

**PROMOTION OF AIRMEN**

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This instruction provides guidelines and establishes rules for the promotion of airmen in the Air National Guard (ANG), applies to all ANG enlisted members, and proposed supplements are to be submitted to ANG/DP for review.

**SUMMARY OF REVISIONS**

This is the second publication of ANGI 36-2502, and supersedes ANGI 36-2502, 15 October 1993. It reorganizes the instruction in a chapter format and updates references to law, instructions, office symbols and AFSCs. Provides clarification under the Deserving Airman Promotion Program, that airmen in retraining status are not eligible for promotion under this provision. Incorporates Active Guard/Reserve (AGR) promotion criteria to include guidance on promotion of category one AGR members. Provides clarification on promotions of recruiters. Changes Table "Requirements for Promotion," Table 2.1. in this publication, and Notes to accommodate those seeking promotions to SrA who are attending lengthy formal training and have not had sufficient time or training to upgrade to the appropriate skill level. Modifies Note "Time-in-service computations..." Note 2 in this publication, to include time frames when USAF delayed enlistment program is considered to be creditable service. Changed requirements in Table "Supplemental Mandatory Requirements for Deserving Airman Promotions," Table 2.2. in this publication, for MSgt from 240 months (20 years of satisfactory service) to 216 months (18 years of satisfactory service). The attachment changes grade ceilings to 125% for TSgts and 120% for MSgts. A \* indicates revision from the previous edition.

**Chapter 1**

**PROMOTION CRITERIA**

**1.1. Who May Promote Airmen.** The authority to promote ANG airmen as Reserves of the Air Force is delegated to the State Adjutant General IAW policies and procedures established by this instruction and its supplements. Each State Headquarters must monitor unit promotions to the grades of TSgt through CMSgt (see attachment) to ensure that the State does not exceed the manning percentages prescribed in ANGI 36-2101, *Assignments Within the Air National Guard*. The authority to promote airmen serving under 10 USC 12310 (Statutory Tour) rests with the Director, ANG and may be further delegated, in conjunction with state approval.

1.1.1. The authority to promote through the grade of TSgt may be delegated to subordinate unit commanders.

1.1.2. Prior to promotion to any grade, the immediate commander must first recommend the airman. This recommendation must be based on a period of time sufficient to permit a substantive evaluation of the airman's total performance. An essential part of this evaluation includes the airman's attendance at Unit Training Assemblies (UTA) and annual training. Before recommending promotion, the commander must also ensure that the airman's duty performance and training progress clearly warrant the promotion. In the Noncommissioned Officer (NCO) grades, particular emphasis must be placed on supervisory and leadership potential as well as previously demonstrated technical skills.

1.1.3. Commanders should hold ceremonies appropriate to the grade to which the airman has been promoted. Such activities will not be conducted prior to the effective date of the promotion.

## **1.2. Eligibility Factors:**

1.2.1. Table 2.1. provides objective criteria that must be satisfied before the airman is recommended for promotion. To assist commanders in selecting nominees for promotion, each Adjutant General may expand this criteria to provide an additional basis for comparison and evaluation.

1.2.2. Airmen may not be promoted more than one grade at a time, except if promoted to SSgt to attend a commissioning program or as authorized upon graduation from high school IAW ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*.

1.2.3. In each state, promotions are limited to the grade ceilings specified in ANGI 36-2101. A promotion that will cause a state to exceed the grade ceiling is not authorized. Care must be exercised so that promotions under the Deserving Airman Promotion Program (paragraph 2.2.) do not prevent the promotion of deserving NCOs occupying valid vacancies. A well-conceived and carefully executed force management plan is essential, if promotion opportunities are to be equitably distributed.

1.2.3.1. The individual must possess an awarded PAFSC at the appropriate skill level (Table 2.1., Column B). This requirement does not apply to members assigned to First Sergeant positions, AFSC 8F000.

1.2.3.2. The manning levels for CMSgt and SMSgt, as defined in ANGI 36-2101, are designed to accommodate individuals who were promoted under the unit vacancy promotion system and whose UMD position grades were later reduced by unit reorganization or other UMD change.

1.2.4. Military duty personnel (Title 32 USC 502(f)) may not be promoted above the maximum Unit Manpower Document Active authorized grade or the military duty grade authorized using the AGR/Military Technician Grade Comparability Table in ANGI 36-101, *The Active Guard(AGR)/Reserve Program*, Atch 3. In addition, the State must have an AGR grade ceiling authorization available to accommodate promotions to SMSgt and CMSgt.

