



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

27 February 2024

MEMORANDUM FOR DISTRIBUTION

FROM: AFRC/CCC

555 Robins Parkway, Suite 250  
Robins AFB GA 31098-2005

SUBJECT: CY24 Headquarters Air Force Reserve Command (AFRC) Stripes for Exceptional Performers II (STEP II) Board

1. The CY24 Air Force Reserve Command STEP II board is scheduled to convene 22-26 July 2024 at the Headquarters Air Reserve Personnel Center (ARPC), Buckley Space Force Base Colorado. In accordance with the Department of the Air Force Instruction 36-2502, *Enlisted Airman Promotion and Demotion Programs*, STEP II authorizes promotion of outstanding, well-deserving Airmen to one grade over the unit manpower document position grade to which assigned or are blocked from promotion who are otherwise eligible for promotion, such as having exhausted promotion avenues throughout the Air Force Reserve enterprise.
2. The 2024 STEP II guide (Attachment 2) provides information on the eligibility requirements, the nomination process, package requirements, and instructions on how to submit a nomination to HQ ARPC. This program is designed to accommodate unique circumstances that clearly warrant promotion. It is intended to provide a means to promote Airmen for compelling, although perhaps not quantifiable, reasons. Isolated heroic acts or specific achievements should not be the sole basis for promotion under this program.
3. Please submit any inquiries to the appropriate action office listed below.

SUBJECT:  
Eligibility/Policy  
Procedures

POC:  
AFRC/AIKK  
ARPC/DPAF

CONTACT INFORMATION:  
Comm: 478-327-1305  
Toll-Free 1-800-525-0102 or email to  
[ARPC.DPAF.SpecialBoards@us.af.mil](mailto:ARPC.DPAF.SpecialBoards@us.af.mil)

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ISRAEL NUÑEZ, CMSgt, USAF  
Command Chief

3 Attachments:

1. Milestones and Notable Dates
2. HQ AFRC STEP II Guide
3. Sample Statement of Understanding

## ATTACHMENT 1

### MILESTONES AND NOTABLE DATES

SUBJECT: 2024 Air Force Reserve Command Stripes for Exceptional Performers II Milestones

1. Below are the milestone and notable dates for the 2024 AFRC STEP II program.

**1 Jun 24:** Promotion eligibility cut-off date for consideration

**10 Jun 24:** MyVector Nominations due to HQ ARPC/DPA

**22-26 Jul 24:** Board convenes to review nominations

Approximate release of board results **TBD**

**1 Oct 24:** Promotion effective date for selected members

**All milestones and dates are subject to change.**

**NOTE:** For IRs members in addition to this guide please also reference the HQ RIO Supplemental CY24 STEP II Guide at [www.hqrio.afrc.af.mil/](http://www.hqrio.afrc.af.mil/)

## ATTACHMENT 2

### HQ AFRC STRIPES FOR EXCEPTIONAL PERFORMERS SELECTION GUIDE FOR PROMOTION TO E-6 THROUGH E-9

**Objective:** Establish procedures for the Stripes for Exceptional Performers II (STEP II) promotion board for eligible reserve service categories for promotion to the rank of TSgt through CMSgt.

#### 1. Policy:

- 1.1. STEP II is a commander's program designed to promote well deserving Air Force Reserve members in categories A (Unit), B (IMA), and E (PIRR) to one grade above the authorized UMD grade. Only those Airmen who clearly demonstrate outstanding potential to serve in the next higher grade should be considered for promotion under STEP II.
- 1.2. Active Guard Reserve (AGR) personnel are not eligible for promotion under STEP II, however, are highly encouraged to apply for vacancies to achieve desired rank. Vacancies can be found in MyVector for SMSgt and below positions, and Senior Leader Career Management System for CMSgt.
- 1.3. HQ AFRC/A1 determines and provides the promotion quotas for each grade to HQ ARPC, Numbered Air Forces (NAFs), Wings, and HQ RIO. There is no requirement for all quotas to be used.
- 1.4. All members selected for promotion will be promoted on 1 October 24.
- 1.5. Promotion Authority:
  - 1.5.1. AFRC/CC is the promotion authority for all Airmen selected for promotion to SMSgt and CMSgt by the STEP II board.
  - 1.5.2. AFRC/CC is also the promotion authority for HQ AFRC assigned staff members selected for STEP II promotions to TSgt and MSgt.
  - 1.5.3. ARPC/CC, NAF CCs, RIO/CC, Wing CCs, and DRU CCs are the promotion authority for their assigned members selected for STEP II promotions to TSgt and MSgt.

