



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 16-02  
11 January 2016

MEMORANDUM FOR ALL MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/PB  
18420 E Silver Creek Ave  
Buckley AFB CO 80011

SUBJECT: CY16 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards Convening Notice

1. The CY16 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards are scheduled to convene at the Headquarters, Air Reserve Personnel Center on 13 June 2016.

2. **PRIVACY ACT (PA) AND PERSONALLY IDENTIFIABLE INFORMATION (PII):**

Vigilance should be taken to protect PA and PII when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. As a minimum, review the following references and take appropriate actions to protect PA/PII that contains sensitive or For Official Use Only (FOUO) information before sending: AFI 33-332, *Air Force Privacy and Civil Liberties Program*; DoD 5400.11-R, *Department of Defense Privacy Program*, AFMAN 33-302, *Freedom of Information Act Program*; AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*; AFI 33-115, *Air Force Information Technology (IT) Service Management*; and OSD Memorandum 13798-10, *Social Security Numbers (SSN) Exposed on Public Facing and Open Government Websites*.

3. **ELIGIBILITY FACTORS:**

a. **DATE OF RANK (DOR) CRITERIA AND BOARD IDs:**

United States Air Force Reserve (USAFR)		
Board Type	Date of Rank (DOR)	Board IDs
Lieutenant Colonel Mandatory Participating Reserve (PR)*	30 Sep 10 or earlier	V0516A
Lieutenant Colonel Mandatory Nonparticipating Reserve (NPR)**		W0516A
Lieutenant Colonel Position Vacancy (PV)***	30 Sep 11 or earlier	U0516A

\* PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA),

Selective Service, Participating Individual Ready Reserve (IRR) and Limited Extended Active Duty (LEAD). Although LEAD is not part of the PR, the Secretary of the Air Force has directed LEAD compete with the PR.

\*\* NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating IRR.

\*\*\* For PV nominations, AFPROMS will identify potential eligibles by DOR only. Military Personnel Sections (MPS) and Program Managers must verify if officers meet remaining eligibility criteria. See attachment 7a.

b. **RESERVE ACTIVE STATUS LIST (RASL):** All officers must be on the RASL when the board convenes. Additionally, the officer 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 qualifies as time on the RASL (except assignment to the Inactive Status List Reserve Section or Retired Reserve Section).

c. **APPROVED RASL REMOVAL DATE (Day +90):** Officers with an approved (not pending) retirement or separation date of less than 90 days after the board convene date are ineligible for promotion consideration.

4. **MASTER ELIGIBILITY LIST (MEL) (Day -148):** MPSs should send the MEL to the senior rater. MELs are available using the "Submit Request" function in the Air Force Promotions System (AFPROMS). **MPSs must check the following options weekly:** ELIGIBLE IMAs SERVICED BY YOUR MPF; ELIGIBLES BY PROJECTED MPF; ELIGIBLES BY PROJECTED SENIOR RATER IDENTIFICATION (SRID); ELIGIBLES SERVICED BY YOUR MPF, and ELIGIBLES WHOSE SENIOR RATER YOU SERVICE. The information provided also helps identify potential officers who may require a SRID change based upon their Date Arrived Station (DAS) or Permanent Change of Assignment (PCA) effective date. **The PRF accounting date is Day -150.** If the officer arrived prior to the PRF Accounting Date and the current SRID is not reflecting the SRID for the gaining unit, a SRID change request must be processed through HQ ARPC/PBO.

5. **ADDITIONS/DELETIONS TO THE BOARD:** For any additions/deletions after the PRF Accounting Date, forward the name(s) to the senior rater (SR) as soon as the individual is identified as eligible. The SR will certify their list of eligible officers by signing the MEL and returning it to the MPS. Potential candidates may be added/deleted up to the board convening date. It is crucial to the promotion recommendation process that MPSs monitor their eligible officers and take proper actions to **ADD** officers who do not appear on the MEL and **DELETE** officers that should not be on the MEL. **Add/Delete Members** – All additions/deletions must be submitted to HQ ARPC/PBE via vPC on the myPers website, <https://gum-crm.csd.disa.mil/app/login>, to ensure the member is built or removed from the board in AFPROMS. Select the ACTION REQUESTS tab, then select CREATE NEW SUPPORT REQUEST. Choose the appropriate component from the drop down menu. In the CATEGORY box, choose PROMOTION. The subject line must read “Board ID, unit, the # of Adds/# of Deletes (e.g. V0516A, 310 SW, 2 adds/5 deletes). List the unit POC in the QUESTION box along with the names, SSNs and the reason for adding/deleting from your MEL.

6. **MILESTONES/JUNIOR AND SENIOR OFFICERS:** A chronological listing of milestones to help in preparation for the board is at attachment 1, and a listing of the most junior and senior officers, In the Promotion Zone (IPZ), by DOR meeting the board is at attachment 2.

