



Personnel

PROMOTION OF AIRMEN, AIR NATIONAL GUARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes ANGI 36-2502/CA ANG Supplement 1, 6 Mar 01
OPR: CA ANG/DP

Certified by: CA ANG/DS
Pages: 5/Distribution F

SUMMARY OF REVISIONS

Paragraph 1.2.1.1. added responsibilities for the 162CCG.

ANGI 36-2502, 25 August 2000, is supplemented as follows:

1.1. All references to the Adjutant General in this regulation will be interpreted to mean HQ CA ANG/DS.

All references to "Wing" will also be applicable to the 162 CCG. All references to Command Chief Master Sergeant (CCM) will also be applicable to the 162 CCG Senior Enlisted Representative (SER).

1.1.1. Authority is delegated to Commanders, 129th Rescue Wing (129RQW), 144th Fighter Wing (144FW), 146th Airlift Wing (146AW), 163rd Air Refueling Wing (163ARW), and 162nd Combat Communications Group (162CCG), to issue orders affecting promotions of enlisted personnel within their command through the grade of TSgt (E-6), including Officer Commissioning Program Promotions to the grade of SSgt (E-5). The Commander, 162 CCG, may further delegate this authority to squadrons under his/her command or administrative control for promotion of assigned enlisted personnel through SrA (E-4).

1.2.1.1. (Added) The servicing MPF is responsible for verifying promotion nominees meet all eligibility requirements and for ensuring timely promotion of eligible personnel by certifying that recommended personnel meet the prerequisites for promotion IAW ANGI 36-2502 and current manning limitations. For the 162 CCG/DP, these responsibilities will be accomplished by 162 CCG/DP. Upon receiving final approval from the appropriate authority, the 162 CCG/DP will ensure a copy of the promotion order is provided to the servicing MPF for MILPDS update and file in the Unit Personnel Record Group.

1.2.4.1. (Added) The Human Resources Office (HRO) is responsible for verifying that all Active Guard/Reserve (AGR) promotions to E-5 through E-9 will result in a balance between the grade on the Extended Unit Manpower Document (EUMD-Active) and the civil service grade authorized.

1.2.4.2. (Added) Promotions of personnel on AGR status must be processed through HQ ANG/DP and approved by HQ CA ANG/DS in coordination with CAJS-AGR at Headquarters, California Air National Guard. The request will include the air technician grade authorized for the assigned

position, if applicable. Enter this information in the remarks section of CA ANG Form 26. Approved recommendations for promotion to E-6 and below will be returned for issuance of orders as authorized by paragraph 1.1.1. Refer to CA ANG Supplement 1 to ANGI 36-101 for additional policy governing promotion of AGR personnel.

1.4.1.1. (Added). CA ANG Form 26, Airman Promotion Request, will be utilized for recommending individuals for promotion to grades E-7 through E-9. The CA ANG Form 26 is an optional form for promotions below E-7, to be used as determined by each Wing Commander and 162 CCG Commander. Promotion requests will be submitted to Headquarters, California Air National Guard, HQ CA ANG/DP, in duplicate (original and one copy). The CA ANG Form 26 should arrive in the servicing MPF to allow a minimum processing time of ten working days before the desired promotion board date.

1.4.2. Approved promotions to grades E-7 through E-9 will be announced on orders issued by Headquarters, California Air National Guard.

1.5. (Added). Promotion Boards.

1.5.1. A promotion board will be convened at the wing level for all promotion requests for grades E-7 through E-9. Boards will be conducted in a fair, impartial manner, reviewing pertinent records and interviewing those nominated to evaluate their technical and professional qualifications for promotion. Individuals are required to personally appear before the board in their service dress uniform. In extenuating circumstances, the Command Chief Master Sergeant (CCM) can modify these requirements. If an individual can not meet the board, it is the responsibility of the CCM to personally review the promotion package and conduct a phone interview with the promotion nominee to emphasize the importance of being considered for promotion. At a minimum, if required, promotion boards will meet quarterly. Wings should establish a not later than date for promotion requests to be received by the promotion boards.

1.5.2. Board composition will be as follows:

1.5.2.1. Promotion boards for E-7 and E-8 are mandatory. Promotion boards may be convened at wing level at the discretion of each wing commander. Promotion boards for promotion to E-7 at the wing level will consist of, at a minimum, two Master Sergeants and one Senior Master Sergeant. However, promotion boards for promotion to E-8 will consist of at a minimum, two Senior Master Sergeants and one Chief Master Sergeant. Upon completion of the board, the MPF will forward the CA ANG Form 26 and summary of board results to HQ CA ANG/DP for review, approval and publication of promotion orders. Finally, promotion boards for personnel assigned to the State Headquarters will be convened by the State CCM who will serve as board president and determine composition of the board.

1.5.2.2. Promotion boards for E-9 are mandatory. The board for each wing will consist of, at a minimum, three chief master sergeants, one of whom will be the Wing Command Chief Master Sergeant (CCM). In the absence of the Wing CCM, the CCM will select a CMSgt to hold the position of the CCM at the board. Upon completion of the board, the MPF will forward the CA ANG Form 26 and summary of board results to HQ CA ANG/DP for review, approval and publication of promotion orders. Promotion boards for personnel assigned to the State Headquarters will be

convened by the State CCM who will serve as board president and determine composition of each board.

1.5.2.3. In addition to the requirements listed in para 1.1.2. and 1.2. individual promotion packages should contain a CA ANG Form 26, a current RIP, and a service agreement. Additional documents to this list may be authorized at the wing level.