#### 2. Promotion Eligibility:

- 2.1. Nominees must meet all eligibility requirements as of the Promotion Eligibility Close-Out Date (PECD) **AND** in accordance with AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, Table 8.2., with the exception of being assigned to a higher-graded unit manpower document (UMD) position.
- 2.2. Nominations for STEP II promotions are limited to one grade over the authorized grade of the UMD position the member occupies (except Cat E). **NOTE:** Members not in a higher graded position, who are prevented from promotion and are otherwise eligible, can be considered for STEP II. Members in the rank of TSgt, MSgt, or SMSgt who are overages or overgrades in their assigned position are **NOT** eligible for consideration.
- 2.3. Nominees must be the sole occupant to the valid unit manpower document position for promotion to TSgt and above.

- 2.4. Satisfactory participation for the previous 12-month period from the PECD is required.  
**NOTE:** Members with any unexcused absences within the previous 12-month period from the PECD are **NOT** eligible for STEP II consideration in accordance with AFI 36-2502 para 8.3.1.
- 2.5. Nominees must be able to obtain 24 months retainability from the promotion effective date to be considered for promotion to TSgt and 36 months retainability from the promotion effective date to be considered for promotion to MSgt through CMSgt. If the Airman's high year of tenure (HYT) date will not allow this, the member is ineligible to compete for STEP II.
- 2.6. Nominees must have a current and passing fitness assessment score at the time of nomination **and thru** the promotion effective date, if selected.
- 2.7. Any member nominated for STEP II promotion to the rank of SMSgt or CMSgt are required to have completed the SNCOA (in-residence or by correspondence) and must have an associate degree or higher from a nationally or regionally accredited academic institution completed and updated in MilPDS by the PECD in order to be eligible for consideration. **(SMSgts selected for CMSgt will need to complete Chief Orientation Course prior to the promotion effective date).**
- 2.8. **All nominees must have a minimum of 4 years time-in-grade. SMSgts must have 17 years satisfactory time-in-service.**
- 2.9. No enlisted member (regardless of their grade) will be reassigned to a higher unit manpower document position vacancy for promotion purposes and then returned to a lower unit manpower document position creating an overgrade or excess condition.
- 2.10. No enlisted member to include STEP II promotee (regardless of their grade) will be reassigned as an excess or overgrade to create a position vacancy in order to promote another AFR member.

### **3. Nomination Process:**

- 3.1. **ARTs/TRs:** The Military Personnel Flight (MPF) will review and scrub STEP II promotion eligibility rosters prior to providing them to units for completion. Units will provide completed rosters back to the MPF for review of any additions to the roster to ensure eligibility requirements are met and prior to nomination packages being completed. NAFs/Wings/independent groups will determine and monitor their local nomination processes, to include any additional MPF involvement.
- 3.2. **IRs:** HQ RIO detachments will determine and monitor their IR nomination process. Nomination packages will be forwarded from the member's active component or OPCON commander/director to the RIO detachment CC for further review/consideration. Detachment CC will determine which applications will be submitted to HQ RIO/SEL and HQ RIO/CC for signature prior to submitting to ARPC/DPAF.
- 3.3. **Special duty nominees (E-6/E-7/E-8 only):** Special duty functional managers must be

notified of members being nominated for STEP II promotion to the grade of E-7/E-8 or E-9 who are currently serving in a special duty. Functional managers must sign STEP II promotion checklist acknowledging notification of nomination and provide a “concur or non-concur recommendation”. If a member receives a "non-concur" a statement of reason MUST be provided by the MAJCOM Functional Manager.

