

*Supplement 1*  
*28 April 2009*

*Enlisted Personnel*

**PROMOTION OF AIRMEN**

**COMPLIANCE WITH THIS REGULATION IS MANDATORY**

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OPR: HQ AKANG/CCM (CMSgt Hogan) Certified by: HQ AKANG/DOS (Lt Col Hedlund)

Supersedes ANGI 36-2502/AKANG SUPPLEMENT 1, 6 April 2007

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**SUMMARY OF CHANGES:** This document is substantially revised and must be completely reviewed. Updates Exceptional Promotion Program. Updates Letter of Recommendation Template. Clarifies instructions for competitive promotion board process and provides additional tools for the management of the enlisted promotion program.

**ANGI 36-2502, 25 August 2000, is supplemented as follows.**

**Chapter 1**  
**Promotion Criteria**

1.1. The authority to promote Airmen in the Alaska Air National Guard (AKANG), to grades MSgt through CMSgt, is delegated to the Director of Staff. Joint Forces Headquarters (JFHQ) AKANG will evaluate state manning levels for the top 3 enlisted grades to ensure ceilings are not exceeded. In the event statewide grade ceilings come within 10% of the maximum allowable percentage, JFHQ AKANG will centrally manage and implement competitive promotion board procedures.

1.1.1. The authority to promote through the grade of TSgt is delegated to subordinate unit commanders.

1.1.2. Promotion recommendations will not occur unless they are part of a comprehensive personnel force management plan. This plan, at a minimum, should consider the units overall manning, skill level of assigned personnel versus skill levels required, grade manning, retirements, separations, experience of assigned members, and desired full-time versus drill status guardsmen mix. This analysis should lead to a program for the management of your personnel force and provide optimum career progression and promotion opportunity while keeping personnel in excess and overgrade status to a minimum.

(Added) 1.1.2.1. Each Wing will develop a process to ensure personnel are evaluated for selection to higher graded positions in a fair and equitable manner. All personnel being considered for the position must be evaluated using the same criteria. The criteria used must be briefed and known to all personnel eligible for the position. Criteria will be based on responsibilities of the enlisted force as outlined in AFI 36-2618, criteria referenced in attachment 5 of this supplement, unique organizational requirements and their force management plan.

## **1.2. Eligibility Factors:**

(Added) 1.2.6. Enlisted personnel must attain a current 'good' fit score IAW ANGI 10-248 and meet standards for worldwide duty qualification. A good fitness score is defined as a composite score of 75 or above and must meet the standards for worldwide duty qualification. Unit commanders will confirm compliance on all promotion recommendation letters and 2096s with a statement of certification, *"I certify that the above named individual has satisfactory UTA attendance and AT participation, has attained a 'good' fit score and is qualified for worldwide duty."* Copies of official Fitness Score and World Wide Duty Statement will be attached to the promotion request.

## **1.4. Administrative Procedures:**

(Added) 1.4.1.1. Unit commanders may rescind the recommendation any time prior to submission to the Mission Support Flight.

(Added) 1.4.1.2. Mission Support Flight personnel are responsible to ensure that promotion recommendations are forwarded to the publishing authority. Requests for orders that require an adjusted date of rank will include supporting documentation to validate the adjustment. Orders for recommended personnel will normally be published within 5 workdays upon receipt of the request.

(Added) 1.4.2.1. The AF Form 2096, *Classification/On-the-Job Training*, will be utilized for recommending promotion to TSgt and below, (Attachment 2). Recommendation for Promotion Letter, (Attachment 3), will be utilized for recommendations for promotion to grades MSgt through CMSgt. The recommendation letter or AF Form 2096 must arrive in the servicing Mission Support Flight at least 10 workdays prior to the desired board or the requested effective date of promotion to perform quality review, process and update MilPDS.

(Added) 1.4.2.2. Promotion recommendations will be submitted to the Mission Support Flight through the Commander Support Staff for eligibility verification. The Promotion Eligibility Checklist, (Attachment 1), will be used to assist quality review.

