

MEMORANDUM FOR MPFs/DPMs

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

SUBJECT: FY06 Air Force Reserve Line and Health Professions Major Promotion Selection Board
Convening Notice

The FY06 Air Force Reserve Line and Health Professions Major Promotion Selection Board is tentatively scheduled to convene 7 February 2005 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 (OTSR)	
Position Vacancy (PV)	30 Sep 01 or earlier

*SelRes categories include eligible reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard or 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.

**OTSR 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 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 Selective Reserve for one year prior to the board convening date, but must meet RASL requirements.

Officers with a RASL removal date of 7 May 05 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	V0406A
Mandatory OTSR	W0406A
*Position Vacancy	U0406A

* (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 (24 Dec 04), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received.

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 deferred captains in the Selected Reserve to 20 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, paragraph 10.3.2.

Officer Preselection Brief (OPB): OPBs will be available for officers meeting the mandatory board on or about 12 Sep 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.

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, E-mail: arpc.sgp@arpc.denver.af.mil.

Advanced Academic Degree (AAD) Data Masking: Under Air Force policy, AAD data will be masked on the officer selection brief at promotion boards considering line officers for promotion to major. AAD is defined as a degree above and beyond that required for entry into an individual specialty. Thus, the selection brief will reflect only baccalaureate and lesser degree data. If an officer has two bachelor's degrees, both will be shown. AAD data is not masked for nonline officers. For PV nominations, senior raters may still consider AAD as one of the several whole-person factors.

Professional Military Education (PME): PME above the appropriate level for the officer's grade is masked from promotion boards. For promotion to major PME above SOS 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 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. The boards will not consider letters received after 0800, 7 February 2005. Attachment 4 provides more information. Letters will be addressed as follows:

Board President, FY06 Air Force Reserve Line and Health Professions Major Promotion
Selection Board
HQ ARPC/DPBA
6760 E. Irvington Place #2010
Denver CO 80280-2010

Promotion Recommendation Forms (PRFs): Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion.

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, as appropriate for the grade in question, on PRFs for PV boards considering officers for major.

Instructions for completing PRFs: Attachment 5 is a sample letter to senior raters providing instructions on completing the PV PRF. In accordance with AFI 36-2406, para 8.2.1.2, completed PRFs for PV consideration must arrive at HQ ARPC no later than **24 Dec 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: There are no mandatory board PRFs required for this board.*

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 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 36-2406, 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 to the senior rater.

b. IMAs and other individual reservists (e.g., Cat E): HQ ARPC/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).

c. AGRs: The MPF serving the AGR's senior rater will provide the ROP and DQHB.

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. Mandatory Boards: Annual and Change of Reporting Official Reports closing 9 Nov 04 and earlier must be in file before the board convenes. HQ USAF/RE has established **9 Nov 04** as the closeout for Directed by Headquarters (DBH) reports on officers without current performance documentation. All requirements for points and period of supervision are waived (AFR 36-2406, Table 3-4, Rule 12). All officers whose record meets the following criteria will require a DBH report. A DBH report is required if the most current report is projected to close out between **10 Nov 04 and 7 Feb 05**, 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. DBH reports must reach this headquarters no later than **24 Dec 04**. **The close out date for DBH reports will be 9 Nov 04.**

b. PV 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 Offices:

SUBJECT:	POC:	DSN:	TOLL FREE
Eligibility / PV PRFs	HQ ARPC/DPBA	926-6398	1-800-525-0102
OPRs/ROPs	HQ ARPC/DPBR	926-7475	1-800-525-0102
All other matters	HQ ARPC/DPBB	926-6351	1-800-525-0102


I. FRED BROUSSARD, 1Lt, USAF
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Senior and Junior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personal Letters to the Promotion Board
5. Position Vacancy Checklist/Instructions on completing the PV PRF

Milestones

- 2 Sep 04 Approximate date mandatory board data created in PRISM (board build)
- 14 Sep 04 Officer Preselection Briefs available via MILMOD PRISM in “Report Queue”
- 9 Nov 04 Directed by HAF (DBH) reports close out date
- 24 Dec 04 PRFs nominating officers for position vacancy promotion due to HQ ARPC/DPBA
- 24 Dec 04 DBH OPRs due to HQ ARPC
- 3 Feb 04 For any updates made after 2 Feb 04, provide a source document and printout of your update to the promotion board room staff (DPBB) at DSN 926-6405.
- 4 Feb 04 Officer Selection Briefs (OSBs) extracted for the board
- 7 Feb 04 Board convenes at HQ ARPC
- 7 May 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 Force Reserve Selected Reserve (SelRes) and Other Than Selected Reserve (Non Sel-Res) in the promotion zone as of the date of this letter.