7. **OFFICER PRESELECTION BRIEF (OPB):** OPBs will be available for officers meeting the board on or about Day -148. HQ ARPC/PBO will keep MPSs informed via the AFPROMS Today's News when OPBs are generated. Once generated, they will remain in the report queue for 14 calendar days. After that, MPSs must individually request candidate OPBs in AFPROMS. Upon receipt and accountability, forward the OPBs to eligible officers along with the Officer Information Sheet provided at attachment 3, the Instruction Sheet for Reviewing the OPB at attachment 4, and the Guidelines for Personal Letters to the Board at attachment 5.

8. **OFFICER SELECTION BRIEF (OSB):** As soon as possible, but prior to Day -4, initiate all changes to the OSB through the applicable POCs as outlined in attachment 4. HQ ARPC/PBO will not accept changes to OSB information (manual update requests) before this date. Updates to the OSB after Day -4, **must** be made 1) in Military Personnel Data System (MilPDS) via normal update procedures; **and** 2) via vPC on the myPers website, <https://gum-crm.csd.disa.mil/app/login> to the HQ ARPC action office identified in para 17. When making an update, identify the Board ID and attach the source documents showing the date the information was updated in MilPDS. Requests missing this information will be returned without action.

9. **ADVANCED ACADEMIC DEGREE (AAD):** Effective 1 December 2014, AAD information will not be visible for promotion selection boards below the grade of colonel.

10. **DEVELOPMENTAL EDUCATION (DE):** Reflects type of DE (PDE, IDE, SDE) completed only. **The year and method of completion will not be displayed.** DE above the appropriate level for the officer's grade is not available for promotion boards. For example, for promotion to lieutenant colonel, DE above Intermediate Developmental Education (i.e., Air Command and Staff College [ACSC]) is not shown. Updates to DE must come from the Officer Professional Military Education Section at Air University (AU/CFRO). When requesting that AU send an updated message, specify what board the officer is meeting.

11. **OFFICER PERFORMANCE REPORTS (OPRs):** **Do not e-mail evaluations to HQ ARPC.** Evaluations will be routed within the unit and then sent to HQ ARPC/DPTSE via vPC or CMS for final processing (AFI 36-2406, table 3.5, note 3). For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time. IAW AFI 36-2406, *Officer and Enlisted Evaluation System*, paragraph 1.4.2.3.2, completed OPRs are due to HQ ARPC/DPTSE no later than 45 days after closeout. Annual and Change of Reporting Official OPRs closing out Day -90 or earlier, must be completed and in the Automated Records Management System (ARMS) before the board convenes. HQ ARPC makes every effort to ensure evaluations submitted via vPC prior to the board convening date are presented to the board. However, only those with a closeout date 90 days before the convening date or earlier are considered mandatory documents for the board.

12. **LETTERS TO THE BOARD:** Eligible officers may correspond, by letter, with the board president, calling attention to any matter they believe is important for consideration, as long as the information is not prohibited by the SecAF. Per Title 10 U.S.C., Chapter 1403, Section 14106, all letters must be received by HQ ARPC/PB not later than 2359, CST, the day before the board convenes. See attachment 5 for more information.

13. **OFFICER SELECTION RECORD (OSR) REVIEW:** It is the officer's personal responsibility to ensure the information in the OSR and the data on the preselection brief is

accurate. Officers must review their records in the Personnel Records Display Application (PRDA) to ensure all promotion documents are accounted for. If an officer has an Article 15 or Letter of Reprimand filed in his or her OSR, it may be removed at the discretion of the wing commander or issuing authority whichever is higher, as outlined in AFI 36-2608, *Military Personnel Records System*. See attachment 3.

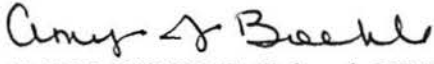
14. **PROMOTION RECOMMENDATION FORM (PRF):** All PRFs are due to HQ ARPC/PB NLT Day -45. If the officer appears to have arrived prior to the PRF Accounting Date (Day -150) and the current SRID is not reflecting the SRID for the gaining unit, a SRID change request must be processed through HQ ARPC/PBO. To provide all officers fair consideration, if an officer's status is scheduled to change during the PRF process, losing and gaining senior raters may discuss the officer's performance and their intentions. The commander for officers in any NPR status is the HQ ARPC/CC. See attachment 6 for instructions on completing the PRF for eligible officers. If the senior rater intends to submit a DNP PRF, comply with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, paragraph 8.2.

15. **POSITION VACANCY (PV) NOMINATIONS:** See attachment 7 for PV nomination procedures.

16. **SELECTIVE CONTINUATION:** Subject to individual AFSC manning levels, current Air Force Reserve policy is to consider twice or more deferred majors in the Selected Reserve for continuation for 3 years or until they reach 24 years Total Federal Commissioned Service (TFCS), whichever is sooner. Although not guaranteed, we anticipate continuation to be offered this board. If offered, specific guidance will be released in a separate ARPCM.