(Added) 1.4.5.1. Promotion orders will normally be published within 10 workdays upon receipt of the request. Promotion orders will be composed and follow the format in Attachment 10. Requests for orders that require an adjusted date of rank will include supporting documentation to validate the adjustment.

(added) 1.4.7. Human Resources Liaison is responsible for verifying that the civil service grade authorization will accommodate recommendations on all Active Guard/Reserve (AGR) promotions, MSgt through CMSgt.

(Added) 1.4.8. Unit Vacancy Promotion boards are not required, however, may be convened at the discretion of group commanders. If promotion boards are deemed appropriate, group commanders will establish a fair and equitable process that is commensurate with the competitive promotion board process outlined in Chapter 3 of this instruction.

## Chapter 2 ANG Promotion Programs

2.2. Deserving Airman promotions must not restrict unit vacancy promotions indefinitely or over an extended period of time. Therefore, unit commanders will provide a brief description of the force management plan that will alleviate the over grade condition in the promotion recommendation. Recommendations for TSgt and MSgt will be considered twice a year in June and December and will be held for group processing. This will ensure Wing and State grade ceilings are not exceeded and all recommendations are considered in a fair and equitable manner. In the event grade ceilings come within 10% of the maximum allowable percentage, a competitive promotion board will be convened at Wing level. Recommendations must be submitted to the Mission Support Flight not later than close of business on Sunday of the May and November UTA. If approved, the effective date of promotion will be 1 June and 1 December, respectively.

2.2.1. ANGI 36-2101, *Assignments within the Air National Guard*, establishes guidelines for assignment in an over grade status. An NGB Form 36-11, *Statement of Understanding Excess/Overgrade Condition* (Attachment 6), must accompany all Deserving Airman promotion recommendations.

2.5.2. Statement of Understanding for retraining promotion will reflect the projected date the Airman is expected to be awarded the fully qualified AFSC and must accompany recommendation (Attachment 7). Unit Training managers will review the member's training record to establish that date and monitor progress to ensure member is progressing satisfactorily. Failure to obtain the fully qualified AFSC will result in demotion to the previously held grade, IAW ANGI 36-2503, *Administrative Demotion of Airman*.

### **(Added) 2.8: Exceptional Promotion Program (EPP)**

(Added) 2.8.1. The goal of EPP is to provide promotion opportunity for drill status guardsmen by affording those exceptional individuals the potential to attain the rank of SMSgt or CMSgt where UMD authorizations do not exist. EPP is a competitive process for selection, and is not to be considered a Deserving Airman promotion. Full-time personnel are not eligible for consideration.

(Added) 2.8.2. JFHQ AKANG centrally manages EPP. Each calendar year, the AKANG is authorized to promote two Chief Master Sergeants and two Senior Master Sergeants. In the case where there are no candidates for Chief Master Sergeant, then four Senior Master Sergeants may be promoted.

(Added) 2.8.3. The state EPP board will convene annually in April. JFHQ AKANG will announce the convening date for the annual state EPP board not later than 15 January.

(Added) 2.8.4. Not later than 15 February, each Mission Support Flight will identify and forward the names of all drill status guardsmen who satisfy all eligibility requirements for EPP to SMSgt and CMSgt as of the convening date for the state EPP board. Each wing may send up to two CMSgt packages and two SMSgt packages to JFHQ AKANG. Wings will conduct a competitive board to determine nominations, if required.

(Added) 2.8.5. The state EPP selection panel will consist of at least three board members, the State and Wing Command Chief Master Sergeants, and the State Human Resource Advisor, or their designated CMSgt representative. The board will be convened at the direction of JFHQ AKANG.

(Added) 2.8.6. A personal appearance before the state EPP board is mandatory unless member is deployed.

(Added) 2.8.7. Exceptional promotion positions are not counted against statewide SMSgt and CMSgt authorizations.

