph, HQ ARPC/DPBA	926-6398	71281
Officer Selection Records	Mr. Ricketts, HQ ARPC/DPBR-1	926-6340	71221
OPRs/ROPs	MSgt Myers, HQ ARPC/DPBR-2	926-7475	71340
All other matters	MSgt Willoughby, HQ ARPC/DPBB	926-6351	71280

DONNA M.G. PIKE, Major, USAF
Chief, Board Secretariat Division

Attachments:
1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personnel Letters to the Promotion Board
5. Instructions for Completing PRFs

must be submitted in good faith and contain accurate information to the best of the officer's knowledge and must be signed by the officer and include social security number. After the boards adjourn, copies of the letters will be retained in the Master Personnel File and will be available for historical, legal and appeal purposes only and will be available to individuals who have a need to know. If a stamped, self-addressed envelope is provided, the original letter will be returned. In accordance with AFI 36-2504, paragraph 4.7.2, the boards will not consider letters received after 0800 on **14 June 2004**. Attachment 4 provides more information. Letters will be addressed as follows:

Board President, FY05 Air Force Reserve Line and Nonline Lieutenant Colonel;
JAG/Chaplain Major Promotion Selection Boards
HQ ARPC/DPBA
6760 E. Irvington Place #2010
Denver CO 80280-2010

Promotion Recommendation Forms (PRFs): Senior raters will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 18 Jan 04. All officers competing for lieutenant colonel must have PRFs **except** officers assigned to the Nonparticipating IRR and Standby Reserve; officers assigned between reserve components after the PRF accounting date, 16 Jan 04 (however, we highly encourage the SR to complete a PRF to enhance the member's promotion potential); or officers assigned from a nonparticipating reserve section or the Regular Air Force, to a participating reserve assignment after the PRF accounting date, 16 Jan 04.

Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion to all grades.

Instructions for completing PRFs: Attachment 5 is a sample letter to senior raters providing instructions on completing the PRF. Forward completed mandatory board PRFs to HQ ARPC/DPBR-2, 6760 E Irvington Pl #2030, Denver CO 80280-2030 no later than **15 May 04**. In accordance with AFI 36-2406, para 8.2.1.2, completed PRFs for PV consideration must arrive at HQ ARPC no later than **30 Apr 04** (45 days prior to board convening date). Forward all PV PRFs to HQ ARPC/DPBA, 6760 E Irvington Pl #2010, Denver CO 80280-2010.

NOTE: For IMAs in the health professions, coordinate with the Directorate of Health Services Individual Reserve Programs, Medical IMA Division, (HQ ARPC/SGP), before preparing a nomination. That office can confirm the officer meets all eligibility factors for PV nomination. The telephone number is DSN 926-7158, toll free 1-800-525-0102, extension 71232, E-mail: arpc.sgp@arpc.denver.af.mil.

Not Qualified for Promotion: MPFs should immediately notify their MAJCOMS and this headquarters (via message) of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, Chapter 7.

Definition of Senior Rater: For the Air Reserve Component, the senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

Records of Performance (ROPs) and Duty Qualification History Brief (DQHB): AFI 36-2402, Attachment 1, describes the contents of the ROP. As a result of the 1995 OES review, CSAF has approved senior rater consideration of whole person factors and approved the use of a DQHB, which is now part of the ROP. The DQHB will be available to MPFs in the PRISM Report Queu on or about 16

Milestones

30 Dec 03	Approximate date mandatory board data created in PRISM (board build)
16 Jan 04	Officer Preselection Briefs arrive at MPFs via MILMOD PRISM in "Report Queue"
18 Jan 04	PRF notices for the lieutenant colonel mandatory promotion board arrive at MPFs via MILMOD PRISM in "Report Queue"
30 Apr 04	PRFs nominating officers for position vacancy promotion due to HQ ARPC/DPBA
15 May 04	PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBR-2
10 Jun 04	Earliest date messages will be accepted to update OSBs for officers meeting the board
11 Jun 04	Officer Selection Briefs (OSBs) extracted for the board
14 Jun 04	Board convenes at HQ ARPC
12 Sep 04	Approximate date public release of promotion results

Attachment 1

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force Selected Reserve (SelRes), and Other than Selected Reserve (NonSelRes) in the promotion zone as of the date of this letter.

