



**2024 HQ RIO STEP II**  
**SUPPLEMENTAL**  
**GUIDE**

## **MILESTONES AND NOTABLE DATES**

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

**12 Apr 24:** Nomination packages due to Detachment via myFSS

**10 May 24:** Nominations packages due to HQ RIO via myFSS

**29 May 24:** HQ RIO returns approved packages to nominees via myFSS

**10 Jun 24:** Nominees submit HQ RIO approved packages to HQ ARPC/DPA via myVector

**22-26 Jul 24:** Board convenes

**TBD:** Approximate release of board results

**1 Oct 24:** Promotion effective date

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

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

**Objective:** Establish procedures for Stripes for Exceptional Performers II (STEP II) promotion boards for eligible Individual Reservists (IR) for promotions to the rank of TSgt through CMSgt.

### 1. Nomination Process/Submissions:

- 1.1. All nomination packages **MUST** be submitted as one document from the member's active component or OPCON commander/director to their assigned detachment.
- 1.2. The detachment will submit approved nomination packages via myFSS for further processing to HQ RIO for HQ RIO/SEL and HQ RIO/CC approval/signature. HQ RIO will send final approved signed packages back to the member via myFSS NLT 29 May 2024. The member will submit to HQ ARPC/DPAF via myVector before or on 10 June 2024.

### 2. Detachments will review submissions and verify eligibility criteria:

- 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. Note: Participating IRR while not assigned to a position are eligible for STEP II.
- 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 coded as either an overage or overgrades in their assigned position are **NOT** eligible for consideration.
- 2.3. Nominees must be the sole occupant to the valid UMD position for promotion to TSgt and above.
- 2.4. Satisfactory participation for the previous 12-month period from the PECD 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 26-2502 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 tenure date (HYTD) will not allow this, the member is ineligible to compete for STEP II.

- 2.6. Member's nominated for STEP II promotion to the grade 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. **(Note: SMSgts selected for CMSgt will need to complete Chief Orientation Course prior to the promotion effective date.)**
- 2.7. Member's must have a current and passing fitness assessment score at the time of nomination **AND thru** the promotion effective date, if selected.
- 2.8. 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).
  - Limited to 1 header for ALL ranks. "Leadership and Job Performance".
  - For authorized acroynms please visit <http://www.afpc.af.mil/Career-Management/Acronyms>
- 2.9. No enlisted member (regardless of their grade) will be reassigned to a higher UMD position vacancy for promotion purposes and then returned to a lower UMD document position creating an overgrade or excesss condition.
- 2.10. No enlisted member to include STEP II promote (regardless of their grade) will be reassigned as an excess or overgrade to create a positon vacancy in order to promote another AFR member.
- 2.11. All nominees must have a minimum of 4 years time-in-grade. SMSgts must have 17 years satisfactory time-in-service.
- 2.12. **For Special duty nominees (TSgt/MSgt/SMSgt 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 the STEP II promotion checklist acknowledging notification of nomination and must provide a concur or non-concur recommendation.
- 2.13. Statement of Understanding is required for CMSgt nominations.
- 2.14. AF Form 224 for SMSgt-CMSgt Nominations.

**NOTE: Detachment commanders may disapprove nomination packages.**

**3. All nomination packages must be submitted by the detachment in the following order:**

Note: fillable forms can be located at <https://myfss.us.af.mil/>, Knowledge Article #8103

- 3.1. **Step II Promotion Checklist:** Detachments will create a package with the checklist as

the cover page and the following attachments; Tab 1 – Nomination Package, Tab 2 – Last 3 EPBs used for HQ RIO SEL review (in order from newest to oldest). Do not use Portfolio PDF format.