TO MAJOR:		Junior Officer Name/DOR	Senior Officer Name/DOR
Line	SelRes	Christopher P. Wiese/30 Sep 99	Richard E. Slaght Jr./13 Sep 89
	OTSR	Christopher R. Straw/30 Sep 99	Jay M. Trombley/9 Aug 71
Dental Corps	SelRes	Kenneth W. Childress/19 Feb 99	John W. Kwant III/24 May 99
	OTSR	Kathleen M. Kujiraoka/8 Aug 99	Jenny V. Bozman/17 Jun 98
Medical Corps	SelRes	Stephen E. Chester/24 Sep 99	Eric S. Stem/24 Apr 93
	OTSR	Olga M. Ceron/2 Jul 99	Rebecca A. Carter/19 Jun 90
Nurse Corps	SelRes	Brent A. Stevens/30 Sep 99	Terese C. Norris/24 Feb 93
	OTSR	Brandi J. Walters/30 Sep 99	Ruth Kawano/24 Feb 96
MSC	SelRes	Sean M. Wilson/30 Sep 99	Janice A. Buchanan/26 Dec 92
	OTSR	Howard A. Crawford/30 Sep 99	Randy Vannostrand/13 Dec 97
BSC	SelRes	Erik G. Lenski/30 Sep 99	Grant T. Miyashiro/21 May 95
	OTSR	Geoffrey D. Hollenbach/14 Sep 99	Corby J. Petersen/18 Sep 96

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:** Please dial 1-800-525-0102 and ask to be transferred to the Office of Primary Responsibility (OPRs) to address problems with your OPB.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; SEX; RACE; ETHNIC	Self Explanatory	HQ ARPC/DPSP Personnel Data Update Branch
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/DPSSU Service Updates Branch
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/DPRAA Accessions Branch
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/DPRAC Flight Management

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/DPRPT Military Training Division
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/RRA 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/DPRFQ Quality Force Management Branch
ASSIGNMENT HISTORY		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	HQ ARPC/DPRAB Assignments Branch (S-7 PAS codes call DPBR-1 at 926-6341)
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 Initial Audit Branch

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.
2. Address your letter to:
Board President, FY06 Air Force Reserve Line and Health Professions Major
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 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 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.**

POSITION VACANCY CHECKLIST

PLEASE ENSURE THE FOLLOWING ACTIONS HAVE BEEN ACCOMPLISHED PRIOR TO SUBMITTING PV NOMINATION REQUEST TO HQ ARPC/DPBA:

1. MilPDS reflects correct SRID
2. MilPDS reflects correct position number
3. Reserve Management Vacancy System (RMVS) reflects funding for full year
4. RMVS reflects that member occupies higher position
5. No overage code is updated in MilPDS
6. AF Form 709 is endorsed by senior rater
7. Must be on the RASL , ADL or combination for 1 year
8. Previous R/R must have at least 50 points
9. PAFSC and DAFSC should match in RMVS and PRF

Attachment:

Sample PRF, position vacancy board

Attachment 1, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <small>(Read AFI 36-2406 carefully before filling in any item)</small>			
1. NAME <small>(Last, First, Middle Initial)</small> JONES, DAVID W.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 11S4
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE 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		X. SENIOR RATER	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">LEAVE BLANK</div> DEFINITELY PROMOTE <input type="checkbox"/> PROMOTE <input type="checkbox"/> DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		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 IMT 709, 20040415 V2

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. **EXCEPTION:** For health professions Individual Mobilization Augmentees, leave the position number blank. The data will be supplied by HQ ARPC/SG. 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, E-mail: arpc.sgp@arpc.denver.af.mil.

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory

Section V & VI, PROMOTION ZONE & GROUP SIZE: Leave blank.

Section VII, BOARD: U0406A.

Section IX, PROMOTION RECOMMENDATION: Leave blank.