

# 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

HQ RIO/IRI ENLISTED PROMOTION CHECKLIST UNIT VACANCY (IMA ONLY) AND STRIPEs FOR EXCEPTIONAL PERFORMERS I (IMA & PIRR)		DET 4		
Last, First, MI:		Eff Date of Promotion: 1 JUNE 2021		Requirements Met
		YES or NO		
#		YES	NO	N/A
1.	<p>Is the unit/position scheduled for deactivation or deletion within 12 months? (Ref: AFI36-2502, Ch 8, para 8.4.1) <b>Note:</b> Grades E6 &amp; above within 12 mos of BRAC, unit deactivation or other programmatic actions are ineligible (enlisted promotions through the grade of E5 will be allowed to continue until final closure of the losing organization)</p> <p>If yes, <b>STOP</b>; member is not eligible If no, continue to 2</p>		X	

AFI 36-3502: *Enlisted Airmen Promotion and Demotion Programs*

HQ RIO Website: <https://www.hqrio.afrc.af.mil/Career-Management/Promotions/>

# To Recommend or Non-Recommend a Promotion

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## • 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 ENLISTED PROMOTION ELIGIBILITY ROSTER

COMMAND:

UNIT: BP / 41 NATIONAL GEOSPATIAL-INTELLIGENCE AG  
BP41FRQ9/ AFELM NGA EL FFRQ90  
RIO DET 7

NAME TNG_STAT/DATE TEMSD	SSAN PAY-DATE	CURR GRD DOR LST EPR/DATE	AUTH POSN GRD NUMBER SAT-SVC	CAFSC DAFSC PAFSC AFSC
<del>SMITH, JON A</del>	<del>123 45 9876</del>	<del>SRA</del>	<del>36 0M0140722</del>	<del>1Z151A 1Z171A</del>
R	7/29/2010	1/1/2012	70000	-1Z151A

*Not current on fitness. re-evaluate in 6 months*

ADDRESS: PO BOX 1234  
ATCH:

, YOUR CITY NM 90210

# How to Read a Promotion Eligibility Roster

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

Your unit's information

Mbr's current grade (SrA)

This info should match your UPMR

IMA ENLISTED PROMOTION ELIGIBILITY ROSTER

COMMAND:  
UNIT: BP / 41 NATIONAL GEOSPATIAL-INTELLIGENCE AG  
BP41FRQ9/ AFELM NGA EL FFRQ90  
RIO DET 7

NAME TNG_STAT/DATE TEMSD	SSAN PAY-DATE	CURR GRD DOR LST EPR/DATE	AUTH POSN GRD NUMBER SAT-SVC	CAFSC DAFSC PAFSC AFSC
SMITH, JON A R	123-45-9876 7/29/2010	SrA 1/1/2012	36 0M0140722 70000	-12151A -12171A -12151A
ADDRESS: PO BOX 1234 ATCH:		,YOUR CITY NM	90210	

Mbr's Pay Date  
(use this date to calculate time in service)

Mbr's date of rank (use to calculate Time in Grade  
Mbr's numbers of satisfactory service (7 years)

- 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.