(Added) 2.8.8. In place competitive selection procedures will be utilized for EPP. Reference All States Log Letter Number (102-0009) *Exceptional Promotion Program*, for implementation guidance supplemented by the following:

(Added) 2.8.8.1. The AF Form 1206, *Nomination for Award*, will be utilized for recommendations for EPP promotion. Instructions for preparing the AF Form 1206 are referenced in attachment 9.

(Added) 2.8.8.2. Over grade codes and expiration dates of over grade codes will be updated by NGB/AIPO for EPP promotions. EPP Statement of Understanding, (Attachment 8), will be forwarded to request the update.

(Added) 2.8.9. The following non-waiverable criteria will be used to determine eligibility for promotion consideration IAW NGB All States Log Number I02-0005:

(Added) 2.8.9.1. Nominee must be a drill status guardsman.

(Added) 2.8.9.2. Nominee must be fully qualified in their DAFSC.

(Added) 2.8.9.3. Nominee must not be excess to unit requirements or become excess within the subsequent two years following promotion.

(Added) 2.8.9.4. Nominee must have completed Senior NCO academy, in-residence highly desirable.

(Added) 2.8.9.5. Nominee must be within three years of qualifying for a reserve retirement, at least 17 years satisfactory service.

(Added) 2.8.9.6. Nominee must have three years of retainability prior to mandatory separation and must agree to remain in the ANG for the three years subsequent to promotion. Once promoted the member must sign a Statement of Understanding, (Attachment 8), to remain in the Air National Guard for three years subsequent to the promotion. Members must agree to be

transferred to the retired reserves or be discharged on the third anniversary of the promotion unless the unit assigns the individual to a valid position vacancy at the member's grade.

**(Added) 2.9. Controlled Grade Promotions.**

2.9.1. Wings are allowed 40% of the allocated E8 and E9 positions as AGRs. They will be managed by the wings. JFHQ AKANG will review SMSgt and CMSgt controlled grade requirements and provide consolidated projections to NGB/A1PO not later than the 15th of the month. Mission Support Flights will provide Wing controlled grade projections to JFHQ/HRO not later than the 5th of the month. Only those candidates that have been recommended for promotion by their chain of command and approved by JFHQ will be projected for promotion.

2.9.2. Promotion of candidates meeting the competitive promotion board will be determined by the available controlled grades and the points earned. Each candidate will be prioritized from highest to lowest points earned. The candidate with the highest point total will be considered for promotion first. If a competitive board candidate is not recommended for promotion by the board then the procedures outlined in paragraph 3 of this supplement will be followed.

### **Chapter 3 Competitive Board Procedures (Added)**

3.1. Promotion boards will be convened at the discretion of the group commander. In addition to basic eligibility requirements, time in grade and time in service must be satisfied by convening date of the board. Time in Service computations for all promotions will be based on satisfactory years of service for retirement.

3.2. Promotion of candidates meeting the competitive promotion board for Deserving Airmen promotions will be determined by the number allowed under the grade ceilings and the points earned. The candidates with the highest point total will be promoted.

3.3. Competitive board results are valid for one board only; results will not be carried over to the next board cycle.

3.4. Members not recommended for promotion will not be eligible for reconsideration for a minimum of three months from the date of the non-recommendation. The board may recommend a specific period of time, not to exceed one year.

#### **3.5. Promotion Board Composition.**

3.5.1. Boards will be comprised of a minimum of three diverse enlisted members all of which serve in a grade higher than the grade of the candidates being considered and above the grade of TSgt.

3.5.2. All board members must be active members of the Alaska Air National Guard, and present a professional military image.

3.5.3. Recommend at least one board member serve in the same employment category of the candidates being considered, i.e., AGR, Technician, DSG.

3.5.4. One board member serving in the same career field as the candidates being considered is desirable.

3.5.5. Members in candidates' direct chain of command are not authorized to serve as board members.

3.5.6. The board president will be the senior enlisted member as determined by date of rank.

3.5.7. Uniform requirements for board members and candidates is service dress.

#### **3.6. Promotion Board Proceedings.**

3.6.1. Board president will officiate board proceeding.

3.6.2. Board members are responsible for the administrative requirements of the board and orientation of candidates being considered by the board.

