

MEMORANDUM FOR MPFs/DPMs

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

SUBJECT: FY05 Reserve of the Air Force Line and Nonline Captain Promotion Procedures **UPDATED COPY**

Eligibility criteria for the FY05 Reserve of the Air Force Line and Nonline Captain promotions are:

Tentative Eligibility Criteria:

Board Type	Date of Rank (DOR)
Air National Guard (ANG)	30 Sep 02 or earlier
* Mandatory Selected Reserve (SelRes)	30 Sep 03 or earlier
** Mandatory Other than Selected Reserve (NonSelRes)	

\*SelRes categories include eligible Air Force Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active 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.

\*\*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 since 01 May 03. 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 01 Sep 04 or later are eligible for promotion consideration.

Board IDs are as follows:

Board Type	Board IDs
Air National Guard	A0305A
Mandatory SelRes	V0305A
Mandatory NonSelRes	W0305A

Eligible officers will be promoted to captain on the date the officer completes the required time in grade (ANG – 3 years; USAFR – 2 years); public release date; or presidential approval; whichever is later. Promotion recommendations will occur once each year during the year preceding the officer's projected promotion. Eligible officers must be fully qualified to obtain the higher grade. IAW Title 10 United

States Code 12205, no person may be appointed to a grade above first lieutenant without a baccalaureate degree from a qualifying educational institution. Attachment 4 contains a listing of eligible officers that do not have a baccalaureate degree updated in Mil-PDS. Attachment 5 is a sample letter to notify the member and attachment 6 is a sample letter to provide the eligible officer's senior rater. Officers in a prisoner, appellate leave, deserter or AWOL status are not eligible. All promotion propriety actions (delay of promotion, removal from promotion list) applicable to the selection board promotion process will be equally applicable to promotion from a "fully qualified" (FQ) list.

Eligible officers not selected will receive a "second look" during the same cycle one year later. Officers receiving a DNP PRF who are subsequently found to have been fully qualified, due to AFBCMR action, appeal, etc., will be placed on the "FQ" lists for the next cycle and promoted effective as if he/she had been placed on the list for which he/she was originally eligible.

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE EXT.
Eligibility	Ms. Randolph, HQ ARPC/DPBA	926-6398	1-800-525-0102, ext. 71281
Officer Selection Records	Mr. Ricketts, HQ ARPC/DPBR-1	926-6341	71221
PRFs / OPRs / ROPs/MELs	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. Processing Instructions
2. Milestones
3. Junior and Senior Officers
4. Eligible officers without Baccalaureate Degree
5. First Lieutenant without Baccalaureate Degree Letter
6. Baccalaureate Degree Missing Letter to Senior Rater
7. Reviewer Determination Letter
8. Do Not Promote Notification Letter

## PROCESSING INSTRUCTIONS

**1. 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.

**2. Definition of Reviewer:** For members of the Air National Guard the reviewer is defined as the State Adjutant General. For members of the Air Force Reserve the reviewer is defined as the senior rater's rater.

**3. Master Eligibility Listings (MELs):** Using the "Submit Request" option in the PRISM "Navigator" menu, MPFs are required to retrieve MELs. **At a minimum, MPFs should request MELs weekly to track candidate additions and deletions.** Once the MEL is requested, the MPF will verify the list of eligibles and forward the MEL to the senior rater for promotion recommendation. **For first lieutenants determined to be fully qualified for promotion to captain, the senior rater can sign the MEL and forward to HQ ARPC/DPBR2, 6760 E Irvington Pl #2030, Denver, CO 80280-2030 not later than the HQ ARPC close out date listed on attachment 2.**

**4. PRFs:** PRFs are only required on officers **not recommended** for promotion by their senior rater. Senior raters will use AF Form 709, PRF, for making Do Not Promote (DNP) recommendations as described in AFI 36-2406, para 8.2. Once completed, the senior rater is required to notify the officer in writing of their right to appeal the DNP recommendation to the reviewer (attachment 8). The senior rater will provide the reviewer the PRF, a copy of the written notification to the officer, and the signed MEL.

