

Table 4.2. Unit Vacancy Promotions (see note 1).

R U L E	A If the promotion to the grade of (see note 10)	B and the PAFSC is (see note 2)	C and the member's months TIG is (see note 3)	D and the member's enlisted service is (see note 4)	E and the member's satisfactory years service for retirement is (see note 5)	F and the member completes PME in residence or by correspondence	G and (See Note 11)	H then promote the member when (see note 9)
1	Amn	none required	6	NA	NA	NA	is a satisfactory participant in accordance with AFMAN 36-8001 including weight/body standards in AFI 40-502 Category E, participating IRR must accrue 50 points in the preceding retirement or retention (R/R) year.	Recommended by the Supervisor and approved by the promotion authority.
2	A1C		6 (see note 6)					
3	SrA	3-skill level	8		1			
*4	SSgt	5-skill level or a 3-skill level when 5-skill level does not exist in AFSC	12 (see note 7)		4	(see note 7)		
5	TSgt	7-skill level	18		5			

6	MSgt	7-skill level	24	8	8	Cmd NCO Academy (see note 8)		
7	SMSgt	7- or 9-skill level		10	11	SNCO Academy		
8	CMSgt	9-skill level			14	Not applicable		

**NOTES:**

1. The airman must meet eligibility requirements as of the last day of the month prior to the promotion month. A vacancy exists within an AFSC (excluding prefix and suffix) if the number assigned in the next higher grade in that AFSC is less than the number authorized. There does not have to be a higher grade position vacancy for promotion to the grades of Amn through SSgt. Compute authorized and assigned figures separately for ART members (paragraph 4.2.). Do not promote individuals who are moved to fill slots where the incumbent is projected for retirement, separation, or reassignment until the promotion cycle after the incumbent physically departs. Also, do not promote personnel within 6 months of unit deactivation or within 6 months of member's position being deleted. Do not include airmen projected for reassignment, separation, or retirement within 6 months from the promotion date (these individuals are ineligible for promotion). Do not count retired flight engineers, loadmasters, and boom operators in the assigned strength for promotion purposes to determine if a vacancy exists. If AFRC or ARPC determines the authorized strength in a particular grade or grades will exceed the allowed number, then suspend promotions in the grade or grades using this table. The use of local boards to select airmen for unit vacancy promotion is prohibited. Commanders may, however, seek information from subordinate raters, either verbally or in writing, regarding an individual's duty performance to assist them in the promotion process.
2. The promotion authority may waive the PAFSC skill level requirement for airmen performing in a Special Duty Identifier (SDI) (for example, SDI 8R000 Recruiter). On reassignment from duty in an SDI, airmen must qualify for the skill level that column B requires within the time limits AFI 36-2201, *Developing, Managing, Conducting, and Training* specifies.
3. Airmen must complete basic military training. TIG for airmen enlisted in the grade AB, Amn, or A1C begins on the date the airmen enters the IADT tour.
4. This includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status in computing basic pay. Such service does not count for promotion.
5. Includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status. Category E participating IRR must accrue 50 retirement points in the preceding R/R year to be recommended for promotion.
6. Commanders conducting formal training courses listed in AFCAT 36-2223, *USAF Formal Schools*, or courses otherwise approved by HQ USAF, may promote an AB on IADT to Amn or an Amn on IADT to A1C. The airman must maintain a satisfactory scholastic record in the course and is otherwise eligible for promotion.
7. Do not promote an enlisted member to the grade of SSgt unless the individual completes either the NCO Preparatory Course (PDS Code X), the NCO Leadership School (PDS Code U), the Airman Leadership School (PDS Code O), or the NCO Orientation Course (PDS Code 9). This PME requirement was effective 2 May 1991.