17. **ACTION OFFICES:**

<b>SUBJECT:</b>	<b>POC:</b>	Total Force Service Center: Comm 210-565-0102 or DSN 665-0102, ask to be connected to the office listed on the left.
Eligibility/PRFs	HQ ARPC/PBE	
OPRs	HQ ARPC/DPTSE	
All other matters	HQ ARPC/PBO	

  
 AMY J. BOEHLE, Colonel, USAF  
 Director, Reserve of the Air Force  
 Selection Board Secretariat

7 Attachments:

1. Milestones and Notable Dates
2. Junior and Senior Officers in the Promotion Zone
3. Officer Information Sheet
4. Instructions for Reviewing the Officer OPB
5. Guidelines for Personal Letters to the Promotion Selection Board
6. Instructions for Completing PRFs for Mandatory Board
7. Instructions for Completing PRFs for PV Nominations

## MILESTONES AND NOTABLE DATES

Day	Date	
	30 Sep 10	DOR must be on or before this date to be eligible
	13 Jun 15	Officer must be on the RASL on or before this date
-180	16 Dec 15	Approximate date mandatory board data created in AFPPROMS (board build)
-150	15 Jan 16	PRF Accounting Date and SR Accounting Date
-148	17 Jan 16	OPBs, DQHBs and PRF notices available via AFPPROMS
-134	31 Jan 16	MPS suspense to disperse OPBs with attachments 3, 4 and 5 to officers meeting board
-90	15 Mar 16	OPRs closing out on or before this date are mandatory documents and must be completed and on file before the board convenes
-60	14 Apr 16	Earliest Senior Rater can sign PRFs Submit changes in member's eligibility via vPC. After this date, contact HQ ARPC/PBE
-45	29 Apr 16	All PV PRF packages due. No PV PRFs will be accepted after this date Mandatory PRFs and DNP PRFs due
-30	14 May 16	Senior Rater provides a copy of the PRF to the officer
-4	9 Jun 16	MilPDS updates cut off date. After this date, submit OSB changes via vPC to HQ ARPC/PBO
-1	12 Jun 16	Letters to the board due NLT 2359 CST
0	13 Jun 16	Board convenes at HQ ARPC
+6-8 weeks		Approximate public release of promotion board results
+90	11 Sep 16	Officer's DOS must be on or later than this date to be eligible for promotion consideration

## JUNIOR AND SENIOR OFFICERS IN THE PROMOTION ZONE

In accordance with Title 10 U.S.C., Chapter 1403, Section 14105(B), the following information is provided regarding the names and dates of rank of the junior and senior officers in the promotion zone, as of the date of this letter.

		Junior Officer Name/DOR	Senior Officer Name/DOR
Line	USAFR PR	DAILEY, MELISSA A./30 Sep 10	VANMETER, BRETT A./1 May 02
	USAFR NPR	BREMER, ROBERT E./21 Sep 10	LEWIS, THOMAS H. II/29 Apr 02
Chaplain	USAFR PR	BROWN, NEALY P./19 Jul 10	HENDERSON, LARRY D./1 Oct 07
	USAFR NPR	COLLINS, DOUGLAS A./6 Aug 10	COLLINS, DOUGLAS A./6 Aug 10
Dental Corps	USAFR PR	AQEEL, NASSER S./22 Aug 10	SHINGLER, DONALD C./30 Jun 03
	USAFR NPR	CASPER, RHETT B./12 May 10	KASIRI, ALEXANDER/3 Jul 06
LAF-J	USAFR PR	MCKISSACK, JEREMY K./1 Sep 10	JONES, ARTHUR R./1 Jul 02
	USAFR NPR	KIEFFER, JOANNA M./15 Aug 10	WATERS, ELWOOD L. III/1 Sep 09
Medical Corps	USAFR PR	BUSK, NEAL C./24 Aug 10	LINN, ROBERT F./25 May 02
	USAFR NPR	MARTIN, ANDREW R./13 Aug 10	SELVARAJ, SENTHILNATHAN/1 Sep 03
Nurse Corps	USAFR PR	KELLY, KARA L./20 Aug 10	GASTON, KAREN L./2 Feb 00
	USAFR NPR	DAVIS, SHEILA J./6 May 10	SOUTHBY, HEATHER J./1 Jan 05
MSC	USAFR PR	DURHAM, JAMESON C./1 Aug 10	MILLWOOD, TERRI R./31 Mar 05
	USAFR NPR	BOOKS, KATHARINE K./23 Sep 10	NEELEY, DAWN E./20 Feb 06
BSC	USAFR PR	HARRIS, LAURI D./28 Sep 10	PERIUS, MARK A./25 Mar 03
	USAFR NPR	RYAN, PATRICK J./18 Aug 10	DEMORDAUNT, WADE R./1 Apr 06