**5. Reviewer actions:** The reviewer will consider the senior rater's recommendations listed on the MEL and forward it to: HQ ARPC/DPBR2, 6760 E. Irvington Pl #2030, Denver, CO 80280-2030 not later than the HQ ARPC close out date listed on attachment 2. For DNP recommendations, the reviewer will consider the PRF and rebuttal information provided by the candidate before making a determination. A letter from the reviewer (attachment 7) and all supporting documentation (PRF, rebuttal information) will be forwarded to one of the following offices not later than the HQ ARPC close out date.

ANG – ANG/DPFOO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

USAFR – HQ ARPC/DPBR2, 6760 E Irvington Pl #2030, Denver CO 80280-2030.

**6. 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. ANG and USAFR unit assigned officers, AGRs: the MPF servicing the senior rater will provide ROPs and DQHBs (SURF "RSDQHB") to the senior rater.

b. IMAs and other individual reservists (e.g., Cat E): HQ ARPC/DPBR2 will provide ROPs on IMAs and other individual reservists **if requested** (see "ROP Request" at [http://arpc.afrc.af.mil/promo/rop\\_request.htm](http://arpc.afrc.af.mil/promo/rop_request.htm)) (DSN926-7475).

### Milestones

-120	1 Jan 04	Approximate date mandatory board data created in PRISM (board build)
-90	1 Feb 04	Senior Rater Accounting date
-45	17 Mar 04	Senior Rater written notification due to member of DNP recommendation
-15	16 Apr 04	DNP PRF rebuttal due to Reviewer
0	01 May 04	DNP PRFs (to include appeal and reviewer determination letter) and signed MELs due to HQ ARPC/DPBR2
0	01 May 04	HQ ARPC close out date; PRISM updated
	15 Jun 04	Recommendations sent to SAF/MR
	1 Sep 04	Approximate date public release of promotion results

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 National Guard and Air Force Reserve Selective Reserve (SelRes) and Non-Selective Reserve (Non Sel-Res) in the promotion zone as of the date of this letter.

		<u>Junior Officer Name/DOR</u>	<u>Senior Officer Name/DOR</u>
Line	ANG	Baker, Stephan W. / 020916	Frontanes, Jose J. / 981102
	SelRes	Harston, Michael T. / 030927	Barraco, Kathlene L. / 960914
	Non SelRes	Chisholm, Denise M. / 030530	Strozier, Michael S. / 980529
Chaplain	ANG	Marvel, Jacob G. / 020824	Cowan, Linda R. / 990919
	SelRes	Savell, Richard S. / 030214	Grant, Mark T. / 980422
	Non SelRes	Osterhout, Jay W. / 981130	Osterhout, Jay W. / 981130
Dental Corps	ANG	<i>No Eligibles</i>	<i>No Eligibles</i>
	SelRes	<i>No Eligibles</i>	<i>No Eligibles</i>
	Non SelRes	<i>No Eligibles</i>	<i>No Eligibles</i>
JAG	ANG	Bellquist, Diane L. / 020712	Wilson, Anthony D. / 990321
	SelRes	Coats, Jeffrey D. / 021206	Lowenstein, Steven / 001029
	Non SelRes	Lake, Aaron G. / 010330	Baker, Mark A. / 990410
Medical Corps	ANG	Simpson, Mary S. / 020129	Garcia, Alex / 000503
	SelRes	Bryant, Thomas A. / 010424	Bryant, Thomas A. / 010424
	Non SelRes	Mohney, Cynthia S. / 010609	Stewart, Douglas T. / 010609
Nurse Corps	ANG	Weinlein, Sharon M. / 020930	Williams, Davon L. / 990114
	SelRes	Reese, Tracy L. / 030927	Pelletier, Jacqueline J. / 980429
	Non SelRes	McSherry, Gordon E. / 030508	Fuller, Edward K. / 951010
MSC	ANG	Egelseer, Brett C. / 020922	St. Michell, Eric A. / 990601
	SelRes	Pitts, James G. / 030922	Hart, Jonathan P. / 981113
	Non SelRes	Swenson, Kristina S. / 030606	Powell Eric D. / 991213
BSC	ANG	McGoldrick, Jennifer C. / 020915	Brumley, Sarina R. / 980922
	SelRes	Kreun, Daniel L. / 030609	Vincent, Susan L. / 980216
	Non SelRes	McKoy, Erica S. / 020718	Higuera, Victor A. / 961127