3.6.2.1. Orientation will include a brief description of the room layout; identification of board members; instruction on proper entry and departure and any unique requirements as determined by the board president.

3.6.3. Board membership will review areas of consideration referenced in the Evaluation Sheet for Competitive Enlisted Promotion Board, (Attachment 4), and decide on questions to present during the interview process. To ensure evaluations are equitable, all candidates will be asked the same questions.

3.6.4. All competitive promotion boards will use a point system to evaluate each candidate during the board process. Evaluation Sheet for Competitive Enlisted Promotion Board outlines each category and how points will be awarded. (Attachment 4)

3.6.5. Following interviews, board will deliberate then present findings to the Mission Support Flight (Attachment 5).

3.8. Each Wing will develop a process to ensure personnel are evaluated for selection to higher graded positions in a fair and equitable manner. At a minimum this process must include the following elements:

- 1) All personnel being considered for the position must be evaluated using the same criteria
- 2) The criteria used must be briefed and known to all personnel eligible for the position
- 3) Criteria will be based on responsibilities of the enlisted force as outlined in AFI 36-2618 and Attachment 4 of this supplement
- 4) Criteria unique to the specific organization and their force management plan

Attachment 1

**PROMOTION ELIGIBILITY CHECKLIST**  
**AUTHORITY: ANGI 36-2502**

ENLISTED PROMOTIONS		Q	N/Q	N/A
E2 thru E6 - AF Form 2096	E7 thru E9 - Promotion Recommendation Letter			
1. Does member have sufficient time in service? E2 thru E3 / 6mos; E4/ 24mos; E5 / 4yrs; E6 / 6yrs; E7/ 9yrs; E8 / 13yrs; E9 / 17 yrs. *Must be satisfactory service*				
2. Does member have sufficient time in grade? E2 thru E3 / 6mos; E4/12mos; E5 thru E9 / 24mos. This must be satisfactory service.				
3. Is member's authorized UMD grade compatible to the grade being promoted to? Is the member the sole incumbent?				
4. Does the member possess the required skill level in the AFSC assigned? If not, a retraining statement must be signed by the member (refer to Para 2.5.2). For E2 & E3 / 1-skill level; E4 / 3-lvl; E5 / 5-lvl; E6 / 7-lvl; E7 / 7-lvl; E8 / 7-lvl; E9 / 9 -lvl.				
5. Does the member have sufficient PME? E5/ALS (NCO Prep or NCO Leadership School) E7 / NCO Academy or ECI Course E8/E9 / SNCOA or ECI Course.				
6. Member has attained a "good" minimum fitness score of 75 *Fitness scores must be attached to request*				
7. Is member on the AGR Program? Contact the HRO Liaison prior to promotion to ensure grade compatibility.				
8. Does the member have appropriate retainability? E7 DSG / 12 mos; E7 AGR / 24 mos; E8 and E9 / 24 mos.				
9. Has each level of supervision annotated their evaluation & signed the request?				
10. Promotions cannot exceed the state manning percentages specified in ANGI 36-2101. Care must be exercised so that Deserving Airmen Promotions do not prevent the promotion of deserving NCO's in valid vacancies. Ceilings are monitored by the MPF.				
11. For DESERVING AIRMAN promotions: The member must be fully qualified in the DAFSC to which assigned, be the only person assigned to the position which is only one grade below new grade sought and the member will not outrank the supervisor. Airmen in retraining status are ineligible for promotion under this program				
12. Mandatory requirements for DESERVING AIRMAN promotion:				
Creditable Service / Time in Grade				
E6	12 yrs 24 mos			
E7	18 yrs 24 mos			