## OFFICER INFORMATION SHEET

- 1. ACCURACY OF INFORMATION PRESENTED TO THE PROMOTION BOARD:** You are responsible for reviewing and correcting the contents of your Officer Selection Record (OSR) (PRF, OPRs, Training Reports, decorations, and any negative information filed by your senior rater (SR) IAW AFI 36-2608, *Military Personnel Records System*) and the data on your Officer Preselection Brief (OPB) for accuracy prior to the board date. 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 (AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, paragraph 1.7).
- 2. OFFICER PRESELECTION BRIEF (OPB):** You will receive a copy of your OPB approximately 134 days prior to the promotion board. Contact your servicing MPS if you have not received a copy of your OPB.
- 3. PRFS AND EVALUATIONS:** Your SR is required to provide you with a copy of your PRF no later than 30 days prior to the promotion board. Contact your SR if you have not received a copy of your PRF. You must address all concerns and discrepancies through your servicing MPS, and, if necessary, your chain of command and SR. Errors in PRFs must be corrected NLT 2 weeks prior to the promotion board, through your SR. Errors in OPRs and Training Reports must be corrected by following the guidelines in AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapter 10. Applications for corrections to evaluations must be submitted to the Evaluation Reports Appeal Board (ERAB) 60-90 days prior to the promotion board. For questions on ERAB procedures contact the Total Force Service Center at Commercial: (210)-565-0102 or DSN 665-0102 and ask for the evaluations office.
- 4. ELECTRONIC OSR (eOSR):** The eOSR will list the discrepancies found in your record. To access, log into myPers (<https://gum-crm.csd.disa.mil/app/login>), then log into vPC and click on the WORKLIST tab. To review your eOSR, filter VIEW to VIEWABLE TO ME, TYPE to eOSR, STATUS to OPEN, then click the REFRESH button. Highlight and click on your eOSR under the ENTRY section. To open the application, click on the OPEN OFFICER SELECTION RECORD link below the entry field. Contact the appropriate office listed on attachment 4 to correct any errors.
- 5. PERSONNEL RECORDS DISPLAY APPLICATION (PRDA):** OSRs contain electronic versions of documents extracted from the Automated Records Management System (ARMS), the official system of record. You can view your documents contained in ARMS by accessing PRDA on the Air Force Portal, <https://www.my.af.mil/faf/FAF/fafHome.jsp>. The eOSR application will document discrepancies found between the Military Personnel Data System and ARMS, but you have the best insight and understanding of what your record should reflect. Every effort you take in checking your record in PRDA helps verify the documents the board will review. Again, 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.
- 6. ARTICLE 15/LETTER OF REPRIMAND (LOR) RETENTION PERIOD:** An Article 15 or LOR placed in an OSR may be removed at the discretion of the reviewing commander or wing commander, as appropriate, as outlined in AFI 36-2608. For Articles 15, the wing commander or reviewing authority who has authority to direct placement of the Article 15 in the OSR may direct/approve removal. For LORs, the wing commander or issuing authority, whichever is higher, may direct removal. Officers may request removal/early removal via memorandum at any time through appropriate channels. **NOTE:** Removal of an Article 15 or LOR from the OSR has no bearing on the permanent filing of the documents in the Master Personnel Record; however, board members do not have access to the Master Personnel Record during a promotion board.

## INSTRUCTIONS FOR REVIEWING THE OFFICER PRESELECTION BRIEF (OPB)

You are responsible to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convene date. At a minimum, you should review your officer pre-selection brief using the instructions below and review your documents in PRDA. The OPB is the sole source document for what will appear on the Officer Selection Brief (OSB) seen by the promotion board. Errors left uncorrected could have a negative impact on your promotion opportunity; therefore, you must address any errors in a timely manner.

It is your responsibility to track all corrections and changes to your OPB, which will in turn update your OSB. 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.

**Address any corrections with your Military Personnel Section (MPS). For personnel without an MPS:** The offices in the OPR/POC column below should be contacted to address problems with the specific area of the OPB. No action is necessary if changes are not required.

Section	Description	OPR/POC:
<b>PERSONAL DATA</b>		
<b>NAME; SSN; GRADE; COMP CAT</b>	Self Explanatory.	HQ ARPC/DPTG Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver)
<b>HAF</b>	Identifies HQ USAF computer file where your record resides.	N/A
<b>ARF-ID</b>	The Air Reserve Forces Identifier further delineates your Reserve assignment.	N/A
<b>RES SECTION</b>	The section you are assigned to, i.e., Non-affiliated Reserve Section; Obligated Reserve Section; Non-obligated, Non-participating Ready Personnel Section.	HQ ARPC/DPAA/DPAR Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) Assignments/Accessions Branch
<b>SOURCE OF COMMISSION</b>	Reflects how you received your commission, i.e., "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/DPAR Comm: 210-565-0102; DSN: 665-0102; (ARPC TFSC-Denver) Accessions Branch
<b>SENIOR RATER (SR)</b>		
	Data will include your SR's name, unit, and SRID.	Servicing MPS Officer Promotions Office
<b>AERONAUTICAL/FLYING DATA</b>		
	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 5-year point.	Traditional Reservists contact their Unit HARM Office IMAs contact HQ RIO/HARM Comm: 210-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) HARM Branch



