

LETTERS TO THE OFFICER PROMOTION BOARD FOR ARC

Overview

Provides Air Reserve Component (ARC) officers, who are eligible for promotion consideration, the opportunity to communicate to the promotion board, calling attention and/or providing an explanation of deficiencies, missing items, gaps in participation or other matters germane to promotion consideration.

Possible reasons for submitting a letter to the promotion board include, but are not limited to

1. Break in service (what were you doing during your break. i.e. pursuing education, dealing with a family illness, etc).
2. Current or recent assignment in a nonparticipating status (reasons for and if seeking a participating assignment)
3. Insufficient active or inactive duty tour points or points for retirement, especially in recent years (explain)
4. Lack the appropriate level of developmental education (currently enrolled)
5. Mention any specific achievements not mentioned in Officer Performance Reports (OPRs) or in the selection folder.

Note: To correct or remove Officer Evaluation Reports (OERs) or OPRs from your record use the Evaluations Review Appeal Board process rather than a letter to the board. For additional information review AFI 36-2401, Correcting Officer and Enlisted Evaluation Reports, see Tables 1, 2 and 4.

Do's and Don'ts

There is no textbook method for writing a letter to a centralized promotion selection board. Refer to AFH 33-337, The 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. Electronic letters, the preferred method, must be received no later than the day before the board convenes, in accordance with National Defense Authorization Act 2006.
2. Mailed letters should arrive at least 30 days but no later than the day before the board convenes to be considered by the board. Mail letters to:

Board President, (Identify Specific Board: Calendar Year and Rank)
HQ ARPC/DPBPP
6760 E. Irvington Place
Denver, CO 80280-2001

Allow 10 days for mailing. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will not return letters reviewed by the board unless you request it and provide a stamped, self-

addressed envelope. Please make sure you sign your letter and include your Social Security Number to ensure that it will be properly filed in your selection folder.

3. Letters should be brief with clear, concise, and factual statements.

- Single page, typed in bullet format, is recommended
- The boards will not consider letters written by others on behalf of any officer
- Letters may not criticize any officer, or reflect on the character, conduct, or motives of any officer

4. Explain, rebut, refute, or mitigate matters of concern that are in your record.

5. Submit letters electronically through Virtual Personnel Center - Guard and Reserve (vPC-GR).