LIEUTENANT COLONEL			
		Junior Officer Name / DOR	**Senior Officer Name / DOR**
Line	USAFR SelRes	Mitchell, Benjamin S. / 980925	Cooks, Lester L. Sr. / 910901
	USAFR Non SelRes	Speight, Kymberli S. / 980928	Simpson, Andrew L. / 910926
Chaplain	USAFR SelRes	Rohan, Walter D. / 980904	Rush, Thomas E. / 971001
	USAFR Non SelRes	*No Eligibles*	*No Eligibles*
Dental Corps	USAFR SelRes	Gonzalez, Alicia G. / 980706	Ross, Karl B. / 971001
	USAFR Non SelRes	Lopez, Juan C. / 980901	Hsu, Inri T. / 980611
JAG	USAFR SelRes	Vaught, Harold M. / 980901	Wozniak, Sandra M. / 970501
	USAFR Non SelRes	Campbell, Jeffrey J. / 971001	Schuessler, Wesley II / 971001
Medical Corps	USAFR SelRes	Chin, Arvin H. / 980930	Stout, Ronald W. / 950815
	USAFR Non SelRes	Lippmann, Ronald D. / 980913	Butler, Brett C. / 971003
Nurse Corps	USAFR SelRes	Huston, Treasa D. / 980928	Fitzgerald, Karen L. / 890621
	USAFR Non SelRes	Anderson, Connie R. / 980701	Martello, Susan W. / 971001
MSC	USAFR SelRes	Kleponis, Paul A. / 980918	Grossman, Martin B. / 971001
	USAFR Non SelRes	*No Eligibles*	*No Eligibles*
BSC	USAFR SelRes	Rugaber, Christopher R. / 980901	Knutson, Sandra A. / 970801
	USAFR Non SelRes	*No Eligibles*	*No Eligibles*
MAJOR			
Chaplain	USAFR SelRes	Edwards, Jonathan E. / 980913	Knauer, Charles L. / 910623
	USAFR Non SelRes	*No Eligibles*	*No Eligibles*
JAG	USAFR SelRes	May, Murray B. / 980822	Bessellieu, Denise L. / 950720
	USAFR Non SelRes	Jackson, Darryl / 980904	Alfred, Sharon J. / 960111

Attachment 2

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; SEX; RACE; ETHNIC	Self Explanatory	HQ ARPC/DPSSA 1-800-525-0102 Ext: 71388
HAF	Identifies HQ USAF computer file where your record resides	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
RES SECTION	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPAFV 1-800-525-0102 Ext: 71307
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPABA 1-800-525-0102 Ext: 71291
AERONAUTICAL / FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPAFF 1-800-525-0102 Ext: 71295

PROFESSIONAL MILITARY EDUCATION		
	Reflects last four Professional Military Education (PME) courses completed, the method of completion (residence/correspondence), and year of completion. PME courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get PME credit if they attend an equivalent PME course. Technical or specialty courses and short courses are not PME. PME above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL PME is masked; to major, PME above SOS is masked, and to Lt Col, PME above ACSC is masked. If verification cannot be made through the ECI computer system, or you have completed PME from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer PME Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of PME completion – Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.
AFSC DATA		
	Reflects primary, secondary, and tertiary AFSCs.	HQ ARPC/DPAT 1-800-525-0102 Ext: 71330
ACADEMIC EDUCATION		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/RRE, 2950 P St., Bldg 641, Wright-Patterson AFB OH 45433-7765.	AFIT/RRE DSN 785-6231 ext. 3189 or Comm: (937) 255-6231 ext. 3189
DECORATIONS		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPSSP 1-800-525-0102 Ext: 71343
ASSIGNMENT HISTORY		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	HQ ARPC/DPBR-1 1-800-525-0102 Ext: 71222
PARTICIPATION SUMMARY / HISTORY		
	If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes: a. The last 8 years of service b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year c. Points accrued since closeout of the last R/R year d. Points since prior service, if any, in the current R/R year. If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.	HQ ARPC/DPPKA 1-800-525-0102 Ext: 71331

GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for letter formats and Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may send written communication to the board calling attention to any matter that you consider important to your case. Send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with AFI 36-2504, paragraph 4.7.2, letters must be received not later than 0800 the date on which the board convenes (14 Jun 04).

2. Address your letter to: Board President, FY05 Air Force Reserve Line and Nonline Lieutenant Colonel;
JAG/Chaplain Major Promotion Selection Boards
HQ ARPC/DPBA
6760 E. Irvington Place #2010
Denver CO 80280-2010

a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.

c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of PME (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the boards adjourn.

4. **Please make sure you sign your letter and include your Social Security Number on your letter to ensure that it will be properly filed in your selection folder.**

Attachment 4

INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters in both Air Force Reserve and Air National Guard will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 18 Jan 04. All officers competing for lieutenant colonel must have PRFs **except** officers assigned to the NonSelRes; officers assigned between reserve components after the PRF accounting date, 16 Jan 04; or officers assigned from a nonparticipating reserve section or the Regular Air Force, to a participating reserve assignment after the PRF accounting date, 16 Jan 04.

Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion to all grades.

IMPORTANT NOTE: Recent change eliminated the OES policy prohibiting PME and AAD "completion of/enrollment in" comments on field grade PRFs. Senior raters now have the flexibility to document all PME and AAD on PRFs for mandatory promotion boards considering officers for promotion to lieutenant colonel and colonel, and for PV boards considering officers for major, lieutenant colonel, and colonel. The policy for PRFs used to nominate captains for PV will remain unchanged.