<b>BOARD CERTIFIED</b>		
	<p>This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with an M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.</p> <p><b>Submit all Board Certs via vPC:</b> Log into the vPC on the myPers website, <a href="https://gum-crm.csd.disa.mil/app/login">https://gum-crm.csd.disa.mil/app/login</a>; select the "Action Requests" tab, then select "Create a New Support Request" in the purple box. Choose the appropriate component from the drop down menu. In the "Category" box, choose "Promotions." The subject line must read "Board Certification – member's last name" (i.e., Board Certification – Smith). Attach only <b>one board cert</b> per incident and click "Submit Request."</p>	<p>HQ ARPC/DPAA/DPAR Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) Assignments/Accessions Branch</p>
<b>DEVELOPMENTAL EDUCATION (DE)</b>		
	<p>Reflects type of DE (PDE, IDE, SDE) and the word "complete". If you are a select or attending in residence it will read "select". DE courses include: <b>PDE</b> - Squadron Officer School (SOS), SOS equivalent, Inter-American Air Force Academy; <b>IDE</b> - Air Command and Staff College, and Armed Forces Staff College; <b>SDE</b> - Air War College, Dwight D. Eisenhower School for National Security and Resource Strategy, 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 DE credit if they attend an equivalent DE course. DE above the appropriate level for the officer's grade is not visible to promotion boards. For promotion to captain, DE is not displayed; to major, DE above PDE is not available, and to Lt Col, DE above IDE is not available. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to the OPR/POC. Ensure your SSN is reflected on any source document provided.</p>	<p>AU/CFRO; Officer DE Branch; 60 Schumacher Ave; Maxwell AFB, AL 36112 Comm: (334)-953-4776; DSN : 493-4776; FAX : 493-8127</p>
<b>AIR FORCE SPECIALTY CODE (AFSC) DATA</b>		
	Reflects primary, secondary and tertiary AFSCs.	MAJCOM Program Mgr
<b>ACADEMIC EDUCATION SPECIALTY/SCHOOL</b>		
	<p>Information in this section will not be visible until promotion consideration to the grade of O-6. 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 the board you are meeting. An official transcript is required for changes/updates. AFIT/Academic Coding Branch, 2950 Hobson Way, Wright Patterson AFB OH 45433.</p>	<p>AFIT/Academic Coding Branch; Comm: (937)-255-6565 ext. 4324; DSN: 785-6565 ext. 4324</p>
<b>DECORATIONS</b>		
	<p>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 Medal, Meritorious Service Medal, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.</p>	<p>HQ ARPC/DPTSA Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) Recognitions &amp; Evaluation Branch</p>
<b>FOREIGN LANGUAGE</b>		
	<p>Displays only languages where the Defense Language Proficiency Test exam date is within 2 years of the board convening date and the listening, reading and speaking proficiency level is equal to 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J' or 'K'.</p>	<p>HQ ARPC/DPTB Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) Foreign Language Proficiency Pay</p>
<b>ASSIGNMENT CATEGORY</b>		
	Reflects your current Personnel Accounting Symbol (PAS) code, unit, ANG Tech ID, state and projected PAS code.	MAJCOM Program Manager

**ASSIGNMENT HISTORY**

	Reflects your last 10 duty assignments, including duty AFSC.	HQ ARPC TFSC-Denver Comm: (210)-565-0102; DSN: 665-0102
--	--	---

**PARTICIPATION SUMMARY/HISTORY**

	<p>If you participated in a Reserve of the Air Force assignment, even if you are currently in a non-participating assignment, a point history should be printed on your brief. Data shown includes:</p> <ul style="list-style-type: none"><li>a. The last 8 years of service</li><li>b. Total points accrued through closeout of the last Retention/Retirement (R/R) year</li><li>c. Points accrued since closeout of the last R/R year</li><li>d. Points since prior service, if any, in the current R/R year</li></ul> <p>If you entered the Reserve from extended active duty (EAD) and have not participated in a point earning assignment since your release, a point history will not be shown.</p>	HQ ARPC/DPTSP Comm: (210)-565-0102; DSN: 665-0102 (ARPC TFSC-Denver) Points Management Branch
--	---	--

## **GUIDELINES FOR PERSONAL LETTERS TO THE PROMOTION SELECTION BOARD**

**There is no textbook method for writing a letter to the selection board. Below are some requirements regarding such letters.**

1. Officers meeting a board may submit written communication addressing any matter they want the board to consider while their record is being reviewed. However, officers are prohibited from addressing matters the Secretary of the Air Force has restricted from being visible to promotion board members. For example, advanced academic degrees, development education method of completion or current enrollment cannot be mentioned.

a. Submit letters electronically at <https://gum-crm.csd.disa.mil/app/login>. From the I WOULD LIKE TO... area, select ACCESS VPC DASHBOARD. Select the ACTION REQUESTS tab. Under OFFICER PROMOTIONS, select SUBMIT A LETTER TO THE PROMOTION BOARD (OFFICER). Select CONTINUE after you have read the notice. Follow the instructions on the screen to compose and submit your letter. You will receive email confirmation of the letter's receipt.

b. Problems with vPC: If you are unable to access vPC, call DSN 665-0102/comm 210-565-0102 to address connectivity issues. If you are unable to see the appropriate board ID, create a new support request through myPers. If you are experiencing issues after duty hours the weekend before the board starts, you may fax your letter to DSN 497-2215/comm 478-327-2215. Faxes will only be accepted the weekend prior to the board. However, we do not recommend you wait that close to board start date to submit your letter. Submit your letter in vPC early for the best result.

c. Letters must be received no later than 2359 hrs CST the day before the board convenes.