1.2.5. ANGI 36-2101 establishes service commitments, which are incurred upon promotion to one of the top three enlisted grades. Airmen promoted to a grade below MSgt do not incur service commitments. (See Table 2.1., Notes 6 & 7.)

**1.3. Conditions Which Make Airmen Ineligible for Promotion.** An airman is not eligible for promotion if he/she:

1.3.1. Fails to meet the weight/body fat standards prescribed in ANGI 40-502, *The Weight and Body Fat Management Program*.

- 1.3.2. Has a medical profile of 4P and is not qualified for worldwide duty. However, members who have been found fit for duty, but non-deployable (DAC 42) are eligible for promotion.
- 1.3.3. Is not recommended for retention by the unit commander.
- 1.3.4. Declines in writing to reenlist or extend.
- 1.3.5. Is an unsatisfactory participant as defined in AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.
- 1.3.6. Is undergoing administrative demotion action under ANGI 36-2503, *Administrative Demotion of Airmen*.
- 1.3.7. Has requested voluntary retirement or separation (including joining another military component).
- 1.3.8. Is in an excess status. Members in an excess status may not be promoted above the grade of SSgt (E-5).
- 1.3.9. Is being processed or considered for involuntary separation under AFI 36-3209.

#### **1.4. Administrative Procedures:**

- 1.4.1. Unit commanders will forward their recommendation through their servicing Military Personnel Flight (MPF) to the promotion authority. This allows sufficient lead-time for administrative processing for promotion recommendation.
- 1.4.2. Promotions are announced via AF Form 2096, *Classification/On-The-Job Training Action*, or composed special orders published by the MPF or other orders issuing authority.
- 1.4.3. The effective date of promotion is the date of the promotion order or AF Form 2096.
- 1.4.4. The date of rank (DOR) of an airman promoted to a grade not previously held is the effective date of the promotion.
- 1.4.5. The DOR of airmen previously demoted as a result of a voluntary change of assignment will be adjusted upon promotion to give credit for previous time satisfactorily served in that grade. For example, a prior MSgt who voluntarily accepted demotion to SSgt would have his or her date of rank adjusted to give credit for previous time upon promotion again to TSgt and MSgt.
- 1.4.6. Promotion orders authorized by a commander without promotion authority or for a member who is later found to be ineligible for the promotion will be revoked only upon specific approval by the Adjutant General. In such cases, determination must be made that the facts clearly and unmistakably show the original promotion order was without basis of authority. The revocation order will be worded as follows:

Paragraph \_\_\_\_\_, Special Order \_\_\_\_\_, this headquarters, dated \_\_\_\_\_, purporting to promote (name and service number of the airman concerned) has been determined by the Adjutant General of (State/Territory) to be without original basis of authority, is null and void, and is hereby revoked.

1.4.7. Administrative procedures for effecting the promotion of ANG airmen will be as prescribed by the Adjutant General. As a minimum, these procedures will include verification of eligibility by the servicing MPF, review of Unit Personnel Management Roster (UPMR) to identify positions being downgraded or deleted, and verification of adjusted effective manning percentage as prescribed in the attachment. Promotion records will be maintained in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.4.8. Promotions are effective on a stated date (usually the date of the promotion order or AF Form 2096) and may not be retroactively granted. Every caution must be taken to prevent administrative errors. If an error/oversight occurs, the only means available to correct the effective date of the promotion is an appeal to the USAF Board for Correction of Military Records (per AFI 36-2603).

## CHAPTER 2

### ANG Promotion Programs

**2.1. Unit Vacancy Promotion.** A unit vacancy must exist in the specific AFSC in the grade to which promotion is contemplated, and the individual must be the sole occupant of that valid manpower position. For the purpose of this instruction, a unit vacancy is a personnel assignment condition in which the total number of valid manpower positions in a unit (by AFSC and grade) does not exceed the number of personnel assigned to a unit in the same AFSC and grade (to include overgrade assignments in a higher grade in the same AFSC).