Q = QUALIFIED

N/Q = NOT QUALIFIED

N/A = NOT APPLICABLE

Attachment 2

**AF IMT 2096, CLASSIFICATION/ON-THE-JOB TRAINING ACTION**

CLASSIFICATION/ON-THE-JOB TRAINING ACTION				PERSONNEL ACTION NO. <b>C-</b>			
TO: (Organization) <b>168 MSE</b>		FROM: (Organization/Office Symbol) <b>/DPME UNIT/CC</b>					
<b>I. INDIVIDUAL IDENTIFICATION</b>							
NAME (Last, First, MI) <b>DOE, MEMBER J.</b>		GRADE <b>SRA</b>	SSN <b>111-22-3333</b>	UNIT <b>168 ARW</b>			
<b>II. PERSONNEL DATA CHANGES</b>							
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>					
AWARD AFSC _____ AS _____ AFSC _____	EFFECTIVE _____	ENTER/CONTINUE AFSC _____ TS CODE _____					
REDESIGNATE _____ AS _____ AFSC _____	PAFSC FROM _____ TO _____	WITHDRAW AFSC _____ TS CODE _____					
CAFSC FROM _____ TO _____	EFFECTIVE _____	COMPLETED AFSC _____ TS CODE _____					
2 AFSC FROM _____ TO _____	3 AFSC FROM _____ TO _____	DATE INITIALLY ENTERED RETNG _____					
4 AFSC FROM _____ TO _____	ADD-AFSC FROM _____ TO _____	DIRECTED DUTY AFSC _____ DDA EXPIRATION DATE _____ REASON _____					
WITHDRAW AFSC _____	SPECIAL EXPERIENCE IDENTIFIER (SE) (Airman Only)	OFF-PROJ CLASN UPGRADE DATE _____					
DESIGNATE CAFSC SEI _____	DESIGNATE GENERAL SEI _____	ASSIGN PROFICIENCY PAY _____					
DESIGNATE SEI _____ WITH ( ) AFSC _____	WITHDRAW SEI _____ FROM ( ) AFSC _____	SS RATING _____ AMOUNT _____ AFSC _____					
DUTY INFORMATION	DAFSC _____ EFFECTIVE DATE _____	EFFECTIVE _____ PRO PAY STATUS REASON _____					
OFFICE SYMBOL _____ DUTY PH _____	POSITION NO. _____ OSC _____	WITHDRAW PRO PAY _____ EFFECTIVE _____					
COMD LVL _____ DUTY TITLE _____	AUTHORITY _____	MISCELLANEOUS INFORMATION					
DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL <b>NAME, GRADE, AKANG IMMEDIATE SUPERVISOR</b>	ADSCD _____ REASON _____					
YYYYMMDD	SIGNATURE _____	PROMOTION ELIC STATUS _____					
<b>III. CONCURRENCE OF MEMBER</b>							
DATE _____	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER _____					
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>							
RNLT/D: EFFECTIVE DATE _____	ASSIGNMENT ACTION NUMBER _____	ASSIGNMENT FROM _____	ASSIGNMENT TO _____				
<b>V. REMARKS</b>							
<b>THE CANDIDATE HAS SATISFACTORY UTA AND AT ATTENDANCE, HAS A GOOD FIT SCORE AND IS QUALIFIED FOR WORLDWIDE DUTY. UNIT VACANCY/RETRAINING/DESERVING AIRMAN PROMOTION</b>							
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>							
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE <b>NAME, GRADE, AKANG COMMANDER</b>	SIGNATURE _____	DATE <b>YYYYMMDD</b>				
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	TYPED NAME, GRADE, AND TITLE _____	HEADQUARTERS _____					
FOR THE COMMANDER	SIGNATURE _____	SIGNATURE _____					
This authorization remains in effect after Airman's discharge and immediate reenlistment at the same station provided that he/she has no break in military service.							
<b>VIII. UNIT/CBPO COORDINATION RECORD</b>							
DMPE	1. DPM	2. DPM	3. DPM	4. DPM	5. DPM	6. DPM	UNIT