3.1.1. Step II promotion checklist – signed by Det representative, Det SEL and Det/CC.

**Tab 1 - Nomination Package**

- a. AF Form 1206
- b. AF Form 224 – for SMSgt-CMSgt nominations
- c. Fitness report from MyFitness: <https://myfss.us.af.mil/>
- d. Statement of Understanding for CMSgt nominees
- e. Reserve Service Commitment for MSgt – CMSgt nominees

**Tab 2 – Last 3 EPBs (in order from newest to oldest) and Career Data Brief**

a. Include memorandum for record if evaluations are missing (see CY24 STEP II Guide for more information)

**4. Detachments will submit nomination packages to HQ RIO via myFSS**

- 4.1. Submit nominations via the myFSS website:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI53CAG>
- 4.2. The subject line must read, “**STEP II Nomination - nominee's detachment, current rank, last name and first name**” (i.e., **STEP II Nomination – Det 2, MSgt Smith, John**).
- 4.2.1. HQ RIO will return package to member via myFSS incident for them to submit through myVector to ARPC

**NOTE: Attach only one STEP II nomination per incident.**

**5. Required Documents:**

- 5.1 The following forms are located at <https://www.e-publishing.af.mil/>
  - For ALL STEP II Promotion fillable checklist**
  - For ALL Fillable AF Form 1206**
  - For IRs SMSgt and CMSgt Nominees fillable AF Form 224**

5.2 The Following attachments are provided below

**For ALL CMSgt nominations:** Atch 1 –Sample Statement of Understanding

**For ALL MSgt-CMSgt nominations:** Atch 2– Reserve Service Commitment (RSC)

**For ALL nominees:** Atch 3 – Memorandum for Record (Optional)

LINDA S. THRASHER, CMSgt, USAF  
HQ RIO Group Senior Enlisted Leader

**Attachment 1**

**Sample Statement of Understanding (CMSgt Nominations)**

(Date)

MEMORANDUM FOR UNIT/CC ORDET/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 (STEP 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.

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(Printed Name and Rank)

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(Signature)

## Attachment 2

### CONTRACT FOR AIR FORCE SELECTED RESERVE SERVICE COMMITMENT (RSC)

**AUTHORITY:** Title 10 U.S.C., Sections 10148, 12303, 2005, 2006. (This form is affected by the Privacy Act of 1974; Title 5 U.S.C., Section 5701, Title 37 U.S.C., Section 404-427, and E.O. 9397)

**PURPOSE:** The Air Force Reserve Command (AFRC) has mandated the application of a Reserve Service Commitment. The criteria of this reserve service commitment is based upon the needs of the Air Force and the completion of the event found in AFRCI 36-2102, and applicable table. By signing this contract, the applicant agrees to remain a satisfactory participant in the Air Force Selected Reserve, and also to all relevant statutory requirements, DoD guidelines, and Air Force, including Air Force Reserve, standards, for the period of time stipulated in this contract.

**ROUTINE USE:** None.

**DISCLOSURE IS VOLUNTARY:** However, without this information your acceptance of this voluntary Reserve Service Commitment could not be accomplished. Social Security number is used to make positive identification of applicant.

Contract for reserve service commitment must be signed prior to receiving the training or education affiliated with this specific service commitment, or in concert with the promotion criteria also affiliated with this service commitment.

**POINT OF CONTACT:** HQ AFRC/A1KK is the office of primary responsibility for reserve service commitment policy contained in AFRCI 36-2102. Questions can be directed to  
HQ AFRC/A1KK Email: [afrc.a1.kk@us.af.mil](mailto:afrc.a1.kk@us.af.mil), DSN 497-1305 or COMM 478-327-1305

### RESERVE SERVICE COMMITMENT CONTRACT

I, \_\_\_\_\_ (**print full name**), hereby acknowledge and agree to satisfactorily serve in the Selected Reserve and fulfill my reserve service commitment IAW AFRCI 36-2102, **Table 1.1., Rule 2** for the following reason **promotion**. I have been counseled and given the opportunity to read and understand AFRCI 36-2102.

I hereby acknowledge and agree to the following:

1. To serve and satisfactorily participate in the Selected Reserve.
2. To complete a period of **2** consecutive years IAW AFRCI 36-2102 in the Selected Reserve beginning **1 Oct 2024 (Promotion Effective Date)**, reserve service commitment terminating on **30 Sep 2026 (End Date based on RSC Requirement)**.