1.5.2.4. A formal letter of recommendation from the Board President either recommending or non-recommending member(s) for promotion will be written; all non-recommendations require considerable justification. Each letter of recommendation will include a list of all board members and summarize the board's recommendation. If it has been deemed that a board isn't required for an exceptional situation, the CCM or SER will write a letter of explanation with the board recommendation.

1.5.2.5. Board determinations are made by simple majority, and if one or more members have strong dissenting comments, those written comments are also forwarded to the wing or group commander.

2.8. (Added) Exceptional Promotion Program (EPP). The goal of the EPP is to provide greater promotion opportunity for traditional guard members by allowing those exceptional individuals to attain the senior NCO rank when UMD authorizations may not exist. Annually, ANG/DPFO provides EPP allocations, along with guidelines for administering the program. The CA ANG will strive toward maximizing this enhanced promotion potential for traditional guard members.

2.8.1. The following non-waiverable criteria will be used to determine eligibility for promotion consideration:

2.8.1.1. Nominee must be a traditional guard member.

2.8.1.2. Nominee must not be excess to unit requirements or become excess within the subsequent two years following promotion.

2.8.1.3. Nominee must meet the minimum time-in grade, time-in service and be fully qualified in their DAFSC at the time of submission.

2.8.1.4. Nominee cannot be promoted to a position in which it will cause them to be two grades above the UMD authorization.

2.8.1.5. Nominee must have completed the Senior NCO Academy (In-Residence highly desirable).

2.8.1.6. Nominee must be within 3 years of qualifying for a reserve retirement at the time of submission. (At least 17 years of satisfactory service).

2.8.1.7. Nominee must have 3 years of retainability prior to reaching age 60 and must agree to remain in the ANG for the 3 years subsequent to the promotion.

2.8.1.8. Nominee must agree to be transferred to the Retired Reserve or be discharged on the third anniversary of the promotion, unless assigned to a valid UMD vacancy at the member's grade.

2.8.1.9. Special duty identifier 8F000, First Sergeants, may be considered for EPP.

2.8.1.10. Members promoted under this program are the sole occupants of the promotion authorization. If a member promoted under EPP is subsequently reassigned to a valid authorization at the member's grade, another member may not be promoted using the vacated EPP authorization.

2.8.2. Nominations must include the following:

2.8.2.1. AF Form 1206, Nomination for Award (See Attachment 1).

2.8.2.2. Wing/162CCG Commander Letter of Recommendation. In addition to recommending the nominee for promotion, the letter must also indicate whether the nominee meets ANG physical fitness and weight management standards.

2.8.2.3. Records Review Report Individual Person (RIP).

2.8.2.4. A statement of understanding signed by the nominee indicating:

"If selected for promotion under the Exceptional Promotion Program, I agree to be transferred to the Retired Reserve or be discharged on the third anniversary of the promotion, unless I am reassigned to a valid position vacancy equivalent or higher than my grade."

2.8.3. Completed nominations are to be forwarded to HQ CA ANG/DP not later than 30 April each year.

2.8.4. A board will be convened at State Headquarters in June of each year to review the nominations and offer recommendations to the Commander, CA ANG for his selection. The board will consist of, at a minimum, the State Command Chief Master Sergeant who will serve as board president, wing CCMs, and the State Human Resource Advisor (HRA). The nomination packages of the senior noncommissioned officers selected for promotion under the EPP will be forwarded to ANG/DPFOM for appropriate validation and Personnel Data System updates of overgrade code and expiration date. Upon notification of favorable ANG/DPFOM validation, HQ CA ANG/DP will publish and distribute promotion orders.

Table 2.1, Rule 6, 7, and 8, Column E. Completion of appropriate Professional Military Education (PME) must be verified. If current PME completion information is available in the Personnel Data System (PDS), a certificate of completion need not be attached. The appropriate certificate of completion must be attached when current PME information is not available in the PDS. It should be noted that the NCO Academy and Senior NCO Academy completion requirement can be fulfilled in-residence or by correspondence course.

DANIEL J. GIBSON
Major General, CA ANG
Commander

Attachment 1**Instructions for Preparing AF Form 1206 for Exceptional Performance Promotion Nominations**

AWARD - EPP Promotion
CATEGORY - (Leave Blank)
AWARD PERIOD - FY 01/EPP
RANK/NAME OF NOMINEE - (Type nominee's current rank and name)
SSN - (Type nominee's Social Security Number)
DAFSC/DUTY TITLE - (Type nominee's Duty AFSC and duty title)
MAJCOM - (Leave Blank)
UNIT/OFFICE SYMBOL/STREET ADDRESS - (Self Explanatory)
TELEPHONE (DSN & COMMERCIAL) - (Self Explanatory)
RANK/NAME OF UNIT COMMANDER - (Self Explanatory)
SPECIFIC ACCOMPLISHMENTS - (Use single-spaced bullet format)

Bullet statements will be entered under the following headings:

JOB PERFORMANCE
DEMONSTRATED LEADERSHIP
OTHER ACCOMPLISHMENTS

1. Be specific. Avoid generalities, broad or vague terminology, or simply describe duties and responsibilities. Rather than simply state the nominee's positive attributes, provide concrete examples that describe what the individual did, how well it was done, and what the impact or benefits were.
2. Those preparing EPP nominations may wish to refer to the ANG Competency Library at the web site indicated in paragraph 2. This reference may be helpful in preparing the AF Form 1206, sparking thoughts on areas where the nominee excels.