## **Enlisted Promotions Quick Guide**

#### Enlisted Promotions is an AD Unit / Detachment Process

- **Objective** The following guide is intended to help URCs, Supervisors and Commanders with the Unit Vacancy Promotion Process
- There are no WAPS, SKT or Board Scores for Enlisted Promotions
  - Promotions are Based on PME, Time in Grade & CC Recommendation
- 1. The Promotion Eligibility Roster is Sent to URCs Monthly via MyPers
  - **1a.** Member Must be the Primary (Not Overage) in a Higher Graded Position & Meet all Eligibility Requirements
- 2. The Commander will make a recommend or not recommend for promotion and the URC will reply back to the MyPers message
- 3. The Detachment will process & send to ARPC for action
  - **3a.** Promotions Occur on the First Day of the Month
  - **3b.** If the Detachment suspense is not met, the unit will have to wait until the next month to promote the member

	ENLIST UNIT \ STRIPES FOR EXCI	PIO Checklist: RIO-058A Eff Date: 27 Mar 2015 Reference: AFI 36-2502, Chapter 8, dtd 12 Dec 2014			
	Last, First, MI:	Eff Date of Promotion: 1 JUNE 2021	Req	uireme YES or I	nts Met
#	1		YES	NO	N/A
1.	Is the unit/position sche (Ref: AFI36-2502, Ch 8, Note: Grades E6 & above programmatic actions are be allowed to continue un If yes, STOP; member If no, continue to 2		x		

# To Recommend or Non-Recommend a Promotion

#### Enlisted Promotions is an AD Unit / Detachment Process

### To Recommend for Promotion

 The commander will sign the promotion roster and the URC will complete the checklist, provide the data required and submit the package to the servicing detachment by the suspense date

I CERTIFY AND SELECT THE AIRMAN ON THIS ROSTER FOR PROMOTION. I HAVE CONSIDERED ALL REQUIREMENTS OF AFI 36-2502, TABLE 4.2 TO INCLUDE AIR FORCE PERSONAL APPEARANCE AND PHYSICAL FITNESS STANDARDS. I HAVE LINED THROUGH THE NAMES OF AIRMEN NOT SELECTED FOR PROMOTION, STATED THE REASON AND ANNOTATED THE PERIOD OF INELIGIBILITY (NOT TO EXCEED 6 MONTHS)

Unit Commander

Unit Commander, Lt Col, USAF

Commander

ACTIVE DUTY CC SIGNATURE BLOCK & SIGNATURE

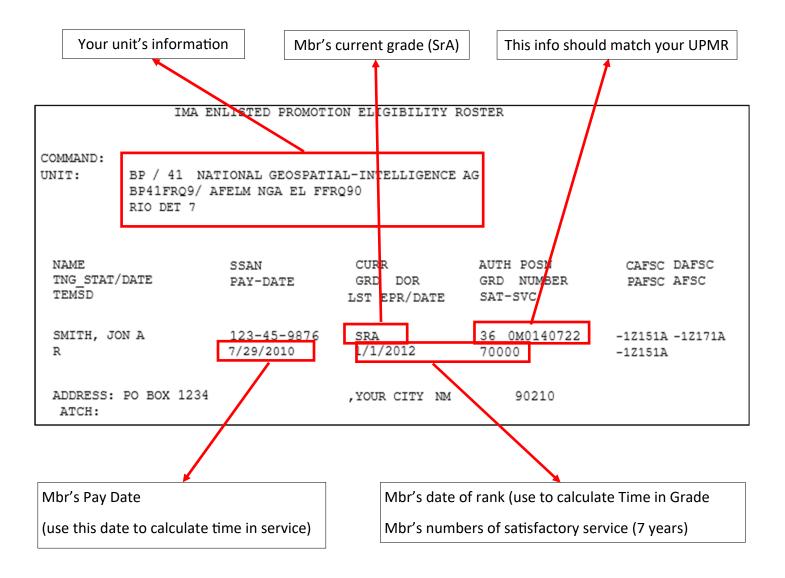
#### To NOT Recommend for Promotion

 The commander lines through the name of the individual not selected for promotion, states the reason, and annotates the period of ineligibility (not to exceed 6 months). The commander must also notify the member in writing.

	IMA EN	NLISTED PROMOT	ON ELIGIBILITY RO	OSTER						
COMMAND: UNIT: BP / 41 NATIONAL GEOSPATIAL-INTELLIGENCE AG BP41FRQ9/ AFELM NGA EL FFRQ90 RIO DET 7										
NAME TNG_STAT/ TEMSD	DATE	SSAN PAY-DATE	CURR GRD DOR LST EPR/DATE	AUTH POSN GRD NUMBER SAT-SVC	CAFSC DAFSC PAFSC AFSC					
Not current on fitness, re-evaluate in 6 months										
R SMITH, JC	N A	123-45-9876 7/29/2010	SRA 1/1/2012	36 0M0140722 70000	-12151A -12171A -12151A					
ADDRESS: ATCH:	PO BOX 1234		, YOUR CITY NM	90210						

## How to Read a Promotion Eligibility Roster

The Promotion Eligibility Roster Will Be Sent By the Detachment to the Unit



In this example, we see that this member is a SrA, sitting in a TSgt position.
 This member has been in the military since 7/29/2010, has a date of rank of 1/1/2012, and has 7 years of satisfactory service. In the AFSC column, we can verify the member has the required skill level of a 5-level in Primary AFSC. The last remaining verification is the member's PME completion, and the commander's approval.