



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

14 Mar 13

MEMORANDUM FOR ALL NAF/CCs, WG/CCs, RMG/CC and FSS/DPs

FROM: HQ AFRC/A1K
155 Richard Ray Blvd
Robins AFB GA 31098-1635

SUBJECT: Revision of Promotion Enhancement Program (PEP) Guidelines

1. The attached PEP guide supersedes all previous editions and includes guidelines for both Unit and IMA/PIRR programs.
2. The new guidelines have been approved by AFRC/CC and will be implemented to coincide with PEP Cycle 2013. The new guidelines will be utilized by NAF, AFRC, RMG, Wing, and Group commanders. The HQ AFRC point of contact is CMSgt Gerald Bynum, HQ AFRC/A1KP, DSN 497-0388; the HQ ARPC point of contact is Mr. Stephen Willoughby, HQ ARPC/PBO, DSN 847-3209.

A handwritten signature in cursive script, appearing to read "Earnest W. Sowell", is positioned above the printed name.

EARNEST W. SOWELL
Deputy Chief, Personnel Division
Directorate of Manpower, Personnel and Services

Attachment:
PEP Guide, 19 Feb 13



U.S. AIR FORCE

2013 PEP GUIDE

HQ AFRC PROMOTION ENHANCEMENT PROGRAM SELECTION GUIDE
FOR PROMOTION TO E-6 THROUGH E-9
As of 4 Mar 13

1. Objective: Establish procedures for Promotion Enhancement Program (PEP) Boards for IMA, PIRR, and unit members nominated for promotion to the grades of E-6 through E-9. Establish procedures for a central board (held annually at HQ ARPC) for E-6 through E-9 promotions.

2. Policy:

a. PEP is a commander's program designed to promote outstanding and well-deserving Air Force Reserve members in Category A (Unit) and B (IMA) to one grade above the authorized grade for their position. PEP also applies to Category E (PIRR) E-6 through E-9 promotions. Only those Airmen who clearly demonstrate outstanding potential should be considered for promotion under PEP. Promotions are based on a demonstrated ability to serve in the next higher grade.

b. Promotion quotas are controlled by HQ AFRC/A1 based on a modeling process that (1) precludes allocation of PEP quotas whenever the command meets or exceeds the 5% level of the assigned enlisted population who has been promoted via PEP, and (2) precludes allocation of PEP quotas whenever manning in a particular grade is above 100%.

c. Promotion cycle will occur annually. Accordingly, PEP selection boards will be conducted with promotion eligibility cutoff date (PECD) of 30 September. Nominees must meet eligibility requirements on or before the PECD (except for the AFRC Chief Orientation Course requirement for members being considered for promotion to E-9). For members selected for promotion to E-9, the date of rank (DOR) will be established IAW AFI 36-2604, *Service Dates and Dates of Rank*, and will be the first day of the month following completion of the CMSgt Orientation Course, but NET 1 October. NOTE: The AFRC PDC will notify HQ ARPC/PBO upon member's completion of course requirements. All other PEP select promotion effective dates will be 1 October, unless the individual being promoted previously held the grade to which promoted and a DOR adjustment is appropriate.

d. HQ AFRC/A1KP will determine and provide the promotion quotas for each grade to HQ ARPC/PBO, WGs, and the HQ RMG NET 15 February. At no time does the entire quotas have to be used. Unused quotas will be returned to HQ AFRC/A1KP at the earliest possible time upon board completion but not later than 15 September.

3. Promotion Authority: AFRC/CC is the promotion authority for members selected for promotion to E-8/E-9 by the central PEP board. WG/CCs and the HQ RMG/CC are the promotion authority for members selected for promotion at the E-6/E-7 board. AFRC/CC is the promotion authority for HQ AFRC assigned staff members selected for PEP promotions to E-6/E-7. HQ ARPC/CC is the promotion authority for HQ ARPC assigned staff members selected for PEP promotions to E-6/E-7.