**2.2. Deserving Airman Promotion Program.** Qualified deserving airmen may be promoted to MSgt or TSgt without regard to position vacancy. However, promotions resulting from this program must be within the manning constraints of ANGI 36-2101. Only airmen who have demonstrated their potential to perform in the higher grade based on criteria outlined in Chapter 1 may be promoted. A deserving airman promotion is not a reward for past service, nor is it authorized solely due to an airman's attainment of the minimum eligibility requirements. The limited number of opportunities available under this program requires each commander to objectively evaluate and rank order all nominees so that only truly deserving airmen are promoted. All of the following non-waiverable criteria must be met:

2.2.1. The airman must be the sole occupant of a UMD position with an authorized grade identical to their current grade (e.g., a TSgt being considered for deserving airman promotion to MSgt must be the sole occupant of the TSgt position). Upon promotion, the airman must be assigned to the first available position that will resolve the overgrade status.

2.2.2. The airman must be fully qualified in the DAFSC to which assigned.

2.2.3. The promotion must not result in the airman becoming senior in grade to their immediate supervisor.

2.2.4. The airman must meet the requirements listed in Table 2.2. in addition to those in Table 2.1.

\*2.2.5. Airman in retraining status are ineligible for promotion under this program.

**\*2.3. AGR Deserving Airman Promotion Program Criteria.**

- \*2.3.1. The AGR members must meet the minimum deserving airman promotion program criteria.
- \*2.3.2. Airmen promoted to MSgt must have a minimum of 18 years of total active federal military service (TAFMS).
- \*2.3.3. Airmen promoted to MSgt will be overgrade for a period not to exceed 24 months from the date of promotion. At the end of this 24-month period, they must be reassigned to both a full-time and military position commensurate with their grade. Exceptions or waivers to this will not be considered.
- \*2.3.4. Airmen promoted to TSgt must have minimum of 12 years of TAFMS.
- \*2.3.5. AGR personnel who are unable to be reassigned to both a full-time and military position commensurate with their grade, are either voluntarily demoted or separation/retirement action will be required. Exceptions or waivers will not be considered.

**2.4. Officer Training Program Promotions.**

- 2.4.1. Airmen accepted for the Academy of Military Science (AMS) or the Initial Flight Training (IFT) will be promoted to SSgt without regard to Table 2.1. requirements or UMD authorization. Such promotion will be effected 15 days before class entry date. An airman who is not commissioned will be demoted to their previously held grade concurrent with termination of student status IAW ANGI 36-2503.
- 2.4.2. Airmen entering the AFROTC Professional Officer Course (POC) phase of training in the junior year of college will be promoted to SSgt effective on the date of their enrollment in POC. An airman who is disenrolled from the AFROTC will be demoted as in 2.4.1.

**2.5. Retraining Promotion Program.** An airman who is retraining may be promoted on the basis of their currently held PAFSC, subject to the following:

- 2.5.1. The airman must be fully qualified for retraining and be accepted by the unit commander into a valid vacant UMD position and the airman must be the sole occupant of the position. In addition, the overall unit manning in the Air Force Specialty into which retraining, must not exceed 100 percent, including the airman.
- 2.5.2. The airman must sign the following statement that will be attached to the commander's promotion recommendation. A copy of the statement must be furnished for OJT and personnel records.

I acknowledge that I must qualify for award of the AFSC skill level which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the time limits established by the commander, I will be demoted to my previously held grade.

- 2.5.3. Airmen promoted under this provision will retain the grade if, for reasons beyond their control, (e.g., unit reorganization or conversion) the AFSC into which they have retrained is deleted. If an airman voluntarily leaves the AFSC in which being retrained, is reassigned by a commander for performance related reasons, or is separated before attaining the required grade/skill relationship; the member will be demoted to the previously held grade in accordance with ANGI 36-2503.

**2.6. Promotion to CMSgt and SMSgt.** NCOs will not be promoted to CMSgt or SMSgt unless assigned to a position in which a valid unit vacancy exists, with the following exception. Commanders may assign and promote replacements for traditional guard members and full-time personnel up to 24 months prior to separation under the following conditions:

2.6.1. This policy applies only to E-8/E-9 positions and the original incumbent must hold the requisite grade.

2.6.2. The original incumbent will become excess immediately upon the assignment of the replacement; the length of excess condition will be established by the commander but will not exceed 24 months.

2.6.3. The excess member may not be a full-time employee (the replacement may be).

2.6.4. Promotion of the replacement to SMSgt or CMSgt is authorized provided the member meets all other criteria for promotion and the promotion will not cause the state to exceed 100% in that grade.

2.6.5. The excess member must acknowledge, in writing, that the excess condition is limited to 24 months and that further retention is contingent upon assignment to a vacant position commensurate with his or her grade.