Complete the AF Form 709 as described in AFI 36-2406 para 8.2. The sample PRF at Atch 1 is for PRFs on officers being considered for promotion to lieutenant colonel by the mandatory board. The sample at Atch 2 is for PRFs nominating officers for position vacancy promotion and applies only to Air Force Reserve.

If you choose to nominate an officer for position vacancy consideration, inform the officer and instruct them to obtain an Officer Preselection Brief (OPB) from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

Provide a copy of the PRF to the ratee, or nominee, about 30 days before the board convenes.

For officers to receive fair and full consideration, it is imperative that Officer Performance Reports (OPRs) due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please confirm the completion of outstanding OPRs before the PRF is submitted.

Attachments
1. Sample PRF, mandatory board
2. Sample PRF, position vacancy board

Attachment 1, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION

I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406 carefully before filling in any item)*

1. NAME *(Last, First, Middle initial)*	2. SSN	3. GRADE	4. DAFSC
SMITH, John P.	123-45-6789	See notes	36P3

5. ORGANIZATION, COMMAND, LOCATION	6. PAS CODE
Self explanatory	See notes

II. UNIT MISSION DESCRIPTION

Complete IAW AFI 36-2406. Do not use "Same as last OPR"

III. JOB DESCRIPTION

1. DUTY TITLE:

Complete IAW AFI 36-2406. Do not use "Same as last OPR"

2. KEY DUTIES, TASKS, RESPONSIBILITIES:

Complete IAW AFI 36-2406. Do not use "Same as last OPR"

IV. PROMOTION RECOMMENDATION

Use concise "bullet" format

See notes before completing sections IV, V, VI, VII, and IX

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ ☐ IAPZ ☐	See notes	See notes	Enter 5 character SRID

IX. OVERALL RECOMMENDATION

DEFINITELY PROMOTE ☐

PROMOTE ☐

DO NOT PROMOTE THIS BOARD ☐

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION

Self explanatory

DUTY TITLE

Self explanatory

SSN	SIGNATURE

Instructions

Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.

Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.

Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.

AF FORM 709, 20000601 *(EF-V4)* PREVIOUS EDITION IS OBSOLETE. FOR OFFICIAL USE ONLY (When filled in)

NOTES:

Section I, item 3, GRADE: *Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers (AGR)*
Section I, item 6, PAS CODE: *Enter the Unit of Assignment PAS code as of the PRF accounting date (16 Jan 04)*
Section IV, PROMOTION RECOMMENDATION: *Comments are mandatory.*
Section V, PROMOTION ZONE: *Leave blank*
Section VI, GROUP SIZE: *Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.*
Section VII, BOARD: *USAFR, -Selected Reserve, enter V0505A; USAFR OTSR, enter W0505A*
Section IX, OVERALL RECOMMENDATION: *Hand write an "X" in the appropriate block.* ***There is no quota on the number of eligible officers who may be awarded a DP recommendation.***

Attachment 2, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION

I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406 carefully before filling in any item)*

1. NAME *(Last, First, Middle Initial)*	2. SSN	3. GRADE	4. DAFSC
JONES, DAVID W.	123-45-6789	See notes	11S4

5. ORGANIZATION, COMMAND, LOCATION	6. PAS CODE
Self explanatory	See notes

II. UNIT MISSION DESCRIPTION

Complete IAW AFI 36-2406. Do not use "Same as last OPR"

III. JOB DESCRIPTION

1. DUTY TITLE:
Complete IAW AFI 36-2406. Do not use "Same as last OPR" Position Vacancy #: 12345673I

2. KEY DUTIES, TASKS, RESPONSIBILITIES:
Complete IAW AFI 36-2406. Do not use "Same as last OPR"

IV. PROMOTION RECOMMENDATION

Use concise "bullet" format

See notes before completing sections IV, V, VII, IX

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ LEAVE BLANK	Leave Blank	See notes	Enter 5 character SRID

IX. OVERALL RECOMMENDATION

LEAVE BLANK

DEFINITELY PROMOTE ☐

PROMOTE ☐

DO NOT PROMOTE THIS BOARD ☐

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION

Self explanatory

DUTY TITLE

Self explanatory

SSN	SIGNATURE

Instructions

Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.

Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.

Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.

AF FORM 709, 20000601 *(EF-V4)* PREVIOUS EDITION IS OBSOLETE. **FOR OFFICIAL USE ONLY** (When filled in)

NOTES:

Section I, item 3, GRADE: *Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers include (AGR).*
Section I, item 6, PAS CODE: *Enter the Unit of Assignment PAS.*
Section III, item 1, Duty Title: *Include the position number the nominee is nominated for.*
Section IV, PROMOTION RECOMMENDATION: *Comments are mandatory*
Section V, PROMOTION ZONE: *Leave blank.*
Section VII, BOARD: *Lieutenant Colonel's board U0405B – Major; U0505A – Lt Col.*
Section IX, PROMOTION RECOMMENDATION: *Leave blank.*