2. Formatting, headings, name and SSN are pre-set; "Dear Board President" is all the address line needs.

a. Type the letter directly in the space provided. Make the letter brief with clear, concise and factual statements. A single page is recommended. Boards will not consider letters written by others.

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

c. Explain, rebut, refute or mitigate matters that are in your record, if applicable. Caution: Use administrative methods available to remove OERs/OPRs (AFI 36-2406), not the letter to the board.

3. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include:

a. You are currently or were recently in a non-participating status. Explain why and any efforts towards seeking a participating assignment.

b. You have insufficient active or inactive duty tour points or points for retirement, especially in recent years. Explain what happened.

c. You may also wish to mention specific achievements not mentioned in OPRs or in the Officer Selection Record (OSR). Keep in mind that your OSR already contains all effectiveness/performance and training reports, approved citations for decorations and an officer selection brief.

## **INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs) FOR MANDATORY BOARDS**

1. PRFs are required for every major meeting the CY16 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Board (V0516A). PRFs are not required for majors meeting the NPR board (W0516A).

2. **SUSPENSE DATE FOR MANDATORY BOARD PRFs:** Day -45

3. **DEFINITION OF SENIOR RATER:** The SR for officers serving in the grades of major and below must be the first colonel or equivalent, in the rating chain, serving as a wing commander or equivalent, as determined by the management level. For officers serving in the grades of lieutenant colonel and colonel, the SR is the first general officer (including brigadier general selects occupying general officer billets) or equivalent, in the rating chain. The management level will determine civilian equivalents.

4. **PRF ACCOUNTING DATE:** The PRF Accounting Date is Day -150. IAW AFI 36-2406, 8.2.5, the senior rater of record on that date will write the PRF and award the promotion recommendation. For officers whose eligibility for promotion consideration is established on or after the PRF accounting date, the senior rater of record at the time eligibility is established will write the PRF. NOTE: MPS is responsible for negotiating between senior raters to determine who will write the PRF.

5. **PRF COMPLETION INSTRUCTIONS:** Submit all PRFs to HQ ARPC/PBE. PRFs may be submitted in one of two ways (second way is only for units with 50+ PRFs). **Do not submit PRFs through e-mail or channels other than those outlined below. If you send PRFs using any other method, the PRF will be returned without action:**

a. Via vPC: Log into the vPC-Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login>; select the ACTION REQUESTS tab, then select CREATE NEW SUPPORT REQUEST in the purple box. Choose the appropriate component from the drop down menu. In the CATEGORY box, choose PROMOTION. The subject line must read "PRF-Board ID – member's last name, first name" (e.g., PRF-V0516A-Smith, John). In the QUESTION box enter the PRF, unit and POC information. **Attach one PRF per incident and click SUBMIT REQUEST.**

b. Via mail (this option is for units with 50+ PRFs only): Forward PRFs to HQ ARPC/PBE, 18420 E Silver Creek Ave, Bldg 390, MS 68, Buckley AFB CO 80011, using an AF Form 330, *Records Transmittal/Request*, or transmittal memo listing all PRFs by name and SSN. Please ensure it lists a point of contact to include DSN, commercial telephone numbers and e-mail address. If an auto email from myPers is not received confirming receipt of the PRF, contact HQ ARPC/PBE, Promotion Eligibility Division, via vPC support request only.

6. **PROMOTION RECOMMENDATIONS:** There is no quota on the number of Definitely Promote (DP) recommendations awarded. However, in Section VI, GROUP SIZE, type or hand write the rank order for all officers awarded a DP recommendation within each competitive category (i.e., line, judge advocate, nurse, etc.). For example: 2/5/10 signifies the officer is ranked number 2 of 5 officers awarded a DP. The SR has 10 officers in that competitive category meeting the promotion board. For officers awarded a P or DNP, leave GROUP SIZE blank. See page 6a of this attachment for an exam

7. **DO NOT PROMOTE THIS BOARD RECOMMENDATIONS:** "DNP" recommendations require a specific process to be followed. If a SR intends to assign a DNP to an officer, they must follow the procedures outlined in AFI 36-2406 para 8.2.

8. **PROHIBITED STATEMENTS:** HQ ARPC/PBE will return the PRF if it contains prohibited statements. The information outlined below contains examples of prohibited statements:

**ATTENTION:** IAW AFI 36-2406 1.4.10.3.2, comments on officers not meeting current **fitness** standards **are authorized** on the AF Form 709/3538.