## Attachment 3

## SAMPLE PROMOTION LETTER

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
APPROPRIATE LETTER HEAD

Date

MEMORANDUM FOR 123 GROUP/CC  
 123 WING/CCM (*E9 only*)  
 123 WING/CC  
 123 MSF/DPMPE  
 JFHQ AKANG/DOS  
 JFHQ - Air (*E9 only*)  
 JFHQ-AK (*E9 only*)  
 IN TURN

FROM: 123 UNIT/CC

SUBJECT: Position Vacancy Promotion for Rank/Name, SSN

1. *RANK/NAME* is recommended for promotion to the rank of \_\_\_\_\_ (UNIT VACANCY/Deserving Airmen/Exceptional Promotion Program) promotion. *RANK/NAME* has been assigned to the AKANG for the past \_\_\_\_\_ years.
2. (UNIT's) current personnel strength is \_\_\_\_\_% with a \_\_\_\_\_% retention rate. The average assigned personnel strength for previous six months has been \_\_\_\_\_%. (*Required for E9 promotions only, submit additional justification if below 95% end strength*)
3. *RANK/NAME* has completed the prescribed minimum creditable promotion service on *DATE* and meets other requirements prescribed in ANGI 26-2502 and AKANG 36-2502, SUP1. *RANK/NAME* is the only person assigned to the UMD position that *HE/SHE* is occupying and the UMD position authorized is a grade equal to or higher than that for which the promotion is recommended.
4. This member has clearly demonstrated their qualification for the responsibilities and duties of the promotion and grade for which recommended. *Enter specific justification here, Describe examples of duty performance, professional competence, and results achieved.*
5. I certify that the above named individual has satisfactory UTA attendance and AT participation, has attained a "good fit" score and is qualified for worldwide duty. Any questions can be directed to \_\_\_\_\_ at DSN 317-\_\_\_\_\_.

NAME, Rank, AKANG  
 Commander, Unit

## Attachment 4

## EVALUATION SHEET FOR COMPETITIVE ENLISTED PROMOTION BOARDS

EVALUATION FACTORS	POINT VALUE 1-10
<b>Leadership /Management/Supervisory Capability</b> <ul style="list-style-type: none"> <li>- Ideas on leadership/management and how applied</li> <li>- Effective leaders lead rather than drive people</li> <li>- Leaders cannot demand the best from others if he or she cannot perform as expected</li> <li>- Have courage to make tough decisions and stand by them</li> <li>- Accept seemingly impossible tasks with enthusiasm</li> <li>- Inspire people to achieve outstanding results</li> <li>- Willing to accept subordinates failures as their own and recognize their successes as theirs</li> <li>- Foster environment that encourages people to bring problems forward</li> </ul>	
<b>Duty Performance</b> <ul style="list-style-type: none"> <li>- Exceed standards</li> <li>- Contributions within area of expertise that have improved services or programs</li> <li>- Possess sufficient leadership/managerial experience to prepare them for the challenges they and the Air National Guard face</li> </ul>	
<b>Specific Achievements</b> <ul style="list-style-type: none"> <li>- These are often recognized in the form of awards and decorations. However, many other significant accomplishments are addressed in the Promotions Recommendation and EPR narrative comments. Such recognition, either in the form of decorations or narrative comments can assist in identifying the truly outstanding performer.</li> </ul>	
<b>Contributions to Enlisted Career Progression/mentoring/Training</b> <ul style="list-style-type: none"> <li>- Empowerment, enhance organizational performance by promoting contributions from every member of the organization</li> <li>- Provide personnel an opportunity for individual professional military career growth</li> <li>- Carefully manage formal training, PME and promotions to match enlisted force structure capabilities with future requirements</li> <li>- Reflect core values (Integrity First, Service before Self, and Excellence in All We Do) essential to the profession of arms. Core values are the basis for our policies, guidance and overall focus. Values build personal dedication and commitment to the Air Force, Air National Guard, to its mission and members.</li> <li>- Serve as mentors for those junior members who will follow, which is an inherent responsibility for NCOs and SrNCOs</li> </ul>	
<b>Articulation of Ideas</b>	
<b>Dress and Personal Appearance/Military Bearing</b> <ul style="list-style-type: none"> <li>- In addition to consistently displaying a professional military image, candidates must be familiar with the standards in order to ensure that others emulate them as well</li> </ul>	
<b>Awareness of Organizational Goals</b>	
<b>Awareness of Current Events as it relates to the Military</b>	
<b>Organizational Involvement that Adds Value</b>	
<b>Community Involvement</b>	
<b>Self Improvement Efforts</b>	
<b>Other – Unique criteria, must be scored</b>	
<b>Time in Grade</b> <i>½ point for every six months in grade up to 5 years</i>	
<b>Time in Service</b> <i>½ point for every satisfactory year up to 20 years</i>	