4. Promotion Eligibility:

- 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.
- b. Nomination for PEP promotion will be limited to one grade over the authorized grade of the UMD position the member fills (except Cat E). Note: Members in a higher graded position who are being blocked for promotion who are otherwise eligible can be considered for PEP.
- c. Satisfactory participation is required for the current and previous R/R year.
- d. Individuals must be able to obtain 24 months retainability from the promotion effective date (1 Oct) before being considered for promotion to E-7 through E-9. If the Airman's high year tenure date will not allow this, the member is ineligible to compete for PEP. This requirement is not waivable.
- e. Individuals with any unexcused absences within the previous 12 month period from the promotion effective dates are not eligible for PEP consideration.
- f. PEP selects that do not have a current, passing fitness score on the effective date of the promotion will be deemed ineligible for promotion and will be removed from the PEP select list.

5. Nomination Process:

- a. For IMA/PIRR members, HQ ARPC/MPS function will provide an eligibility roster to the HQ RMG who will determine and monitor the IMA and PIRR nomination process. For unit members, the MPSs will provide eligibility rosters to squadrons. WG, HQ AFRC/ARPC, and the HQ RMG will determine and monitor their nomination process.
- b. IMA and PIRR nomination packages will be forwarded from the member's unit commander to the HQ RMG through the detachment program manager. WG, HQ AFRC/ARPC, and the HQ RMG will conduct a quality review of their E-6 through E-9 nomination packages and forward to HQ ARPC/PBO NLT 45 calendar days prior to the board convening date as announced by the Board Secretariat at HQ ARPC/PBO. HQ ARPC/PBO will only accept packages directly from the HQ AFRC/HQ ARPC, HQ RMG, NAFs, and the WGs. **Note: Each installation as well as the RMG is defined by the category list in Attachment 3; i.e., if your installation is cat A, you may submit 10 packages.** HQ ARPC/PBO receives nominations based on the following formula:

Ranks	WG/RMG Submissions	NAFs/HQ AFRC/HQ ARPC Submissions
E-8	3 each	1
E-9	1 each	1

E-6/7 cat A	10 each
E-6/7 cat B	6 each
E-6/7 cat C	5 each
E-6/7 cat D	3 each
E-6/7 cat E	2 each

Note: Regardless of the number of quotas available HQ AFRC and HQ ARPC may only submit 1 nomination combined per grade. Each NAF regardless of the number of quotas available may only submit 1 nomination per grade. Each installation as well as the RMG is defined by category in attachment 3.

c. Nomination packages must include:

- (1) AF IMT 1206 – single spaced bullet format covering any specific accomplishments within a member’s career and not reflected in the two most recent EPRs. The front of the AF IMT 1206 will consist of bullet statements of no more than 35 lines, to include the following mandatory headings: **Leadership and Job Performance in Primary Duties, Breadth of Experience, Significant Self-Improvement, Base and/or Community Involvement.** The AF IMT 1206 will contain the squadron commander’s signature only. See Attachment 1 for an example of the AF IMT 1206.
- (2) A copy of the two most recent EPRs.
- (3) Records Review RIP from MilPDS
- (4) AF IMT FM 224. For E-8 and E-9 boards, the unit completes Section I to include the following: PEP Promotion Cycle year (i.e. CY-20XX) and Overage Code L apply. The MPS completes Section II and the member’s commander is required to sign Section III. The MPS completes Section II, the member’s commander and promotion authority signature are required in Section III.
- (5) A printout from the Air Force Fitness Management System documenting a current passing fitness test
- (6) Individuals nominated for PEP to the rank of CMSgt must sign a statement of understanding (Attachment 2) acknowledging the Chief Orientation Course requirement.

d. Submitting nomination packages:

- (1) Nomination packages will be loaded to the HQ ARPC Selection Board Division – Restricted Community of Practice (CoP) found on the Air Force Knowledge Now website. Once in the CoP, place all nominations in the “Promotion Enhancement Program (PEP) Nominations” folder. Nomination packages should include the member’s squadron, current rank, and name. Instructions for obtaining access to the CoP can be found in ARPCM 11-15 located on the AFPERS website.

