

MEMORANDUM FOR MILITARY PERSONNEL FLIGHTS (MPFS) AND MAJCOM IMA PROGRAM MANAGERS

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

SUBJECT: FY03 Air Force Reserve Line and Nonline Colonel Promotion Selection Board Convening Notice

The FY03 Air Force Reserve Line and Nonline Colonel Promotion Selection Board is tentatively scheduled to convene 21 October 2002 at the Air Reserve Personnel Center.

Tentative Eligibility Criteria:

Board Type	Date of Rank (DOR)
* Mandatory Selected Reserve (SelRes)	30 Sep 99 or earlier
** Mandatory Other than Selected Reserve (NonSelRes)	30 Sep 99 or earlier

*SelRes categories are any reserve officer assigned as a Unit Traditional, Air Reserve Technicians, Air Guard Reserve (AGR), Individual Mobilization Augmentees, and Selective Service.

**NonSelRes categories are any eligible reserve officer 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 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.

Officers with a RASL removal date of 20 January 2003 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. 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	V0603A
Mandatory NonSelRes	W0603A

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.

Officer Preselection Brief (OPB): OPBs will be available for USAFR unit assigned, individual reservists, and Active Guard Reserve officers meeting the mandatory board on or about 26 May 2002. HQ ARPC will inform MPFs by the “Board ID” screen in PRISM under “news article” when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3. If you encounter difficulty receiving the OPBs or the receipt is longer than 14 days from the tentative flow date, check the “Board ID” news screen to verify flow date. Individual officer OPBs may be requested once the initial mass flow by HQ ARPC/DPBB has occurred. The individual request will reflect any new or changed data that has updated in MilPDS and refreshed to PRISM. Individual requests are available under “Submit Requests” for your MPF and accessed by SSN. Requests can be retrieved up to board convening date.

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

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 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 board adjourns, 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. The boards will not consider letters received after 21 October 2002. Attachment 4 provides more information. Letters will be addressed as follows:

Board President, FY03 Air Force Reserve Line and Nonline Colonel Promotion Selection Board
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 colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 26 May 2002. All officers competing for colonel must have PRFs **except** officers assigned to nonparticipating reserve sections (e.g., NARS, ORS, NNRPS with PAS codes beginning with S7); officers assigned between reserve components after the PRF accounting date, 24 May 2002; or officers assigned from a nonparticipating reserve section or the Regular Air Force, to a participating reserve assignment after the PRF accounting date, 24 May 2002. Complete the AF Form 709 as described in AFI 36-2406, para 8.2. However, to accommodate the unique aspects of the Reserve of the Air Force (ResAF) promotion process, some modifications are necessary. These modifications are described in the sample PRF located at Attachment 5. Provide a copy of the PRF to the ratee, or nominee, about 30 days before the board convenes.

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.

Instructions for completing PRFs: Attachment 5 provides instructions for senior raters on completing the PRF. Completed PRFs, must arrive at HQ ARPC no later than 21 Sep 2002. Forward PRFs to HQ ARPC/DPBR-3, 6760 E Irvington Place # 2030, Denver CO 80280-2030.

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 all lieutenant colonels, the senior rater must be a general officer (or equivalent) and will be the first general officer in the rating chain (includes brigadier general selectees already designated as senior raters for the lieutenants through majors of the organization).

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 is available to MPFs to provide the information to senior raters.

a. USAFR unit assigned officers: The MPF serving the senior rater will provide ROPs and DQHBs (SURF "RSBA7S") to the senior rater.

b. IMAs and other individual reservists (e.g., Cat E): HQ ARPC/DPBR-3 will provide paper copies of ROPs to active duty MPFs for further dissemination to senior raters on eligible officers. Active duty MPFs will pull their own DQHBs from HAF once ROPs are received from HQ ARPC/DPBR-3.

c. AGRs: The MPF serving the AGR's senior rater will provide the ROP and DQHB. Since AGRs serve on active duty, use SURF "RSBA7S".

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. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Annual and Change of Reporting Official reports closing 24 Jul 2002 and earlier must be in file before the board convenes.