Note: Board members are not limited to these areas; however additional factors must also be scored.

Attachment 5

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
APPROPRIATE LETTER HEAD

<p>MEMORANDUM FOR JFHQ AKANG/DOS</p> <p>FROM: PROMOTION BOARD MEMBERSHIP</p> <p>SUBJECT: Promotion Board Certification for Rank/Name, SSN</p> <p>We certify that, to the best of our knowledge, the board carefully considered the recommendation for promotion. It is the board's opinion that this member is fully qualified for promotion and meets the needs of the Air National Guard and the Air Force. The following member is hereby recommended to assume the next higher grade upon approval of HQ AKANG/DOS and subsequent publication of promotion orders. Member has been advised that official notification will be made by their Unit Commander.</p>	<p>Date</p>
	<p>_____ (NAME, RANK, AKANG, President)</p> <p>_____ (NAME, RANK, AKANG, Member)</p> <p>_____ (NAME, RANK, AKANG, Member)</p>

Attachment 6

STATEMENT OF UNDERSTANDING  
 OVERGRADE ASSIGNMENT  
 (DESERVING Airman Promotion)

I understand that in accordance with ANGI 36-2502, being promoted under the Deserving Airman Promotion Program will result in an overgrade status. The overgrade status will begin on the date my promotion becomes effective and will expire on my ETS. (Not to exceed 20 years satisfactory service for promotion to TSgt and SSgt). I further understand that my unit has a responsibility to find a position commensurate with my grade prior to expiration of this condition. If a position is not available I will be offered options or the unit may request an extension of the condition.

Member Signature	Name, Grade, SSAN	Date
Commander Signature	Name, Grade, Unit	Date

THIS SECTION TO BE COMPLETED BY PERSONNEL:

For promotion to:	Overgrade Code	Effective Date	Expiration Date
MSgt	G		
TSgt	F		
SSgt	E		

Attachment 7

STATEMENT OF UNDERSTANDING  
(RETRAINING Promotion)

I acknowledge that I must qualify for award of the AFSC skill level, which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the time limits established by the commander, I will be demoted to my previously held grade.

DATE ENTERED TRAINING:	
PROJECTED AFSC AWARD DATE:	

Member Signature	Name, Grade, SSAN	Date
Unit Training Manager Signature	Name, Grade, Unit	Date
Commander Signature	Name, Grade, Unit	Date

Attached original to the promotion recommendation  
Retain 1 copy in members OJT record

Attachment 8

AIR NATIONAL GUARD SERVICE AGREEMENT  
EXCEPTIONAL PROMOTION PROGRAM (EPP)

I agree to remain a member of the AIR NATIONAL GUARD OF THE UNITED STATES for a period of 3 years and 00 months to commence on the effective date of promotion. I understand that this service commitment will be served concurrently, unless otherwise specified, with any other service commitment and in consideration of:

\_\_\_\_\_Promotion to Senior or Chief Master Sergeant.

\_\_\_\_\_Agree to be transferred to the retired reserves or be discharged on the third anniversary of this promotion unless the unit assigns to a valid position vacancy at the members grade.

\_\_\_\_\_Furthermore, I agree to satisfactorily participate in all scheduled training and to perform Annual Training (AT) and Inactive Duty Training (IDT) as required.