SAMPLE FIRST LIEUTENANT WITHOUT BACCALAUREATE DEGREE LETTER

(date)

(YOUR MPF)

(Rank, Name)

(Address)

(City, State, Zip Code)

Dear

You are eligible for promotion consideration to captain in Fiscal Year 2005. In order to be promoted above the grade of first lieutenant, you must have a baccalaureate degree. Keep in mind that master's degree information is masked for promotions through major; thus, if you have a master's showing but not a baccalaureate you need to contact AFIT. During our evaluation of your personnel record, we found that your baccalaureate degree is not listed. It is imperative you contact HQ AFIT/RRE at DSN 785-6231, toll free 1-800-211-5097 immediately to correct this discrepancy. If you do not have a baccalaureate degree, you will not be qualified for promotion above first lieutenant.

If you have any questions please contact (name, number).

Sincerely  
(MPF Commander)

Attachment 5

**SAMPLE BACCALAUREATE DEGREE MISSING LETTER TO SENIOR RATER**

(date)

MEMORANDUM FOR THE SENIOR RATER OF (Rank, Name)

SUBJECT: Baccalaureate Degree Missing

You are assigned as the senior rater for (Rank, Name) who is eligible for promotion consideration to captain in Fiscal Year 2005. During our evaluation of the member's personnel record, we found that a baccalaureate degree is not listed. A letter instructing him/her to work with AFIT to ensure this information gets updated was mailed on (date). IAW Title 10 USC 12205, no person may be appointed to a grade above first lieutenant without a baccalaureate degree from a qualifying educational institution. If a member does not have a baccalaureate degree they are not fully qualified for promotion. Please use this information as you make your determination as to whether or not this member is fully qualified for promotion.

If you have any questions please contact (Name, Number).

Sincerely  
(MPF Commander)

Attachment 6

**SAMPLE REVIEWER DETERMINATION LETTER**

(date)

MEMORANDUM FOR SAF/MR

FROM: Reviewer Office Symbol

SUBJECT: FY05 Reserve of the Air Force Captain Promotion Selection Process

In accordance with Secretary of the Air Force guidance, I have reviewed the rebuttal to the "Do Not Promote" recommendation on (Rank, Name, SSN), and concur/nonconcur with the recommendation made by (Senior Rater Rank and Name).

(Reviewer Signature)

Attachment 7

(Date)

MEMORANDUM FOR (Ratee)  
(Ratee's Address)

FROM: (Senior rater's functional address symbol)  
(Senior rater's functional address)

SUBJECT: Officer's Right to Submit a Memorandum to (ANG – State Adjutant General; USAFR – senior rater's rater)

I have recently completed your AF Form 709, Promotion Recommendation. In this report, I recommended to (State Adjutant General or senior rater's rater) that you not be selected for promotion at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to (State Adjutant General or senior rater's rater).

If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to (State Adjutant General or senior rater's rater) concerning these matters. This memorandum must arrive at the (State Adjutant General or senior rater's rater) NLT (insert date DNP PRF appeal memo is due). In addition, you may apply for a review of the report under AFI 36-2401, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 1.

Instructions as to what is permissible in a memorandum to (State Adjutant General or senior rater's rater) are provided in AFI 36-2504, paragraph 4.7. If you require further information concerning your right to submit a memorandum to (State Adjutant General or senior rater's rater), the MPF is available to assist you.

(Senior Rater Signature)  
(Typed name, grade, branch of service)

Attachment:  
AF Form 709