2.6.6. Entry and update of excess codes will be managed by ANG/DP in conjunction with review of the statement of understanding provided by the excess member and promotion eligibility of the replacement. Requests for update should be forwarded to ANG/DP with the signed statement of understanding and the replacement member's name and SSAN.

2.6.7. States are to maintain CMSgt and SMSgt manning levels at or below the authorized grade ceiling regardless of the assignment status of personnel in these grades.

## **2.7. Recruiter Promotion Criteria.**

2.7.1. Because of the various ranks eligible to serve in Special Duty Identifier (SDI) 8R000, it is possible to promote a recruiter without regard to the PAFSC skill level, from SSgt to TSgt or above, while they are assigned to the SDI.

\*2.7.2. The member's unit commander which recommends the recruiter for promotion to TSgt, MSgt, SMSgt, will certify that the member is 7-skill level (9 level in the case of SMSgt) equivalent qualified in the SDI. Completion of 8R000 CFETP and applicable STS will serve as certifying documents for member's skill level.

2.7.3. Future assignment actions regarding a recruiter, or former recruiter promoted under these circumstances, should not hinder promotion opportunities.

2.7.4. Once reassigned, the promotability of the member may be considered under the Retraining Promotion Program outlined in paragraph 2.5.

**\*Table 2.1. Requirements for Promotion.**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</b>	<b>AT TIME OF RECOMMENDATION FOR PROMOTION TO (Note 7)</b>	<b>REQUIRED PAFSC (Note 1)</b>	<b>TIS OF AT LEAST (Note 2)</b>	<b>TIG OF AT LEAST (Notes 3 and 4)</b>	<b>MUST HAVE SATISFACTORILY COMPLETED THE FOLLOWING PME REQUIREMENTS (Note 5)</b>	<b>ON THE EFFECTIVE DATE OF PROMOTION MET THE FOLLOWING RETAINABILITY REQUIREMENTS FOR SERVICE IN THE ANG (Note 6)</b>
<b>1</b>	E-2 (AMN) (Note 4)	3-skill level	6 months	6 months (Note 4) BMT	None	None
<b>2</b>	E-3 (A1C) (Note 4)	3-skill level	6 months	6 months (Note 4)	None	None
<b>3</b>	E-4 (SrA)	3-skill level	6 months (Note 4)	6 months	None	None
<b>4</b>	E-5 (SSgt)	5-skill level (or 3-level when no level exists in the AFS)	48 months (4 years)	24 months	Mandatory: Airman Leadership School by correspondence or in residence. (The NCO Preparatory Course or NCO Leadership School meets this PME requirement)	None
<b>5</b>	E-6 (TSgt)	7-skill level	72 months (6 years)	24 months	None	None
<b>6</b>	E-7 (MSgt)	7-skill level	108 months (9 years)	24 months	Mandatory: In residence NCO Academy or by ECI Course 6	AGR – 24 months  All others – 12 months
<b>7</b>	E-8 (SMSgt)	7-skill level	156 months (13 years)	24 months	Mandatory: In residence	24 months
<b>8</b>	E-9 (CMSgt)	9-skill level	204 months (17 years)	24 months	Sr NCOA or by ECI Course 5 or 8	24 months

**NOTES:**

1. Before being recommended for promotion, the airman must hold a PAFSC at the skill level appropriate for the grade to which being promoted. The only exceptions are as follows:

1.1. AFI 36-2113, *The First Sergeant*, limits First Sergeant assignments to MSgt and above or MSgt selectees. TSgts selected as First Sergeants will be promoted to MSgt under the provisions of paragraph 2.5., Retraining Promotion Program, before attending the First Sergeant Academy. They must attend and successfully complete the First Sergeant Academy within one year of appointment as First Sergeant. Failure to meet this requirement will result in demotion IAW ANGI 36-2503.

1.2. The Adjutant General may grant a grade/skill level waiver for an Amn, A1C, or SrA when all requirements for award of an AFSC have been met, with the exception of the appropriate security clearance. The necessary request for an investigation must have been initiated at the Defense Investigative Agency (DIA), as evidenced by the appropriate Automated Security Clearance Accounting System notice.