6. Central Board Procedures:

a. HQ ARPC/PBO will solicit board member volunteers from the entire Air Force Reserve community for the E-6 through E-9 central board. PEP Selection Board membership will consist of no more than ten, and no less than five CMSgts. The selected members will include a general representation of the Reserve community. The senior ranking CMSgt will serve as Board President. A board recorder from HQ ARPC/PBO will be present during all E-6 through E-9 board proceedings. Board dates and schedules will be provided by HQ ARPC/PBO via message NET 28 February of the calendar year. Board members will assess each nomination package using the whole person concept considering the following factors:

- (1) AF IMT Form 1206
Leadership and Job Performance in Primary Duties
Breadth of Experience
Significant Self-Improvement
Base and/or Community Involvement
- (2) Copies of the two most recent EPRs
- (3) PEP Data Verification Brief
- (4) A completed and signed statement of understanding per Attachment 2 for nominations to the grade of CMSgt.

7. Post-Board Processing Procedures at HQ ARPC:

a. HQ ARPC/PBO will forward E-8/E-9 board results electronically through HQ AFRC/CCC, HQ AFRC/DS to AFRC/CC for approval, to include the AF IMT Form 224 (see 5. c (4) above). In addition, statistical summaries will be provided to HQ AFRC/A1KP, not later than 15 November. Summaries will include: board members, numbers considered by grade, numbers selected and ART/non-ART breakdown.

b. Upon approval, a copy of board results are forwarded to HQ AFRC/A1KP and released by HQ ARPC/PBO.

c. HQ ARPC/PBO will update MilPDS to reflect promotion effective dates of 1 October for promotions to E-8, the promotion effective date for E-9 will be NET 1 October or the first day of the month following completion of the CMSgt Orientation Course. HQ ARPC/PBO will also update the RSC code and expiration date, finalize/publish promotion orders, distribute to appropriate commander and forward copies to HQ AFRC/A1KP. Note: Servicing MPS/HQ RMG will forward a signed RSC contract upon request from HQ ARPC/PBO before MilPDS updates are made or order processing.

- d. HQ ARPC/PBO will forward E-6/E-7 board results electronically to the appropriate MPS. Servicing MPSs will update the AF IMT 224 and coordinate with the promotion authority to establish local release procedures for PEP promotions. In addition, statistical summaries will be provided to HQ AFRC/A1KP no later than the 15th day of the month following the promotion month. Summaries will include: board members, number considered by grade, numbers selected and ART/non-ART breakdown.
- e. Servicing MPSs to include HQ ARPC/MPS for HQ RMG will ensure all members selected for PEP promotions to E-7 sign a RSC contract before promotion updates occur.
- f. MPSs will update MilPDS to reflect promotion effective dates, RSC codes (E-7 only), publish promotion orders (AF IMT 224) and ensure appropriate distribution.

NOMINATION FOR AWARD		
AWARD CY2013 Promotion Enhancement Program Selection Brd	CATEGORY <i>(If Applicable)</i> Senior Master Sgt	AWARD PERIOD N/A
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> MSgt/John Q. Smith		MAJCOM, FOA, OR DRU MAJCOM of Assignment
DAFSC/DUTY TITLE 3S071/NCOIC, 123 Mission Support Squadron	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN XXX-XXXX, Comm (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 MSS/DPM, Someplace AFB CO XXXXX		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Lt Col Jane C. Doe, DSN XXX-XXXX, Comm (XXX) XXX-XXXX <i>(Commander's signature required here)</i>		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - 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. <p>BREADTH OF EXPERIENCE:</p> <ul style="list-style-type: none"> - 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) <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> - 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 <p>BASE AND/OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - 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 <p>Notes:</p> <ul style="list-style-type: none"> - 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 		

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 prior to assuming the higher grade. I further understand that the promotion effective date to the higher grade will be no earlier than the first day of the month following completion of the CMSgt Orientation Course.