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE EXT. 1-800-525-0102, ext.
Eligibility	Mr. Mondragon, HQ ARPC/DPBA	926-6398	71281
Unit/ANG OPRs	MSgt Ruggeri, HQ ARPC/DPBR-1	926-6341	71221
IMA OPRs	TSgt Garcia, HQ ARPC/DPBR-2	926-7475	71340
PRFs	TSgt Labbe, HQ ARPC/DPBR-3	926-6599	71221
All other matters	MSgt Carlson, HQ ARPC/DPBB	926-6351	71280

//s//

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

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instructions for Review of Preselection Brief
4. Guidelines for Personnel Letters to the Promotion Board
5. Sample PRF

Milestones

- 24 Apr 02 Approximate date mandatory board data created in PRISM (board build)
- 24 May 02 PRF Accounting Date
- 26 May 02 Officer Preselection Briefs arrive at MPFs via Mil-Mod PRISM in "Report Queue"
- 26 May 02 PRF shells flow to the servicing MPF of the senior rater via Mil-Mod PRISM in "Report Queue"
- 21 Sep 02 PRFs due to HQ ARPC/DPBR-3
- 16 Oct 02 Earliest date messages will be accepted to update OSBs for officers meeting the board
- 18 Oct 02 Officer Selection Briefs (OSBs) extracted for the board
- 21 Oct 02 Board convenes at HQ ARPC
- 29 Dec 02 Approximate public release date of promotion results

JUNIOR AND SENIOR OFFICERS 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 Air Force Reserve junior officer and of the senior officer in the promotion zone as of the date of this letter.

TO COLONEL:		Junior Officer Name/DOR	Senior Officer Name/DOR
Line	SelRes	Korach, John A. / 990926	Rowan, Michael P. / 910925
	Non SelRes	Fagan, Joseph V Jr / 990901	Paradise, Becky Coffee / 941001
Chaplain	SelRes	Yanez, David A. / 990824	Markwalder, David E. / 950810
	Non SelRes	<i>No eligibles</i>	<i>No eligibles</i>
Dental Corps	SelRes	Salmon, Brad E. / 990908	Gilsdorf, James H. / 800101
	Non SelRes	Gift, James J. / 990526	Gift, James J. / 990526
JAG	SelRes	Sheurman, Philip / 990827	Cook, Craig S. / 850713
	Non SelRes	<i>No IPZ eligibles</i>	<i>No IPZ eligibles</i>
Medical Corps	SelRes	Hinebaugh, Ronald E./990927	Fernandez, Fernando / 920711
	Non SelRes	Wilson, Delano D. / 990601	Beamon, Donald B. / 940715
Nurse Corps	SelRes	Slogic, Karen J. / 990929	Thomas, Ellen N. / 940910
	Non SelRes	Phillips, Patricia C. / 981001	Phillips, Patricia C. / 981001
MSC	SelRes	McKinnie, Christopher L./990915	Dundon, Thomas J. / 981001
	Non SelRes	<i>No eligibles</i>	<i>No eligibles</i>
BSC	SelRes	Watkins, James G. Jr / 990919	Moore, Karla A. / 980701
	Non SelRes	Fuller, Eloise M. / 981008	Wallis, Steven B. / 981001

Officer Pre-Selection Brief

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.

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 FAX 493-8127	HQ AU/CFRO DSN 493-4814 or Comm: (334) 953-4814.
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 ten entries.	HQ ARPC/DPAPB 1-800-525-0102 Ext: 71292
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: <ul style="list-style-type: none"> 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). The letter must be received not later than 0800 the date on which the board convenes (21 Oct 02).

2. Address your letter to:

Board President, FY03 Air Force Reserve Line and Nonline Colonel Promotion Selection Board
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 board 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 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.**

Sample PRF

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <small>(Read AF 36-2406 carefully before filling in any item)</small>			
1. NAME <small>(Last, First, Middle Initial)</small> SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION			
Complete IAW AF 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE Complete IAW AF 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES Complete IAW AF 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
BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>		See notes	See notes
			Enter 5 character SRID
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE <input type="checkbox"/>		Self explanatory DUTY TITLE	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		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-V1)		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 use (AGR)

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS code as of the PRF accounting date (24 May 2002)

Section IV, PROMOTION RECOMMENDATION: Comments in this section are mandatory.

Section V, PROMOTION ZONE: Leave blank

Section VI, GROUP SIZE: Rank order all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (line, judge advocate, nurse, etc). For example, a Senior Rater has 3 Nurse Corps, 10 Line, 2 Judge Advocate lieutenant colonels eligible for promotion to Colonel. If the Senior Rater gives any officers a DP, he/she would rank order them within their competitive category. For instance, the Senior Rater awards two Nurse Corps DPs. The group size for the number one ranked DP would be: 1/2/3 which means the officer is ranked number 1 of 2 DPs awarded with the number 3 reflecting total number of officers in that competitive category meeting the promotion selection board. For officers awarded other than a DP, leave GROUP SIZE blank.

Section VII, BOARD: Enter V0603A OR W0603A

Section IX, OVERALL RECOMMENDATION: Handwrite an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**