\*2. Time-in-service computations for all promotions will be based on satisfactory years of service for retirement. This may include active duty, active duty enlisted service in a reserve component, or inactive duty in a reserve component. Inactive service in a regular component (USAF delayed enlistment program) is creditable service during the following periods, anything prior to 1 Jan 85, and anything after 31 Dec 92 is creditable. Periods of service in the USAF delayed enlistment program from 1 Jan 85 thru 31 Dec 92 is not creditable service. Service in a commissioned or warrant officer status will not be used to satisfy this requirement for promotion to SMSgt and CMSgt. Promotion to these grades requires eight years and ten years, respectively, of cumulative, satisfactory enlisted service (TEMSD) in addition to total TIS requirements (37 USC 201(e), 38 Comptroller General 598).

3. Only satisfactory years of service for retirement may be used to meet time-in-grade requirements. Time-in-grade requirements for airmen who have been demoted will be computed from the date of rank established at the time of demotion.

\*4. Compute all time-in-grade from date of entry on Initial Active Duty Training (IADT). An ANG unit commander may promote an ANG airman on IADT through the grade of A1C without a 3-level AFSC. Additionally, A1C assigned to a specialty requiring lengthy formal training and who have not had sufficient time or training to upgrade to the appropriate skill level due to the length of the formal school, may be promoted without a 3-level AFSC. Furthermore, the individual's military and scholastic records must be satisfactory. A lengthy formal school is defined as technical training that is in excess of 139 days.

5. Relationship between Air Force Enlisted PME and other PME.

5.1. Before 1970, MAJCOMS were given the authority to award PME credit to graduates of certain other services schools. The MAJCOM was to ensure that the course met Air Force content and length standards. PME credit awarded for other service resident schools before 1970 is valid and should be retained in member's records.

5.2. Since 1970, PME credit is authorized only for graduation from a certified Air Force NCO Preparatory course, Airman Leadership School or NCO Academy.

5.3. Senior NCOs who complete the US Army Sergeants Major Academy or the US Navy Senior Enlisted Academy are credited with completion of senior level enlisted PME.

5.4. Enlisted personnel who were formerly officers are not exempt from any enlisted PME course.

6. On promotion to CMSgt, SMSgt, or MSgt, members incur a service commitment as prescribed in ANGI 36-2101. Extend the member's enlistment IAW ANGI 36-2002. This action will coincide with the effective date of promotion. Members, who are unable to extend for the required period of time, or refuse to extend for any reason, are disqualified for promotion.

7. If the member is on AGR status, see ANGI 36-101 for further guidance.

**\*Table 2.2. SUPPLEMENTAL MANDATORY REQUIREMENTS FOR DESERVING AIRMAN PROMOTIONS.**

For promotion to the grade of	The minimum time in service is	and the minimum current ANG service is
TSgt	144 months (12 satisfactory years)	24 months
MSgt	216 months (18 satisfactory years)	36 months

**NOTE:**

The term "satisfactory year" means a year in which the airman has earned a minimum of 50 points to qualify as a satisfactory year for retirement.

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**Attachment**  
**Instructions for Computing Top Four NCO**  
**Promotion Opportunities**

## Attachment

## INSTRUCTIONS FOR COMPUTING TOP FOUR NCO PROMOTION OPPORTUNITIES

Use the following matrix to compute the promotion opportunities for your State. The authorized/assigned figures below are for example only and simply demonstrate the arithmetic process. Replace these figures with current authorized/assigned strengths by grade in your State, including all overgrades and excesses.

\*Table. Sample Matrix for State.

GRADE	AUTHORIZED	ASSIGNED	ALLOWABLE % (ANGI 36-2101)	ADJUSTED EFFECTIVE MANNING PERCENTAGES
CMSgt	10(a)	8(b)	110	80% (b divided by a)
SMSgt	15(c)	18(d)	110	104% total of b+d (26) divided by total of a+c (25)
MSgt	25(e)	30(f)	120	112% total of b+d+f (56) divided by total of a+c+e (50)
TSgt	40(g)	56(h)	125	124% total of b+d+f+h+(112) divided by total of a+c+e+g (90)

To determine if the State in this example can promote a member to MSgt, divide the total number assigned in grades MSgt, SMSgt, and CMSgt by the total authorized in grades MSgt, SMSgt, and CMSgt. In the above example, 56 divided by 50 equals 112%. Since this is below the 120% maximum allowable for MSgt, this member may be promoted. To determine if this State can promote a member to TSgt, we total the authorized and assigned figures for TSgt through CMSgt and then divide the total assigned (112) by the total authorized (90). The adjusted effective manning percentage is 124%. Since this is below the 125% maximum allowable for TSgt, this member may be promoted. These percentages must be recomputed with each promotion or demotion, each change in assigned strength, and each change in authorized strength.