\_\_\_\_\_  
FIRST, MI., LAST NAME, RANK, AKANG

Witness before me on \_\_\_\_\_.

\_\_\_\_\_  
FIRST, MI., LAST, CMSgt, AKANG  
Command Chief Master Sergeant, Alaska Air National Guard

Attachment 9

**INSTRUCTIONS FOR AF FORM 1206  
FOR  
EXCEPTIONAL PERFORMANCE PROMOTION (EPP) NOMINATION**

The following are step-by-step instructions for completion the AF Fm 1206 for the EPP program:

AWARD - Type EPP Promotion

CATEGORY – Leave Blank

AWARD PERIOD – Enter the current fiscal year/EPP, i.e. “FY09/EPP”

RANK/NAME OR NOMINEE: Type the nominee’s current rank and name

SSN – Type the nominee’s Social Security Number

DAFSC/DUTY TITLE – Type the nominee’s duty AFSC and duty title

MAJCOM – Leave Blank

UNIT/OFFICE SYMBOL/STREET ADDRESS – Self-Explanatory

BASE/STATE/ZIP CODE – Self-Explanatory

TELEPHONE (DSN & COMMERCIAL) – Self-Explanatory

RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) – Self-Explanatory

**SPECIFIC ACCOMPLISHMENTS** (Use single-spaced, bullet format mandatory) – Be specific. Use criteria listed in the Competency Library (i.e. Action Oriented, Listening, Integrity and Trust, Personal Learning, Ethics and Values, etc). Fully justify the nomination. Avoid generalities, broad or vague terminology, recapitulation of duties performed. In other words do not just state that the member is Action Oriented and enjoys working hard. Or, is action oriented and full of energy for the things that he/she sees as challenging. Make sure you follow that up with a concrete example of exactly what the person did, how well he or she did it, what the impact or benefits were, and how that person significantly exceeded duty performance.

Attachment 10

**STATE PROMOTION ORDER TEMPLATE**

STATE OF ALASKA  
DEPARTMENT OF MILITARY & VETERANS AFFAIRS  
Office of the Adjutant General  
Fort Richardson, Alaska 99505-0800  
Personnel Data-Privacy Act of 1974 (5 USC 552a)

SPECIAL ORDER  
AIR AB-000

DATE

TECHNICAL SERGEANT JOHN DOE, 111-22-3333, 176<sup>th</sup> Wing (A40RF012), Kulis Air National Guard, Alaska, is promoted to the Grade of MASTER SERGEANT (E7) in the Alaska Air National Guard and as a Reserve of the Air Force effective 26 March 2007 and with Date of Rank (DOR) 26 March 2007. Authority: ANGI 36-2502

BY ORDER OF THE GOVERNOR

CRAIG E. CAMPBELL  
Lieutenant General, AKANG  
The Adjutant General

/S/OFFICIAL/S/  
WENDY B. WENKE, Colonel, AKANG  
Director of Staff

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STATE PROMOTION ORDER TEMPLATE

STATE OF ALASKA  
DEPARTMENT OF MILITARY & VETERANS AFFAIRS  
Office of the Adjutant General  
1000 Richardson Road, Anchorage, Alaska 99507-0000  
Permanently Last-Primary Add. of 1974 (SUC 2224)

DATE

TWENTY-NINE  
A1A 98-000

TECHNICAL SERGEANT JOHN DOE (11-72-3333), THE "WING" (ASBESTOS) WITH AIR  
National Guard, Alaska. He graduated from the grade of MASTER SERGEANT (M) in  
the Alaska Air National Guard and as a member of the Air Force effective 10  
March 2007 and with date of rank (DOR) 29 March 2007. Authority: MATR 18-2302

CHIEF E. CARROLL  
Adjutant General, Alaska  
The Adjutant General

BY ORDER OF THE COMMANDER

DISTRIBUTION: 2

WENDY A. WILSON, Colonel, USAF  
Director of Staff