3. To maintain Air Force standards, including compliance with the administrative regulations and directives issued by the Department of Defense and the United States Air Force relative to my obligations and participation as a member of the Selected Reserve. Such standards include, but are not limited to, participation and training requirements, and fitness standards.

4. If I fail to comply with such standards, I understand that I may be subject to adverse actions to include: demotion, recall to active service, separation, possibly under other than honorable conditions, and/or recoupment of monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2006.

5. I do not presently have a firm, fixed, or sincere objection by reason of religious training and belief to participation in war in any form or the bearing of firearms. I recognize that acceptance of funds or entering into this contract is inconsistent with such objections and beliefs. I have no present intent to seek release from my reserve commitment on this basis in the future and recognize that my sincerity and motives would be in serious question should I attempt to do so after substantial funds have been expended for my training and/or education.

6. Medical personnel only. Should I become unable to begin the period of reserve participation specified in this contract within \_\_\_\_\_ day's from \_\_, or become unable to complete my reserve service commitment, I agree to reimburse the United States for the Reserve Service Commitment-incurring event for monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2005. (Excludes UPT, UNT...etc.)

7. I will not be relieved of any previously selected reserve service commitment incurred. My total reserve service commitment incurred through previous training, education, or promotion will be served concurrently, not to exceed the greatest commitment date.

8. I understand that pregnancy, child birth, or custody of minor child, is not an automatic reason for separation. It is Air Force policy that reservists who have incurred reserve obligations, including RSC, for extensive sponsored education and training will not be released from their obligations solely on the basis of pregnancy, childbirth, or custody of a minor child.

9. I understand that a discharge in bankruptcy under Title 11, United States Code, will not release me from my obligation to reimburse the United States as required under the terms of this contract if the final decree of discharge in bankruptcy is issued prior to five years after the last day from the period I have agreed to serve.

10. Religious sabbaticals will necessitate an adjustment to an RSC contract upon return to the participating status. Period of adjustment will be commensurate with the period of the sabbatical. This time will not count toward a member's RSC. Members who are approved for a religious sabbatical will be transferred to the Standby Reserve in accordance with AFI 36-2115. At the end of the obligation ARPC will send a letter to the member, with a courtesy copy to AFRC/RS. At the end of the sabbatical the member will be placed back into the position (or an equitable position in the SELRES) from where they were reassigned. If the member fails to report, the gaining commander/PM will be responsible to start the recall procedures.

11. Only the AFRC/CC or designated representative may excuse me from my obligation to serve on reserve duty for the period specified in this agreement. Excusal may occur with my consent under the following alternative obligations, as approved by the AFRC/CC:

- a. A service obligation in another armed force for a period of time not less than my remaining reserve commitment.
- b. An active duty service obligation for a period not less than my remaining reserve service commitment.

12. The AFRC/CC or designated representative may excuse me from my obligation to serve on reserve duty for the period specified in this agreement when such authority deems release in the best interests of the Air Force. I acknowledge that excusal under this provision does not require my consent.

13. Should any dispute arise over the terms or conditions of this contract, or if I hereafter seek discharge from military service or release from my reserve obligation, I acknowledge, and agree to exhaust my available administrative remedies prior to seeking judicial review. I will remain subject to reserve duty while exhausting administrative remedies.

14. I understand that this is the entire contract between the United States Air Force Reserve and me. I further acknowledge that there are no oral or other agreements, understandings, or representations affecting the contract or relating to my military service, except as specifically provided herein.

Name of Applicant (type or print)

Signature of Applicant

Applicant's Social Security Number

Date

### Attachment 3

MEMORANDUM FOR CY23 STEP II BOARD

FROM: Member or Submitter Info

SUBJECT: Insert Topic

1. XXXXXXXXX
2. XXXXXXXXX
3. Any questions may be directed to Insert name and email or number.

SIGNATURE BLOCK, Rank, USAF  
Duty title