



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 13-07  
26 March 2013

MEMORANDUM FOR MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/PB  
18420 E Silver Creek Ave, Bldg 390, MS 68  
Buckley AFB CO 80011

SUBJECT: CY13 Air Force Reserve E-6 through E-9 Promotion Enhancement Program (PEP)

1. The CY13 Air Force Reserve PEP Promotion Boards are scheduled to convene 12 Aug 13, at the Air Reserve Personnel Center.

2. **ELIGIBILITY FACTORS:**

a. Nominees must meet eligibility requirements IAW current AF Reserve Command promotion policy, with the exception of being in a higher graded unit manning document (UMD) position (see attachment 2).

b. Nomination for PEP promotion will be limited to one grade over the authorized grade of the UMD position (except Cat E).

c. Satisfactory participation is required for the current and previous retirement/retention year.

d. Must be able to obtain 24 months retainability from the promotion effective date (1 Oct 13) before being considered for promotion to E-7 through E-9. High year tenure is not waivable.

e. Individuals with any unexcused absences within the previous 12 months from the promotion effective date are not eligible.

f. Current passing fitness score before the effective date of promotion. PEP selects that do not have a current passing fitness score will be removed from the PEP select list.

3. **NOMINATION PROCESS:**

a. For unit nomination packages - the MPSs will provide eligibility rosters to squadrons. Wings will conduct a quality review and submit their nomination packages to HQ ARPC/PBO.

b. For IMA and PIRR nomination packages - HQ ARPC/PBO will provide an eligibility roster to the RMG. The RMG will conduct a quality review and submit their nomination packages to HQ ARPC/PBO.

c. All nominations will be loaded to the HQ ARPC Selection Board Division – Restricted Community of Practice (CoP) found on the Air Force Knowledge Now website. Once logged on the CoP, place all nominations in the “Promotion Enhancement Program (PEP) Nominations” folder. Title each nomination package with the nominee’s unit, current rank, last name and first name. **Nominations must be uploaded to the ARPC CoP NLT 28 Jun 13.**

d. Refer to HQ AFRC’s 2013 PEP guide for the number of submissions allowed.

4. **NOMINATION PACKAGES MUST INCLUDE THE FOLLOWING:**

a. AF IMT 1206, *Nomination for Award* (see attachment 3)

b. Last two EPRs

c. MilPDS records review RIP

d. AF IMT 224, *Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force*, (E-8 and E-9 only).

e. Printout from the Air Force Fitness Management System documenting a current passing fitness test.

f. Statement of understanding (E-9 only) acknowledging requirement to complete the Chief Orientation Course (see attachment 4).

5. **ACTION OFFICES:**

**SUBJECT:**

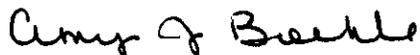
Eligibility/Policy  
Board Procedures

**POC:**

HQ AFRC/A1KP  
HQ ARPC/PBO

**PHONE:**

DSN 497-0388  
DSN 847-3209



AMY J. BOEHLE, Lt Col, USAF

Chief, Board Operations

Reserve of the Air Force Selection Board Secretariat

Attachments:

1. Milestones
2. Eligibility Requirements
3. Sample AF IMT 1206
4. Sample Statement of Understanding

## **MILESTONES**

28 Jun 13	Nomination packages due to HQ ARPC/PBO
12 Aug 13	Board convenes
2-4 weeks	Approximate release of board results
30 Sep 13	Promotion eligibility cutoff date
1 Oct 13	Promotion effective date

### ELIGIBILITY REQUIREMENTS

<b>Promotion to grade of:</b>	<b>Required PAFSC</b>	<b>Required TIG</b>	<b>Required Enlisted Service</b>	<b>Required Sat Svc for Retirement</b>	<b>PME Requirement</b>
TSgt	7 skill level	18 months	N/A	5	N/A
MSgt	7 skill level	24 months	8 years	8	NCO Academy
SMSgt	7 or 9 skill level	24 months	10 years	11	SNCO Academy
CMSgt	9 skill level	24 months	10 years	14	N/A

**NOMINATION FOR AWARD**

<b>AWARD</b> CY2013 Promotion Enhancement Program Selection Brd		<b>CATEGORY (If Applicable)</b> Chief Master Sergeant	<b>AWARD PERIOD</b> N/A
<b>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</b> SMSgt/John Q. Smith		<b>MAJCOM, FOA, OR DRU</b> MAJCOM of Assignment	
<b>DAFSC/DUTY TITLE</b> 3S091/NCOIC, 123 Mission Support Squadron	<b>NOMINEE'S TELEPHONE (DSN &amp; Commercial)</b> DSN XXX-XXXX, Comm (XXX) XXX-XXXX		
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE</b> 123 MSS/DPM, Someplace AFB CO XXXXX			
<b>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)</b> Lt Col Jane C. Doe, DSN XXX-XXXX, Comm (XXX) XXX-XXXX		<b>COMMANDER'S TELEPHONE (DSN &amp; Commercial)</b> (Commander's signature required here)	

**SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)**

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:**

- Use bullet statements that cover accomplishments not documented in the last two EPR's
  - Include sub-bullets if needed
- Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties
- Identify what places this individual above his/her peers in job performance
- Identify how the individual has stepped forward as a leader or demonstrated leadership potential (define scope and level of responsibility)
- Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission
- Include results of Air Force and/or MAJCOM inspections/evaluations
- Include awards received, e.g. NCO of the Quarter, Maintenance Professional of the Year, etc.

**BREADTH OF EXPERIENCE:**

- Include past job experience, level of responsibility, and the impact on the mission and unit
- AFSC related civilian experience
- Leadership/managerial experience (military and civilian)

**SIGNIFICANT SELF IMPROVEMENT:**

- Show how the member developed or improved skills beyond those required for skill level advancement and promotion
- May include NCO Leadership Development and Senior NCO Leadership classes, education (civilian and military), AFSC related certification (Airframe and Power Plant license, nationally certified EMT, RN, Physician Assistant, FCC license, etc)
- May include classes, technical schools, seminars or conferences which benefit the USAFR and/or unit mission
- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen

**BASE AND/OR COMMUNITY INVOLVEMENT:**

- Any additional comments to support the recommendation
- May include community involvement (not a gift contribution but actual participation with specific involvement within the civilian and/or military community)
- Include professional military/civilian memberships with involvement (AFA, AFSA, NCOA, Top Three, First Sergeants Group, etc), communication skills and/or any areas which contribute to the overall image or betterment of the Air Force

**Notes:**

- Four headings and accomplishments should be a maximum of 35 lines
- Squadron Commander's signature beside name in RANK/NAME OF UNIT COMMANDER'S column
- AF IMT 1206 is a single page format, eliminating use of the second page

**SAMPLE STATEMENT OF UNDERSTANDING**

MEMORANDUM FOR Unit Commander or Program Manager

(Date)

FROM: Member

Subject: Statement of Understanding

I hereby acknowledge that I have been notified of my nomination to be considered for promotion to the grade of CMSgt under the Air Force Reserve Promotion Enhancement Program. In the event I am selected for promotion, I understand and agree that I must complete the CMSgt Orientation Course.

\_\_\_\_\_  
(Printed Name and Rank)

\_\_\_\_\_  
(Signature)