- a. **Development Education** - IAW AFI 36-2406 1.12.3.4.6.2, evaluators are limited to “PDE, IDE, or SDE” terminology only and will not comment on specific schools (i.e. Air Command Staff College, Air War College).
- b. **Retirement/Separations** - IAW AFI 36-2406 Table 8.1 Note 4f, if an officer has a date of separation or an approved retirement date or is unsure about career intent it does not necessarily detract from performance-based potential and should not be commented on in the PRF.
- c. **Promotion** - IAW AFI 36-2406 1.12.2.2.1, direct or implied promotion statements that refer to the higher grade are prohibited (i.e. Lt Col Doe has excelled in a Col billet) (i.e. Lt Col Joe is already performing above his current position).
- d. **Medical** - IAW AFI 36-2406 1.12.4.7, only authorized medical officials are in a position to make comments on medical conditions. Medical condition or diagnosis is prohibited.
- e. **Punishment** - IAW AFI 36-2406 1.12.7.3, punishment received as a result of administrative or judicial action is prohibited. Restrict comments to the conduct/behavior that resulted in the punishment, and type of administrative or judicial actions (i.e. Art 15, LOR, LOC, etc.). Acceptable statement: Drove while intoxicated, received Art 15. Failure to report to duty, received LOR.
- f. **Disciplinary Action** - IAW AFI 36-2406 1.12.7.4, when referencing Article 15 actions, civil or court martial convictions or any other punitive or administrative actions, comments must emphasize the underlying conduct, or behavior, that led to the action.
- g. **Awards** - IAW AFI 36-2406 1.12.3.4.6.3, when preparing PRFs, evaluators may comment on Air War College non-residential program Outstanding Graduates. Unlike resident students, non-resident students do not receive a training report to document this achievement.
- h. **Advanced Academic Degree** - IAW AFI 36-2406 1.12.3.4.6.2, Senior Raters will not consider and comment on selection for, attendance at, or completion of advanced academic degrees for officers to the grade of captain, major, or lieutenant colonel.

Attachment:

6a. Sample PRF, Mandatory Board

**Attachment 6a, Sample PRF, Mandatory Board**

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> (Read AFI 36 -2406 carefully before filling in any item)			
1. NAME (Last, First, Middle & Initial) SMITH, JOHN P.	2. SSN Self explanatory	3. GRADE See notes	4. DAFSC 11M3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete in accordance with AFI 36-2406. Do not use "Same as last OPR".			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete in accordance with AFI 36-2406. Do not use "Same as last OPR".			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete in accordance with AFI 36-2406. Do not use "Same as last OPR". Use concise "bullet" format.			
<b>IV. PROMOTION RECOMMENDATION</b>			
See notes before completing sections IV, V, VI, VII, and IX Use concise "bullet" format.			
<b>V. PROMOTION ZONE</b>		<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>
BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>		See notes	See notes
<b>VIII. SENIOR RATER ID</b> Enter 5 character SRID			
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION Self explanatory	
PROMOTE <input type="checkbox"/>		DUTY Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		SSN Self explanatory	SIGNATURE Can be wet or digital signature
<b>Instructions</b> 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, 20090210

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY(When filled in)

**NOTES:**

**Section I, item 3, GRADE:** Select the (NON EAD) option in the drop down menu for all officers except Active Guard Reserve and Limited Period Recall officers.

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS.

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory.

**Section V, PROMOTION ZONE:** Leave blank.

**Section VI, GROUP SIZE:** Type or hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (i.e., line, judge advocate, nurse, etc.). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The SR 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:** Include board ID.

**Section IX, PROMOTION RECOMMENDATION:** Mark the appropriate block.

## INSTRUCTIONS FOR COMPLETING PRFs FOR POSITION VACANCY (PV) NOMINATIONS

1. The PV program gives Senior Raters (SRs) the means to nominate exceptionally well-qualified candidates for early promotion to fill vacancies. The eligibility constraints are outlined in AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, Chapter 2.

2. **SUSPENSE DATE FOR PV BOARD:** In accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, para 8.2.4.2, the last date HQ ARPC will accept PV nominations is Day -45. Officers must meet all eligibility requirements on that date. **PV PRFs will not be accepted after Day -45 and there are no exceptions to this suspense date.**

3. **METHOD OF NOMINATION:** Use AF Form 709, *Promotion Recommendation* (PRF), to nominate members for PV promotion. MPSs should provide SRs the attached instructions for completing the PRF. PRFs may be submitted through vPC via the myPers website, <https://gum-crm.csd.disa.mil/app/login>; select the ACTION REQUESTS tab, then select CREATE NEW SUPPORT REQUEST in the purple box. Choose the appropriate component from the drop down menu. In the CATEGORY box, choose PROMOTIONS. The subject line must read "PV PRF-Board ID – member's last name, first name" (i.e., PV PRF-U0516A-Smith, John). In the QUESTION box enter the PRF, unit and POC information. Attach one PRF per incident and click SUBMIT REQUEST. **Do not mail PV PRFs and do not submit PRFs through e-mail or channels other vPC.**

4. **ELIGIBILITY:** In accordance with AFI 36-2504, paragraph 2.7, nominees must meet all eligibility requirements as of Day -45, the same date nominations are due to ARPC. The PV master eligibility list (MEL) is available through AFPROMS and will reflect officers meeting the PV DOR requirement; however, units are responsible for screening the MEL to ensure officers meet all eligibility requirements (see enclosed checklist to help verify eligibility).