(Printed name and Rank)

(Signature)

Attachment 2

MPF ID	MPF	INSTALLATION	TSGT CAT	MSGT CAT
R1	622 FSS	ROBINS	E	
R1	622 FSS	ROBINS		E
R2	931 FSS	MCCONNELL	D	
R2	931 FSS	MCCONNELL		D
R5	433 FSS	LACKLAND	A	
R5	433 FSS	LACKLAND		A
R6	944 FSS	LUKE	C	
R6	944 FSS	LUKE		C
R8	442 FSS	WHITEMAN	B	
R8	442 FSS	WHITEMAN		B
R9	94 FSS	DOBBINS	B	
R9	94 FSS	DOBBINS		B
S2	916 FSS	SEYMOUR JOHNSON	C	
S2	916 FSS	SEYMOUR JOHNSON		B
S3	459 FSS	ANDREWS	B	
S3	459 FSS	ANDREWS		B
S4	301 FSS	FORT WORTH	B	
S4	301 FSS	FORT WORTH		B
S6	340 FTG	RANDOLPH	E	
S6	340 FTG	RANDOLPH		E
T2	446 FSS	MCCHORD	B	
T2	446 FSS	MCCHORD		B
T3	514 FSS	MCGUIRE	B	
T3	514 FSS	MCGUIRE		B
T4	512 FSS	DOVER	B	
T4	512 FSS	DOVER		B
T5	315 FSS	CHARLESTON	B	
T5	315 FSS	CHARLESTON		B
T6	932 FSS	SCOTT	C	
T6	932 FSS	SCOTT		C
T7	908 FSS	MAXWELL	C	
T7	908 FSS	MAXWELL		C
T8	349 FSS	TRAVIS	B	
T8	349 FSS	TRAVIS		A
T9	910 FSS	YOUNGSTOWN	C	
T9	910 FSS	YOUNGSTOWN		B
U1	920 FSS	PATRICK	B	

U1	920 FSS	PATRICK		B
U2	434 FSS	GRISSOM	B	
U2	434 FSS	GRISSOM		B
U3	482 FSS	HOMESTEAD	B	
U3	482 FSS	HOMESTEAD		B
U4	452 FSS	MARCH	A	
U4	452 FSS	MARCH		A
U5	914 FSS	NIAGARA	C	
U5	914 FSS	NIAGARA		B
U6	917 FSS	BARKSDALE	C	
U6	917 FSS	BARKSDALE		B
U7	507 FSS	TINKER	B	
U7	507 FSS	TINKER		B
U8	940 FSS	BEALE	C	
U8	940 FSS	BEALE		C
U9	419 FSS	HILL	C	
U9	419 FSS	HILL		C
V1	440 FSS	POPE	C	
V1	440 FSS	POPE		C
V2	927 FSS	MACDILL	C	
V2	927 FSS	MACDILL		C
V3	477 FSS	ELEMENDORF	E	
V3	477 FSS	ELEMENDORF		E
V4	310 FSS	BUCKLEY	C	
V4	310 FSS	BUCKLEY		D
V5	926 FSS	NELLIS	D	
V5	926 FSS	NELLIS		D
V6	22 AF DET 1	LITTLE ROCK	E	
V6	22 AF DET 1	LITTLE ROCK		E
W1	911 FSS	PITTSBURGH	C	
W1	911 FSS	PITTSBURGH		B
W3	934 FSS	MINNEAPOLIS	B	
W3	934 FSS	MINNEAPOLIS		B
W5	439 FSS	WESTOVER	B	
W5	439 FSS	WESTOVER		B
W6	919 FSS	DUKE	C	
W6	919 FSS	DUKE		B
W7	403 FSS	KEESLER	B	
W7	403 FSS	KEESLER		B
W8	302 FSS	PETERSON	C	
W8	302 FSS	PETERSON		B

W9	445 FSS	WRIGHTPATTERSON	B	
W9	445 FSS	WRIGHTPATTERSON		B

Attachment 3



U.S. AIR FORCE