**NOTE:** Regardless of MAJCOM Functional Manager recommendation, the nomination will still meet the board.

- 3.4. **ARTs/TRs:** HQ ARPC/DPAF only accepts nominations from HQ AFRC, NAFs, Wings and DRUs. Each installation is individually authorized to submit nominations based on the allocations provided below.

**NOTE:** Regardless of the number of quotas available, the HQ AFRC staff and NAF staff may each only nominate 1 per rank.

- 3.4.1. **IRs:** Packages must be submitted to member’s detachment. Detachments will submit to HQ RIO via MyFSS. HQ RIO will send final approval signed packages back to the member via MyFSS. The member will submit to HQ ARPC/DPAF via MyVector before or on **10 June 2024**. **Each Detachment is individually authorized to submit packages as stated below.**
- 3.4.2. **Independent groups:** The FGC, 340 FTG, 413 FTG, 477 FG, 513 ACG, 610 AOG, 622 CEG, 624 RSG & 913 AG are individually authorized to submit packages as stated below.

<b>Ranks Submissions</b>	<b>WG/DRU/RIO Dets</b>	<b>NAFs/HQ AFRC</b>
CMSgt	1 each	1 each
SMSgt	3 each	1 each
MSgt	10 each	1 each
TSgt	10 each	1 each

**NOTE:** Unused quotas in all grades may be redistributed within the same NAF or HQ RIO (as applicable) and will be coordinated and tracked through the respective NAF command chief and HQ RIO SEL. All packages are due to HQ ARPC by the nomination suspense. There is not a requirement to use all available quotas.

#### 4. Nomination Packages:

- 4.1. **Step II Promotion Checklist:**
- 4.1.1. **ARTs/TRs:** STEP II promotion checklist – signed by Unit CC, Wing CCC, and MPF or FSS SEL.
- 4.1.2. **IRs:** Step II promotion checklist – signed by Det representative, Det/SEL, Det/CC, HQ RIO/SEL, HQ RIO/CC.
- 4.1.3. Fillable forms can be located at: <https://myfss.us.af.mil/>, Knowledge Article #8103

**NOTE:** For all Special Duty nominees, please reference note in 3.3 for requirements.

**\*\* Checklist is subject to change**

- 4.2. **AF Form 1206:**

- 4.2.1. **ALL:** Narrative Format (for assistance please visit <https://www.afpc.af.mil/Career-Management/Awards/>)
- Up to six 2-line narrative statements (cannot exceed 2 lines per statement).
  - 1 Header for ALL ranks. "Leadership and Job Performance".
  - For authorized acronyms please visit <https://www.afpc.af.mil/Career-Management/Acronyms>

**NOTE:** Prior to the board, the 3 most recent EPBs will be pulled by HQ ARPC/DPAF and included in the nomination package. Use the AF Form 1206 to cover any gaps between the most recent EPB and the PECD, not to duplicate bullets/statements from the last 3 EPBs on file. Owing units will ensure that a "promotion eligible" EPB is updated in MilPDS and a matter of record prior the nomination suspense.

4.3. **AF Form 224:**

- 4.3.1. **SMSgt-CMSgt nominations:**
- 4.3.2 Fillable forms can be located at <https://myfss.us.af.mil/>, Knowledge Article #8103

**NOTE:** AFRC/CC and ARPC/DPAF information must be included as shown on the fillable form.

4.4. **MyFitness – Fitness Tracker Report:**

- 4.4.1. **ALL:** Must reflect CURRENT & PASSING as of 31 May 24. If selected must also be passing through 30 Sep 24.
- 4.4.2. MyFitness can be accessed using the following link: <https://myfss.us.af.mil/>

4.5. **Statement of Understanding (Attachment 3):**

- 4.5.1. **CMSgt nominees:** Must sign acknowledging the requirement to complete the Chief Orientation Course prior to 1 October 2024.