5. **OFFICER PRESELECTION BRIEFS (OPBs):** **Must be requested by the officer.** SRs nominating officers must notify the officer and inform the officer to obtain an OPB from their servicing MPS.

6. **DUTY QUALIFICATION HISTORY BRIEF (DQHB):** MPS must request via AFPROMS.

7. **OFFICER PERFORMANCE REPORTS (OPRs):** Complete outstanding OPRs before submitting PV nominations. Current performance documentation is especially important for officers nominated for PV promotion. It is very difficult for promotion board members to evaluate incomplete officer selection records.

8. **REASSIGNMENT OF NOMINATED OFFICERS:** Coordinate any assignment action for officers nominated for PV promotion with ARPC/PBE. ARPC/PBE checks to ensure nominated officers remain in the same position they were assigned to at the time of nomination, after the board concludes and when board results are released. In accordance with AFI 36-2504, paragraph 2.9.6, any reassignment of nominated officers during the board process could jeopardize their potential promotion.

2 Attachments:

7a. PV Nomination Checklist

7b. Sample PRF, PV board

## Position Vacancy (PV) Nomination Checklist

Please ensure the following actions have been verified prior to submitting the PV nomination request to ARPC/PBE:

DATE DUE	ACTION REQUIRED	UNIT VERIFIED	AFI REFERENCE	DATA SOURCE
<b>14 Apr 16 (day -60)</b>	Earliest date to submit PV PRFs to ARPC/PBE		AFI 36-2406 table 8.1, note 1	
<b>29 Apr 16 (day -45)</b>	<b>All PV PRFs are due to ARPC/PBE by this date &amp; meet all eligibility criteria listed below</b>		AFI 36-2406, table 8.1 note 1	
	AFPROMS reflects correct SRID			MEL
	MilPDS reflects correct position number of higher graded billet member assigned to			MilPDS and Unit Personnel Management Roster (UPMR)
	Reserve Management Vacancy System (RMVS) reflects funding one year past board convene date		AFI 36-2504, para 2.7.2.1	RMVS and UPMR
	RMVS reflects that member is incumbent in higher graded position		AFI 36-2504, para 2.6	RMVS and UPMR
	No overage code in MilPDS (look for “UMD-Overage” on SURF)		AFI 36-2504, para 2.6, 2.7.2, 2.7.4	Unit level correction in MilPDS – RSBR02
	AF Form 709 is signed by Senior Rater under correct PASCODE and SRID		AFI 36-2504, para 2.7.3	Senior Rater
	Member on the RASL, ADL or combination for 1 year prior to board convene date		AFI 36-2504, para 2.4.1	MilPDS – RSGRBTH
	Last full R/R year must have at least 50 points (Sat. Year).		AFI 36-2504, para 2.7.1.1	MilPDS – RSGRBTH
	PAFSC and DAFSC should match in position (RMVS and PRF)		AFI 36-2504, para 2.6	MilPDS and RMVS
<b>14 May 16 (day -30)</b>	Member notified to obtain a copy of OPB from MPS; member provided copy of PRF from SR		AFI 36-2406, chap 8	Senior Rater

\* All of the eligibility factors must be verified for the member to meet the board. Nomination packages not meeting all the above factors will be returned to the SR prior to the board convene date.



**Attachment 7b, Sample PRF, Position Vacancy Board**

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> <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 Self explanatory	3. GRADE See notes	4. DAFSC 11S4
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR" Position Vacancy #: 123456731			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b>			
Use concise "bullet" format			
See notes before completing sections IV, V, VII, IX			
<b>V. PROMOTION ZONE</b>	<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>	<b>VIII. SENIOR RATER ID</b>
BPZ <input type="text" value="LEAVE BLANK"/>	2/5	See notes	Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
<input type="text" value="LEAVE BLANK"/> 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 <input type="text"/> SIGNATURE <input type="text"/>	
<b>Instructions</b>			
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, 20090210

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

**NOTES:**

**Section I, item 3, GRADE:** Select the (NON EAD) option in the drop down menu for all officers except Active Guard Reserve and Limited Period Recall officers.

**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 VI, GROUP SIZE:** Hand-write the rank order for all officers nominated for Position Vacancy within each competitive category (e.g. line, judge advocate, nurse, etc.). For example: 2/5; the officer is ranked number 2 of 5 officers. The SR has 5 officers in that competitive category meeting the Position Vacancy Promotion Selection Board.

**Section VII, BOARD:** Include board ID

**Section IX, PROMOTION RECOMMENDATION:** Leave blank.