4.6. **Reserve Service Commitment (DAF64)**

- 4.6.1. **MSgt – CMSgt nominees:** Must sign acknowledgement and intent to obtain 36 months retainability prior to the promotion effective date (1 Oct 24) if selected.

4.7. **EPBs**

- 4.7.1. **ALL:** HQ ARPC/DPAF will pull the nominee's last three EPBs.

4.8. **Memorandum for Record (Optional)**

- 4.8.1. **ALL:** For items that are missing within a member's ARMS record (i.e. EPBs, Decorations, Fitness or anything that will help the board better understand the nomination package), we encourage you to submit an MFR to give a better understanding of the members record. Packages without a promotion eligible EPB on file will not be considered.

5. **Submissions:**

- 5.1. **ALL:** Completed nomination packages will be submitted by the STEP II nominee in MyVector at: <https://myvector.us.af.mil/myvector/ReserveDevelopmentalEducation/Applicant/Dashboard>. Submissions can only be initiated by the nominee. Nominees CANNOT nominate themselves without being vetted/selected at the unit level first. Contact your unit leadership if you would like to meet the STEP II board.
- 5.2. **IRs:** All nomination packages MUST be submitted to their assigned RIO Detachment.

Detachments will create a package with the checklist as the cover page and all required documents in Tabs (Packages submitted as Portfolio will NOT be accepted).

- 5.3. **ALL:** Endorsers are filled in by the nominee during the package creation. Endorsing chain will be, “Rater”, “Wing CC or RIO/ CC” and “Wing CCC or RIO/SEL”. All endorsers MUST complete their part in order for the package to meet the board.

**NOTE:** The endorsers will NOT leave comments and will only be required to select “concur” or “non-concur”. If an endorser “non-concurs” it is their responsibility to return the package to the nominee in MyVector.

**NOTE:** If nominee is subsequently promoted, no longer being considered, or becomes ineligible for STEP II, please contact HQ ARPC/DPAF immediately.

**\*\*INCOMPLETE SUBMISSIONS WILL NOT BE RETURNED FOR CORRECTIONS ON OR AFTER 10 JUN 24 AND WILL NOT BE ELIGIBLE TO MEET THE STEP II BOARD. APPLICATIONS RECEIVED AFTER 10 JUN WILL NOT MEET THE STEP II BOARD\*\***

#### **6. Post-Board Processing Procedures at HQ ARPC:**

- 6.1. HQ ARPC/DPAF forwards all SMSgt and CMSgt AF Form 224s who are selected for promotion to HQ AFRC/CCC office for AFRC/CC signature and approval.
- 6.2. HQ ARPC/DPAF will provide the post board report, demographics, and statistics to HQ AFRC/CCC.
- 6.3. HQ ARPC/DPAF will release board results once approved by the AFRC/CC.
- 6.4. **TRs/IRs:** HQ ARPC/DPT will update MilPDS with the promotion effective date, RSC date and code and overgrade code L for all unit members selected for promotion to SMSgt and CMSgt and for all IRs selected for promotion to TSgt-CMSgt.

#### **7. Post-Board Processing Procedures at Servicing MPF (unit):**

- 7.1. Servicing MPFs will use/publish AF Forms 224s for member selected to the rank of TSgt and MSgt and update MilPDS with RSC codes, overgrade code “L” and expiration dates for all who were selected for the STEP II Promotion Board.

**NOTE:** Promotion effective date for all is 1 Oct 24.

**NOTE:** AF Form 224s will be available in PRDA 45-60 days after promotion effective date.

**ATTACHMENT 3**

**SAMPLE STATEMENT OF UNDERSTANDING  
(CMSgt Nominations)**

(DD MM YYYY)

MEMORANDUM FOR UNIT/CC | RIO DET/CC

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/rank of E-9/CMSgt under the Air Force Reserve Stripes for Exceptional Performers II. In the event I am selected for promotion, I understand and agree that I must complete the CMSgt Orientation Course (COC) 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)